

**Northwest Central
Joint Emergency Management System
Meeting Minutes**



October 19, 2017
901 Wellington Ave, Elk Grove Village, IL 60007

1) Call to Order

Reid Ottesen 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
Richard Mikel – Village of Elk Grove Village
James Norris – Village of Hoffman Estates
Village of Inverness: (Absent)
Village of Mount Prospect: (Absent)
Reid Ottesen – Village of Palatine
Scott Andersen – Village of Palatine
City of Rolling Meadows: (Absent)
James Walters – Village of Schaumburg
Chris Clark – Village of Streamwood
Mick Fleming – Northwest Central Joint Emergency Management
Doug Hoyt – Northwest Central Joint Emergency Management

3) Public Comment

A. No Public Comment

4) Review of Minutes

- A.** Approval of the minutes from the meeting on August 17, 2017 as presented
- i.** Motioned by: Jim Norris.
 - ii.** Seconded by: Ray Rummel.
 - iii.** Voice Vote: Motion Carried

5) Joint Emergency Management Coordinator Update

A. Training

- i.** Everbridge Training: Upcoming session at Elk Grove Village has been filled by their people. Another session may be added this year if there is enough interest; if not there will be additional opportunities for this training next year. This training gives attendees the opportunity to practice uploading contacts and sending messages in a non-live environment.
- ii.** Red Cross Shelter Training: Mr. Fleming has continued to stay in contact with the Red Cross. They remain busy attending to real-world events, and are not able to provide training right now. At this point, it appears that it will be early 2018 before the training becomes available; we will schedule it then. That will also be a good opportunity to begin re-assessing everyone's shelter facilities.

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- iii. EOC Position Training: The sessions are beginning to fill up quickly. Next week's training will be held at the Streamwood Police station and there will be another set of classes held at the Mount Prospect EOC two weeks after that. There are still plenty of spots left. Please remind people who will be filling the various positions to attend the appropriate classes if they are able. The new NIMS document has just been released, and the updated version gives guidance on EOC operations. Our classes line up very well with the new guidance.

B. Plans:

i. Emergency Operations Plans

1. Arlington Heights will start work on EOP once COOP is finished.
2. Buffalo Grove EOP is submitted to Lake County
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 to IEMA, and will need a significant revision for 2019.
5. Inverness is nearing a final draft pending meetings with Palatine Rural and Barrington Countryside Fire Protection Districts.
6. Mount Prospect is reviewing suggested revisions.
7. Palatine submitted to IEMA; planning to update to ESF format for 2018 submission
8. Rolling Meadows draft is complete; this was a complete re-write and will be able to be used as a template for future plans
9. Schaumburg did their own revision, using a "soft crosswalk" to ESFs. They will be looking to transition toward a more standardized JEMS style plan structure in the next revision cycle
10. Streamwood's basic plan has been reviewed with ESFs, and will be starting a revision soon.

Discussion on ESF format of plans, and how this relates to CPG 101 guidance document, as well as other required annexes, and IEMA proposed changes in plan requirements. Mr. Fleming explained the various state requirements for annexes, and how these relate to the ESFs. He also explained the benefits of having all of our communities using the same format.

ii. Continuity of Operations Plans

1. Arlington Heights final draft finished and set to be distributed to department heads for approval
2. Buffalo Grove awaiting final information from IT department
3. Elk Grove Village awaiting final information from PD
4. Hoffman Estates' document set to be distributed to department heads for approval, pending information from the Clerk

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5. Inverness draft has been sent back for review.
6. Mt. Prospect data has been collected, draft plan to be written up soon.
7. Palatine draft being reviewed at the Village level, final changes and final draft should be forthcoming
8. Rolling Meadows final draft done and sent back for review.
9. Schaumburg will be starting process (department head meetings) early 2018 now that they have hired a new Fire Chief.
10. Streamwood draft is done and sent back for review

C. Exercises:

- i. Arlington Heights scheduled for a Table Top Exercise on December 11.
- ii. Buffalo Grove will be doing an EOC Orientation the week of December 4.
- iii. Elk Grove Village did an EOC Orientation this week, and will follow up with one or two Table Top exercise(s); one before the end of the year and one in February, to prepare for next year's larger exercise.
- iv. Hoffman Estates planning to conduct an exercise some time in November.
- v. Inverness participated in Palatine's exercise this year
- vi. Mount Prospect will look at an exercise after the position training
- vii. Palatine Functional EOC exercise was held on September 18; planning to follow up with small group training and another Functional EOC exercise on Martin Luther King Day (Jan. 15, 2018).
- viii. Rolling Meadows has done numerous exercises this year, including several with involvement from private sector corporations in town. JEMS staff is always interested in helping out if any community or local company wants to do something like this.
- ix. Schaumburg completed a POD exercise
- x. Streamwood completed a festival exercise and would like to do an EOC training and exercise following the position training.

D. Miscellaneous Items:

- i. JEMS Annual Report was completed, and is attached to the packet. Discussion on community education regarding the functions of Emergency Management. Mr. Ottesen requested that JEMS prepare an article explaining the program and its benefits that can be used by the various communities to help educate their residents. Further discussion on how this information could be used as an educational tool tied to an invitation for local legislators to highlight the JEMS program.
- ii. Storm Sirens: There have been questions from residents on functions of outdoor warning sirens vs. lightning detectors (of which there are two different types), and what the different signals mean. Mr. Fleming suggested developing a standardized PSA on the different devices and what they mean.

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- iii. Mr. Fleming explained appropriate uses of Everbridge 911 data per federal law. 911 data (landline and VOIP) can only be used for emergency notifications, while opt-in data can be used for any purposes the community wants. Discussion on appropriate use of data. Mr. Fleming suggested developing a standard policy on data use for the participating communities. Further discussion on use of emergency cell phone activation, which is used by the National Weather Service for tornado warnings and flash flood warnings. We also have the ability to do this through Everbridge, but would be very cautious as to when such a notification would be made.

6) New Business

A. Legislative Outreach

The group is working on putting together a demonstration for state legislators to highlight the importance of shared services and the benefits to be realized from this type of program. Discussion on including legislators from both parties who represent the people of the member communities. Mr. Fleming has a list of local legislators and will be updating the contact information. There have been some conflicts on previously suggested dates; need to work on coming up with some future dates that will work. Managers will look at the list and reach out to critical legislators. Mr. Fleming will reach out to the Lt. Governor's office to find out more about the combined service award. There was also a later discussion on including some sort of document (similar to the Annual Report) about the benefits of the program and its history to be included with the invitation to the legislators.

B. Volunteer Coordinator Workshop

Looking for opportunities for volunteer coordinators to meet and discuss the current capabilities and activities of their volunteers, as well as any gaps in training or capabilities they may have, and whether there are opportunities to work together to maximize these capabilities through joint training. Discussion on role of JEMS personnel; should be to supplement the efforts of the volunteer coordinators and act as a facilitator and resource for the coordinators. Further discussion on how the various volunteer groups can cooperate in training and response modes.

C. Integrated Emergency Management Course

FEMA presents this course ten times per year at their Emmitsburg, MD campus. They develop a customized scenario for the participants, who participate in a week-long exercise at their campus. The program is capped at 80 participants, who would come from throughout our area. They are able to accommodate a system like ours, and have done so in the past. We are planning to apply to potentially be accepted in 2019.

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D. Meeting Locations

Planning to hold 4 meetings in 2018; Buffalo Grove and Mt. Prospect are due to host. Streamwood and Schaumburg have not yet hosted either; both agreed to host a meeting next year. Dates and times will be announced.

E. 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.

F. 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.

G. 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.

H. 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.

I. 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 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

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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.

J. 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.

K. 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) Old Business

A. 2018 Work Plan

Mr. Fleming discussed an addition to the work plan for 2018 regarding adding a resource management / resource tracking tool for logistics. Use of this type of tool is a much higher priority in the new NIMS guidance than it has been in the past. There has also been interest, initially from Arlington Heights, then from the group, to pre-negotiate a contract for emergency purchase of goods and/or services on a cooperative basis. Mr. Fleming will explore this concept in the next year.

B. Compensation

Mr. Ottesen will be in touch with the managers for input as to Mr. Fleming's evaluation and compensation, which is an item yet to be finalized on the 2018 budget. Further discussion at the Board meeting in November.

C. CMS Rule

Deadline for the implementation of the CMS EP rule change is November 15; if you haven't been getting calls about this yet, you will be. Please refer any inquiries to Mr. Fleming.

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8) Adjournment

- A.** Motion to adjourn the meeting by Jim Norris.
- B.** Seconded by Reid Ottesen.
- C.** Voice Vote: Motion Carried.