



Northwest Central Joint Emergency Management System *Joint Board Meeting*



Minutes
July 21, 2016
1975 E. Davis St., Arlington Heights, IL 60005

1) Call to Order

Reid Ottesen called the meeting to order.

2) Roll Call

Randy Recklaus – Village of Arlington Heights
Dan Bragg – Village of Buffalo Grove
Ray Rummel – Village of Elk Grove Village
Jim Norris – Village of Hoffman Estates
Sam Trakas – Village of Inverness
Reid Ottesen – Village of Palatine
Barry Krumstok – City of Rolling Meadows
Brian Townsend – Village of Schaumburg
Sharon Caddigan – Village of Streamwood
John Ferraro – Northwest Central Dispatch System

3) Public Comment

A. No Public Comment

4) Review of Minutes

- A. Approval of the minutes from May 19th, 2016 with the correction that Jim Norris called the meeting to order
- i. Motioned to approve amended minutes made by Mr. Ray Rummel
 - ii. Seconded by Mr. Jim Norris
 - iii. Voice Vote: Motion Carried

5) Joint Emergency Management Coordinator Update

- A. Mr. Fleming was not in attendance but a copy of his report was sent to the Village/City Managers for their review. Any questions regarding the update can be sent to Mr. Fleming if needed.
- B.

6) New Business

A. Accredited Agency Applications

- i. The State sent letters to two of the accredited agencies that they need to reapply for accreditation. This letter is very different from the past agency applications. In years past applications consisted of a one-page checklist and an audit of training. The letter from the state asks that each agency develop a multipage letter justifying the continuing need for the accredited status. We are working together to get this letter put together and get it out to the state. Unfortunately, the turnaround time is only two weeks and the information needed includes training and exercises records back to the beginning of each program.



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B. EOC Position Training

- i. Based on the Training and Exercise Planning Workshop feedback we will be trying to hold. The trainings consist of Introduction to EOC, Management, Operations, Planning & Intelligence, Logistics, and Finance. Each position training is going to take 3-4 hours to conduct. Ideally these will be held jointly so that group activities and discussion are fruitful. September, October, and November are the months I would like to host the courses. Hoffman Estates and Schaumburg have offered to host one or all of the courses in their facilities. The training documents will be sent out to each community for review. Once we get feedback we will schedule the trainings and work on invites to the proper stakeholders.

C. NIMS Compliance

- i. NIMS training tracking is still in development and will be sent out to the community contacts once it has been completed. The importance of NIMS compliance was expressed at the last Executive Committee meeting. In the future there is the possibility of tracking NIMS centrally through the JEMS program.

D. EOC Position Training

- i. The emergency operations center position training is currently being scheduled for September, October, and November with each of the classes (Intro to EOC, Operations, Planning & Intelligence, Logistics, Finance, and Management) being held at least once this year. Prior to hosting these courses the curriculum is being reviewed by each municipality for comments regarding the structure of the training. Each position training is going to take 3-4 hours to conduct.

7) Old Business

B. FY 2016 Work Plan

- i. Mr. Fleming attached the updated work plan for the fiscal year. A brief overview of how the plan was laid out and asked that each member take a look and the document and provide any feedback they see as necessary. In regards to next steps it was mentioned that EOC training and EOC rosters would be sent out to the communities to begin the next steps in the planning process.

8) Other Business

9) Adjournment

- A. Motion to adjourn the meeting by Mr. Reid Ottesen
- B. Seconded by Mr. Ray Rummel
- C. Voice Vote: Motion Carried