



# Northwest Central Joint Emergency Management System *Board Meeting*



Minutes  
November 17, 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  
Dane Bragg – Village of Buffalo Grove  
Ray Rummel – Village of Elk Grove Village  
Jim Norris – Village of Hoffman Estates  
Mike Hish – Village of Inverness  
Brian Lambel – Village of Mount Prospect  
Reid Ottesen – Village of Palatine  
Scott Franzgrote – City of Rolling Meadows  
Dave Schumann – Village of Schaumburg  
Sharon Caddigan – Village of Streamwood  
John Ferraro – Northwest Central Dispatch System

Guests:

Mr. Joe Wade, City Administrator for Prospect Heights, Guest of Mr. Rummel  
Barb DeWolf, Northwest Central Dispatch System

## 3) Public Comment

- No Public Comment

## 4) Review of Minutes

- Approval of the consent agenda, including minutes from September 15, 2016
  - Motioned to approve amended minutes made by Ray Rummel
  - Seconded by Jim Norris
  - Voice Vote: Motion Carried

## 5) Joint Emergency Management Coordinator Update

- EOC Position Training – These have been finished, with 10 training sessions being presented at 3 locations over the course of approximately 5 weeks. The training was well attended, with over 200 people attending in total. Plan is to present another set of these in 2017, with the long-term goal of presenting this training every year, so that new employees, or employees with changing responsibilities will have the opportunity to attend an appropriate session. A set of position checklists for each position were made available for each municipality.
- Part-Time Emergency Management Analyst Position – Position has been posted. It has been posted to the International Association of Emergency Managers, sent out through the MABAS Division 1 chiefs, sent to Harper College and College of DuPage, through the regional Emergency Mangers group, and Mr. Fleming is



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coordinating with the state to get it out to other agencies to disperse as well. At this point, there has been a good response, with approximately 20 applicants so far. Application process will close next Friday (November 25). Applicants who properly submitted all required materials have been asked to take a basic, online aptitude / cognitive ability test. Next step will be an interview. Brief discussion ensued on how many applicants to interview; it was decided to cut down the pool of applicants to no more than ten for the interview process. Mr. Fleming requested volunteers to assist with the interviews, to take place in the second or third week of December. Chief Andersen, and Chief Mikel volunteered, and Mr. Bragg offered Art Malinowski to assist.

- CMS Emergency Preparedness Rule – Mr. Fleming explained that the Centers for Medicare and Medicaid Services (CMS) has passed a new rule affecting 17 types of health care facilities that accept Medicare or Medicaid payments. The rule requires these facilities to perform emergency planning, training and exercising. Different facilities have varying requirements based on those facility types. A handout detailing the requirements for the various types of facilities was distributed in the meeting packet. Several emergency management professionals report that they have been approached by health care providers such as long-term care facilities, small clinics, rehab facilities and so on for guidance as they have never had to comply with rules such as these before. Local communities should be aware that they may be approached by these facilities looking for assistance or guidance in complying with these new rules. Discussion on how this will affect us, in terms of time, resources and liability. Mr. Fleming suggested having some sort of standardized form letter available to send to facilities acknowledging receipt of their plan while not specifically endorsing or “signing off” on it. He will continue to monitor the situation as it develops.

### **6) New Business**

- **Policy for Storage and Destruction of Minutes**
  - In response to discussion at a previous executive committee meeting discussion on this subject, Mr. Fleming reported that the current NWCDS Joint Board bylaws follow the Illinois Open Meetings Act, with language as specified in the packet. Discussion on whether this could be put in place by a committee vote as a policy, or whether an ordinance was required. Mr. Fleming will verify whether an ordinance is needed in this case; a motion was made to accept the addition, as written, to the JEMS board bylaws contingent on an ordinance not being required.
    - Motion to accept made by Mr. Jim Norris
    - Seconded by Mr. Dane Bragg
    - Voice vote: Motion carried
- **JEMS Financial Discussion**



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- Barb DeWolf (NWCDS) discussed the audit process, in that the JEMS program was previously included with the overall NWCDS audit. NWCDS will be engaging a new auditor this year, and Barb wanted to know if the board was still in favor of keeping the same process, or if they would prefer a separate audit of the JEMS program. Board agreed that as long as the auditor was agreeable to maintaining the process, they would keep it status quo.
- Ms. DeWolf also brought up that there was a funding surplus as the JEMS program has run under budget for the past year. She questioned whether to establish a designated account or to offset next year's assessments. Board directed her to set the funds aside and establish a designated fund balance in accordance with previous discussions. Discussion on who should be designated signatories on the account. As the account falls under the NWCDS umbrella the savings accounts will have the normal signatories with the additional of Mr. Fleming.
- Mr. Fleming had requested a credit card account for the JEMS program that he could use for program expenses. Board agreed to the request, with a \$5,000 limit, subject to the same procedures as the Executive Director's card.
- **FY 2017 Budget Overview**
  - Budget was proposed as submitted in the packet, based on discussion at the previous meeting, with a 7% overall reduction in the subscription cost for each community.
    - Motion to accept the budget as written made by Mr. Dane Bragg
    - Seconded by Mr. Ray Rummel
    - Roll Call Vote:
      - Arlington Heights: Yes
      - Buffalo Grove: Yes
      - Elk Grove Village: Yes
      - Hoffman Estates: Yes
      - Inverness: Yes
      - Mount Prospect: Yes
      - Palatine: Yes
      - Rolling Meadows: (Not in attendance)
      - Schaumburg: Yes
      - Streamwood: Yes
    - Budget adopted as presented.
- **FY2017 Work Plan**
  - Draft plan was included in the packet. A focus in 2016 was on planning, and some of this (particularly EOP updates) will continue. A focus in 2017 will be hands-on familiarization with EOC operations, including physical setup of



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the EOCs, determining staffing levels, and so on. The plan will be revised and updated as the year goes on in response to identified needs. Any input should be sent to Mr. Fleming prior to the December meeting to get the plan finalized by January.

### **7) Old Business**

#### **A. FY 2016 Work Plan**

- Mr. Fleming reported on an addition to the plan in which he worked with Rolling Meadows police and fire to support a local chemical company in a tabletop exercise at their site. The site was identified as high-risk by Homeland Security, and the facility wanted to have local authorities involved in the exercise in order to get their input on the internal plan, and to better coordinate responses to an incident at the plant. The exercise was very successful and allowed all participants to gain a better understanding of how all would interact at an emergency scene. Although there are limitations in how many of these are possible throughout the year, it would be valuable to continue to cultivate these relationships with local businesses for improved overall preparedness.
- Mr. Fleming has been reaching out to a number of healthcare organizations through their coalition that meets quarterly, and has met with some of them, including Northwest Community and St. Alexius, to discuss emergency preparedness as noted above regarding the CMS rule. It is expected that these meetings will continue.
- Mr. Fleming, along with Mr. Ferraro, will continue meeting one-on-one with the Chiefs and Managers of the various agencies in the coming year.
- Mr. Fleming also brought up that he is looking to start meeting regularly with the local EM coordinators (as a group) in order to get them more involved.

### **8) Other Business**

- Officers will remain in their current positions for one more year. No action needed, as bylaws permit staying in position until replaced.

### **9) Adjournment**

- Motion to adjourn the meeting by Mr. Dane Bragg
- Seconded by Ms. Sharon Caddigan
- Voice Vote: Motion Carried