



**Northwest Central
Joint Emergency Management System
Joint Board**



Minutes
May 19, 2016
1975 E. Davis St., Arlington Heights, IL 60005

1) Call to Order

Mick Fleming called the meeting to order at hours 0900.

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
Robert Haas – Village of Inverness
Michael Cassady – Mount Prospect
Scott Andersen – Village of Palatine
Barry Krumstok – City of Rolling Meadows
Brian Townsend – Village of Schaumburg
Chris Clark – Village of Streamwood
John Ferraro – Northwest Central Dispatch System
Mick Fleming – Northwest Central Joint Emergency Management

3) Public Comment

A. No Public Comment

4) Review of Minutes

- A. Approval of the minutes from March 17th, 2016 as presented
- i. Motioned by Mr. Bragg
 - ii. Seconded by Mr. Rummel
 - iii. Voice Vote: Motion Carried

5) Joint Emergency Management Coordinator Update

- A. Mr. Fleming provided an update on the recently held planning and training exercise workshop. The workshop's goal is to bring together stakeholders from each member community and outline plans and objective for trainings and exercises. The result of the meeting is a training and exercise plan which will identify training requirements for each municipality. The workshop was well attended and good information was shared between all of the communities.
- B. Cook County and IEMA have recently held exercises which included exercise play for some of our communities. Schaumburg was a participant in the Cook County Agora Mall Tabletop exercise which was held in Rosemont. Representatives from law enforcement, fire, the mall, and NWCDS were in attendance. The exercise highlighted the benefits of the public private relationship between Schaumburg and the mall. The IEMA training seminar on the new requirements for accredited agencies provided a number of tools for local



Northwest Central Joint Emergency Management System *Joint Board*



emergency managers to use in conjunction with their training and exercise planning workshop development.

- C. The training and exercise plan is being modified to comply with the new IEMA guidance on how to perform a risk assessment, capability assessment, and annual training and exercise workshop formation. The goal is to have the plan done by early July. The plan will be based off of information gathered at the training and exercise planning workshop and combined with best practices regarding the minimum levels of training for emergency management staff.
- D. Mr. Fleming explained that after speaking with the region 4 IEMA staff that the requirements for NIMS submissions would remain the same this year as compared to last year's NIMS submission requirements. Mr. Fleming intends to follow up with the executive committee to discuss the process for completing NIMS submissions in the future.

6) New Business

7) Old Business

A. Joint Emergency Management Executive Committee

- i. Motion to approve the Joint Emergency Management Executive Committee as presented in the Board Packets.
- ii. Motion by Mr. Bragg
- iii. Seconded by Mr. Krumstok
- iv. Voice Vote: Motion Carried

B. Joint Emergency Management Agreements

- i. Mr. Fleming explained that Inverness and Buffalo Grove were working on getting signatures for the Illinois Emergency Management Mutual Aid Agreements.
- ii. Mr. Fleming also explained that all JEMS agreements had been received from all communities.

C. Continuity of Operations Plan Development

- i. Continuity of operations planning is still progressing. We have currently met with 24 departments in Buffalo Grove, Elk Grove Village, Inverness, Palatine, Rolling Meadows, and Streamwood. Meetings are currently being set with Arlington Heights and Hoffman Estates.

D. FY 2016 Work Plan

- i. Mr. Fleming presented 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 at 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

A. Accredited Agencies Under State Law



**Northwest Central
Joint Emergency Management System
*Joint Board***



- i. Subpart E:, Section 301.510 (b) of the IEMA Act stipulated the requirements of “Non-Mandated” ESDAs in order to be considered “Accredited.” A brief explanation of these requirements was provided for clarification on the rules regarding the accreditation process.

9) Adjournment

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