



Northwest Central Joint Emergency Management System *Executive Committee*



Minutes

August 17, 2017

1150 N. Arlington Heights Rd, Arlington Heights, IL 60004

1) Call to Order

Ray Rummel called the meeting to order at 0900 hours.

2) Roll Call

Bernie Lyons – Village of Arlington Heights
Village of Buffalo Grove: (Absent)
Ray Rummel – Village of Elk Grove Village
Ted Bos – Village of Hoffman Estates
Mike Hish – Village of Inverness
Brian Lambel – Village of Mount Prospect
Scott Andersen – Village of Palatine
City of Rolling Meadows: (Absent)
Village of Schaumburg: (Absent)
Chris Clark – Village of Streamwood
Mick Fleming – Northwest Central Joint Emergency Management
Doug Hoyt – Northwest Central Joint Emergency Management
John Ferraro – Northwest Central Dispatch

3) Public Comment

A. No Public Comment

4) Review of Minutes

A. Approval of the minutes from the meeting on April 20, 2017 as presented

- i. Motioned by Chris Clark
- ii. Seconded by Scott Andersen
- iii. Voice Vote: Motion Carried

B. Approval of the closed session minutes from the meeting on February 16, 2017 as presented

- i. Motioned by Brian Lambel
- ii. Seconded by Chris Clark
- iii. Voice Vote: Motion Carried

5) Joint Emergency Management Coordinator Update

A. Training

- i. Everbridge Training: Session coming up on 9/12/17 at Buffalo Grove. This will allow personnel to become super users for their communities. People in the class will work individually to practically create and manage groups and contacts, as well as send Everbridge messages to groups and to community members. Currently there are 6 personnel from Buffalo Grove, 1 or 2 from Arlington Heights and possibly one from Hoffman Estates. Mt. Prospect also expressed some interest, and there may be room for a



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few more. (Mr. Fleming doesn't want too big a group; if there is more interest, more sessions can be scheduled.)

- ii. Red Cross Shelter Training: Mr. Fleming has been in contact with the Red Cross to pin down a time to do the training sometime this year; trying to come up with a time that will allow a large group, including some volunteers from the various communities to attend, and to find a community willing to host that has a large enough venue for the class. Elk Grove Village offered to host the class; possibly in November.

B. Plans:

- i. Emergency Operations Plans
 1. Arlington Heights will start work on EOP once COOP is finished.
 2. Buffalo Grove EOP is submitted
 3. Elk Grove Village wants to complete an EOC refresher and another exercise this fall to get some feedback before beginning work on the plan revision
 4. Hoffman Estates has been submitted as previously discussed
 5. Inverness will be meeting soon with the JEMS staff regarding near final draft
 6. Mount Prospect looking at revisions; hope to have another draft done before an upcoming exercise this winter
 7. Palatine submitted to IEMA; waiting for their comments
 8. Rolling Meadows almost finished with draft
 9. Schaumburg did their own revision, and will be looking to transition toward a more standardized JEMS style plan structure in the next revision cycle
 10. Streamwood met with JEMS and went through basic plan; need to get input from the various departments for the annexes.
- ii. Continuity of Operations Plans
 1. Arlington Heights data in, finishing draft
 2. Buffalo Grove draft done, will be sent to them soon
 3. Elk Grove Village; still need to meet with PD and Finance
 4. Hoffman Estates following up on changes to draft
 5. Inverness has been sent the template; will go over it when we review their EOP
 6. Mt. Prospect almost complete and will be sent soon
 7. Palatine draft being reviewed at the Village level, final changes and final draft should be forthcoming
 8. Rolling Meadows done, reviewed and in final draft form
 9. Schaumburg will be starting process (department head meetings) once the new Fire Chief comes on board
 10. Streamwood draft is done and review process will begin soon



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C. Exercises

- i. Arlington Heights will conduct a Department Head workshop in their EOC in September, followed up by another exercise in November
- ii. Buffalo Grove has BG Days festival; hope to do a tabletop exercise following that in September
- iii. Elk Grove Village has an upcoming exercise, need to set a date. Scope of this exercise will depend on how the EOC refresher goes. There is also a plan to develop an EOC setup video incorporating feedback from this training.
- iv. Hoffman Estates met with JEMS last week to set up an exercise
- v. Inverness will be participating in some role in Palatine's upcoming exercise
- vi. Mount Prospect EOC table top in November
- vii. Palatine Functional EOC exercise was pushed back due to severe storms and other real-world events in July; will be held on September 18.
- viii. Rolling Meadows has had a lot of exercises this year, including involvement from a couple corporations in town. This is a good way to begin to work with the private sector; please let Mr. Fleming know if any local companies want to do something like this.
- ix. Schaumburg completed a POD exercise
- x. Streamwood completed a festival exercise and is looking to do an EOC training and exercise.
- xi. Illinois Department of Public Health Region IX had an evacuation exercise at Northwest Community Hospital on June 7, which also involved Alexian Brother Medical Center and St. Alexius Medical Center (as well as other regional hospitals) participating at various levels. JEMS also participated in some fashion with each of the hospitals' exercises. In conjunction with this exercise, several Emergency Management coordinators from the JEMS program held a tabletop exercise including Cook County Homeland Security and Emergency Management focusing on filling non-medical resource needs and on information management.
- xii. Northrop-Grumman hosted a tabletop exercise at their facility in Rolling Meadows, which included Rolling Meadows Police and Fire Departments as well as JEMS. The exercise was an active shooter scenario.
- xiii. Schaumburg conducted a POD (pharmaceutical distribution) exercise, which was facilitated by and evaluated by the Cook County Department of Public Health.
- xiv. Palatine held a tabletop exercise a few months ago; this will be the premise for many of the upcoming EOC exercises. The exercise focused on information flow within the room, and how to make the EOC work to fill the needs of the incident. Chief Andersen gave his perspectives on the exercise, with suggestions on practical items such as bringing the proper equipment (laptops, phones, radios, etc.) and knowing what documents



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and information management resources are available and how to best use them. Palatine will be building on this with a functional exercise involving a simulation cell in another room feeding information to the EOC to act on. Mr. Fleming invited anyone who would like to evaluate the exercise to please let him know as he could use 2 or 3 more evaluators. He also discussed having each of the EOC teams (primary, secondary and tertiary) playing different roles (player, simulator and evaluator) at different exercises throughout the year. One advantage of the JEMS program is also to allow personnel from one community to assist as simulators or evaluators in another in the event that a community does not have enough personnel from its own pool to fill all of those roles. Considerations such as this will be discussed more formally at the Training and Exercise Planning Workshop.

D. Real World Incidents

- i.** Elk Grove Village hazardous materials incident. Mr. Fleming went to the scene, met with Chief Mikel in the Command Post, and discussed the potential need of activating the EOC. He also helped with planning and getting an Everbridge notification out to some neighboring businesses. He asked the group if they would like for him to reach out to them if those communities have an incident going on (especially if there is a potential for an EOC to open), or if they would prefer that he wait for them to contact him. Discussion from the group on the topic; consensus was that it was beneficial for him to give his input as he was able to bring a different perspective to the group, especially in incidents of growing complexity with various agencies showing up on the scene.
- ii.** Mr. Fleming assisted with damage assessments for four days in Lake County pursuant to a request from IESMA. He also checked with Lake County's EOC regarding submission of Buffalo Grove numbers for the County's disaster declaration request.
- iii.** Schaumburg and Elk Grove Village had a straight-line wind event that same week in July in which Chief Mikel advised him of extreme weather with large trees down. Mr. Fleming went to the EOC at Elk Grove to assist in setup and establishing communications and to proactively capture information in the event the incident expands and results in a disaster declaration request. He also reiterated his willingness to respond to the communities if they request him to an incident. Brief discussion on the importance of proactively capturing financial data for spillover-pays ordinances, disaster declarations, and so on.

E. Festivals went pretty well this year. Mr. Fleming tried to make it to as many as he could, and tried to get IAPs as he could. He offered the services of JEMS in plan development to any community that wanted it.



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- F. CCTA Grant application was submitted, but we did not receive the grant. Our grant scored well, but the grants went to areas with larger populations.
- G. Proposed IEMA Administrative Rule Changes still in the works. Palatine and Hoffman Estates participated in a meeting with IEMA; the state is moving forward with the process; hopefully they will be more lenient with their timelines, and they are assuring the communities they will assist them in meeting the new rules.

6) New Business

A. EOC Communications

Inverness was looking for an option to replace a large number of wired phone lines into their EOC. Mr. Fleming did some research and found that Verizon offers a program called Emergency Phone Service in which municipalities can purchase very low-cost (\$0.99) wireless flip phones, which have a very low monthly fee (\$1.03 per line). The phones are on a pay as-needed plan of \$0.06 per minute for calls and \$0.02 per text message. Communities that are looking to supplement their EOC or emergency phone capabilities may want to consider this program. He will further research this program at the request of the committee.

B. Training and Exercise Planning Workshop

A workshop was held last year, and another will be held this year after the school year starts. The idea behind this workshop is to look at combined goals over the next three years, especially in terms of program priorities. Looking for last week of September or first week of October for the workshop. The hospitals should be participating, and if anyone has contacts with the school districts please invite them as well (or pass along contact information to Mr. Fleming). Palatine offered space for the meeting.

C. EOC Position Training

Goal is to offer 2 sets of the training sessions. Mount Prospect and Streamwood have shown the most interest in holding these. The sessions will be opened up to everyone. Mr. Fleming will be reaching out to Mount Prospect and Streamwood to determine the best dates for them. There have even been some communities outside of JEMS that have shown interest in the courses.

D. District 214 Full-Scale Exercise

District 214 wants to conduct a full-scale exercise involving the full evacuation of a high school to test their relocation and reunification plan. After some discussion with the District, a hazardous materials scenario is a good choice. Chief Andersen said that MABAS Division 1 would like to partner in this effort, and Mr. Rummel offered Elk Grove Village to host the exercise. District 214 will be conducting some smaller internal exercises leading up to this exercise in May 2018.

E. 2018 JEMS Budget

Budget proposal was submitted in the packet. Mr. Fleming and Mr. Ottesen have reviewed the proposal and are on the same page regarding the budget. The only



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piece missing from this proposal is salaries and wages; Mr. Ottesen, Mr. Norris and Mr. Trakas are reviewing that part of the budget and will be submitting their numbers at the Board meeting. This budget proposal incorporates some reorganization based on experience over the past few years. Discussion from the group; they are happy with the progress being made. Current proposal is a 0.3% decrease in subscription fees for each community.

- i. Motion by Lambel to accept the budget proposal and present to the Board.
- ii. Second by Andersen.
- iii. Motion Carried.

F. 2018 Work Plan

Mr. Fleming reported that he is developing the work plan for 2018, and asked for input as to requests from the communities. There will be some items rolling over (for example, EOC activation media). Some discussion on how to best keep progressing in the communities. Mr. Fleming asked for any input on the work plan so he can submit the final version at the next board meeting

G. Portable Radios

The JEMS program has a NWCD / StarCom mobile radio mounted in the JEMS vehicle, but through his experiences over the past few months, Mr. Fleming explained that having portable radios would be very valuable. He inquired whether any of the communities have any extra radios that the program could use. Discussion from the committee on the topic; it was suggested that leftover money at the end of the year should be used to purchase two portable, dual band radios. This will be brought up at the next Board meeting.

H. National Preparedness Month Activities

- i. September is National Preparedness Month; Mr. Fleming reported that Mr. Bragg from Buffalo Grove suggested that we as a group take the opportunity to promote community opt-in to the Everbridge. Mr. Fleming has pamphlets about the program already made up, and Buffalo Grove has offered their media / marketing person to help put together a campaign that each community, as well as JEMS, can put up on their web sites and social media sites to promote the program with a unified theme.
- ii. The National Weather Service and FEMA have also put together media tool kits on preparedness activity that the communities can use. Mr. Fleming will e-mail information on these to the various community representatives.

7) Other Business

A. NIMS Compliance

Historically, these have been submitted in October, with the forms coming out in September. Mr. Fleming is open to collecting all of the submissions and sending them in together; if a community wants to send their own in they are welcome to do so.



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B. Radio Call Signs

Mr. Fleming discussed having call signs assigned for JEMS, and asked if there was any consensus or preference on this. He wants to make sure that it will not affect any other naming / numbering conventions. Committee requested that something descriptive would be helpful. He will meet with Northwest Central Dispatch personnel to come up with call signs, and NWCD will get those put into CAD for unit tracking and accountability.

C. Next Meeting

October meeting will be in Elk Grove; date TBA.

8) Adjournment

- A.** Motion to adjourn the meeting by Mike Hish.
- B.** Seconded by Brian Lambel.
- C.** Voice Vote: Motion Carried