



Northwest Central Joint Emergency Management System *Joint Board Meeting*



Minutes
September 15, 2016
1975 E. Davis St., Arlington Heights, IL 60005

1) Call to Order

Reid Ottesen called the meeting to order.

2) Roll Call

Ken Koeppen – 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
Michael Cassady – Village of Mount Prospect
Reid Ottesen – Village of Palatine
Barry Krumstok – City of Rolling Meadows
Brian Townsend – Village of Schaumburg
Chris Clark – Village of Streamwood

3) Public Comment

A. No Public Comment

4) Review of Minutes

- A. Approval of the minutes from July 21th, 2016 with the correction that Jim Norris called the meeting to order
- Motioned to approve amended minutes made by Mr. Barry Krumstok
 - Seconded by Mr. Sam Trakas
 - Voice Vote: Motion Carried

5) Joint Emergency Management Coordinator Update

- JEMS Agreements – Mr. Fleming explained that the current remaining JEMS agreements were being reviewed by their legal departments before being brought to their board.
- COOP Plan Development – Continuity Planning is ongoing as Mr. Fleming continues to meet with departments in the respective communities. At this point he has met with 32 departments over 6 communities. Some communities have deferred to begin the continuity planning once they are through their budget seasons.
- Training Plan – The finalized trainings plan has been sent out to each of the respective communities for review. The plan was changed to reflect changes at the state and national level regarding appropriate training. At this point each community can adopt the plan either the whole plan or pieces as applicable.
- IEMA Accreditation and EMPG Applications – The State of Illinois Emergency Management Agency put a heavy burden on the communities of Palatine, and Hoffman Estates with requests for re-accreditation and Emergency Management



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Performance grant paper work. This consumed a good amount of time for both the community that need to submit and for Mr. Fleming in assisting with the documentation.

- Festivals – Mr. Fleming was able to attend a number of festivals over the summer months. In the time that was spent out at each event he was able to capture best practices which he hopes to help incorporate into the other community's events in the coming year. Mr. Fleming also explained that IEMA has released a statement saying that events and festivals will no longer be counted as exercises. Mr. Fleming petitioned them to reconsider this new rule as it would impact the two accredited agencies within JEMS. The response from IEMA seemed to give the ability to the communities to design events based exercises, but not to use an event as an exercise. The difference being the intent to hold a full exercise versus writing up events to look like exercises.
- Harper Shooter Exercise – Mr. Fleming explained his role as an observer in the Harper College active shooter exercise. The exercise was an overall success but would like to have a more active role in guiding the Homeland Security Exercise Evaluation Program required documentation for larger exercises as all communities could benefit from more uniformed after action reporting and exercise evaluation.
- Rolling Meadows Active Threat Table Top Exercise – A company approached Rolling Meadows Police department about possibly hosting a table top exercise. Mr. Fleming assisted the Fire and Police department in developing a table top scenario for the company and their staff. Although it will not be possible to do this for every single company in every community, it can be put together given the time and resources are available.
- Northwest Community Hospital, National Preparedness Month – Northwest Community Hospital reached out to Mr. Fleming and asked if he would give a talk to a group of long term care facilities in the Northwest Suburbs about household preparedness. As it was National Preparedness Month many groups were gathering to discuss similar topics. If other groups or gatherings would be interested in a talk on household preparedness Mr. Fleming would be glad to give a talk. A question was raised by Mr. Norris regarding the involvement or interaction with other hospitals such as Alexian or St. Alexis. Mr. Fleming explained that he had only been approached by Northwest Community Hospital but would reach out to the other hospitals.
- Cook County Strategic National Stockpile Planning – My Young from Cook County Department of Public Health reached out to Mr. Fleming to start redeveloping plans for Strategic National Stockpile scenarios. Mr. Fleming will be assisting Cook County in making contact with each community.
- IEMA Conference Update – Mr. Fleming gave a brief overview of his time down in Springfield for the 2016 IEMA conference. One of the major points he wanted to share with the group was his discussion with the State IEMA director. The



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State Director explained that the JEMS program would be allowed to function as long as it was in line with the IEMA act. He also commented that this was similar to a setup Dupage County had considered in the past.

6) New Business

A. EOP Revisions

- Mr. Fleming explained that although we had originally been waiting on updates from the national or state level for guidance on how to develop an EOP that some communities needed to start their EOP revisions now. Inverness has been reviewing their EOP revision through Mike Hish. Palatine was in need of an EOP revision for their accreditation through the state. Finally, it is a goal to have an EOP revision done for Mount Prospect by the end of the year given the timeline. One those are completed we will review the other EOPs and see where additional revisions need to be made.

B. Mitigation Plan Review

- Mr. Fleming explained that Cook County had sent out a set of guidance asking for updates to the County Regional Hazard Mitigation Plan. If any community was seeking assistance with the updates to their plan he was offering to help. The goal of the mitigation plan is to open our communities up to the opportunity for mitigation funding so it is important to define what areas we are looking to improve.

C. FY 2017 Budget Overview

- Mr. Fleming shared his high level proposed budget changes. Highlighting two areas that would be significant for change. First the training budget was a little on the high end, so the 20,000 budget would likely be reduced. Additionally, adding on the part-time position that was previously budgeted. Mr. Ottesen explained that he would meet with Mr. Fleming to review the budget as it is simpler than the NWCDS whole budget, if any other member wanted to have a role in the budget process they would be welcome to sit in, otherwise Mr. Ottesen would take the lead on this project. Mr. Ottesen explained that from the initial projections it looks as if the assessments for each community will stay at the same level or potentially lower than the first year. Mr. Norris made a two points regarding the content of the job description and the importance of identifying the right candidate for the position. Mr. Norris posed the thought of potentially carrying forward assessment revenue from this year into the next and allowing communities to pay their FY2017 assessment with carry forward dollars. Mr. Ottesen explained that it could potentially be possible to carry forward the dollar amount from this year to cover the expenses of a vehicle or the expenses of the equipment for the vehicle.

7) Old Business

A. EOC Training



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- Mr. Fleming let everyone know that dates and locations were set for each of the training dates. At this point not every community has setup a roster for their EOC staff. Mr. Fleming offered to sit down with each community and go over who should potentially attend the trainings. Mr. Fleming explained that these positions are a combination of different positions he has encountered in other communities. The goal is to establish a baseline for the EOC staff. Additionally, if there are some communities that are unable to make it to this training then it will be possible to hold additional trainings in the future.

B. FY 2016 Work Plan

- 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.

8) Closed Session for the purpose of: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1)

9) Adjournment

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