



Northwest Central Joint Emergency Management System *Board Meeting*



Minutes
January 19, 2017
1975 E. Davis St., Arlington Heights, IL 60005

1) Call to Order

Mr. Reid Ottesen called the meeting to order.

2) Roll Call

Randall Recklaus – Village of Arlington Heights
Dane 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
Sharon Caddigan – Village of Streamwood
John Ferraro – Northwest Central Dispatch System

Guests: (None)

3) Public Comment

A. No Public Comment

4) Review of Minutes

A. Approval of the consent agenda, including minutes from November 17, 2016

- Motioned to approve amended minutes made by Mr. Ray Rummel
- Seconded by Mr. Jim Norris
- 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: Yes
 - Schaumburg: Yes
 - Streamwood: Yes

5) Joint Emergency Management Coordinator Update

- Emergency Management Analyst – Mr. Fleming introduced Mr. Doug Hoyt who was selected for the position of Joint Emergency Management Analyst.



Northwest Central Joint Emergency Management System *Board Meeting*



- Exercises and Classes – There have been a number of smaller-scale exercises that have been going on over the winter, including EOC setup and activation training at Arlington Heights, in conjunction with a snow event, and at Palatine for familiarization with their new EOC. There will be ICS300 & 400 classes, building off the training plan, coming up in conjunction with Cook County. The first set of classes in February have filled up and Mr. Fleming is working with Cook County to plan another set of courses for April / May (dependent on County funding).
- CMS Health Care Facility Emergency Planning – Only a few smaller facilities have made inquiries so far. If anyone hears of anything, or has any resources from a smaller facility, please pass along the information so we can build up some resources to share with similar facilities. There has not been a lot of interest so far, but the facilities are required to have a policy in place by November.

6) New Business

A. Funding Opportunity; Complex Coordinated Terrorist Attack (CCTA) Grant

- An e-mail was sent out regarding this unique, local funding opportunity through FEMA to see if there is interest in applying for this competitive grant. This grant is designed to fund local efforts to allow complete, cohesive, and comprehensive community-wide response to large-scale, coordinated attacks such as those that occurred in Paris last year. There was some interest expressed, so Mr. Fleming has reached out to Mr. Todd Kupsak, a grant writer contracted by NWCDS, to discuss the capability of our agencies to apply for this grant, and will be sitting down to discuss the narrative portion next week. Mr. Fleming solicited interest from various police and fire agencies at the Executive Committee meeting in participating and providing feedback. Mr. Fleming reported that his idea is to apply for this 3-year grant to allow for planning, training and exercising in order to build some of the broader, more sweeping regional capabilities that would be required to respond to such an incident. He then requested that each municipality provide a letter of support to strengthen the grant request, and that one municipality take on the role as the fiscal entity to accept the grant and handle the grant disbursement management. Some discussion ensued about potential targets, with a consensus that given the combined soft targets and infrastructure within all of the represented municipalities, there would be a need to pursue this type of planning. The track record of all of these entities working together would be a good foundation to build on for a regional grant. Additional discussion ensued on likelihood of various types of disasters (natural vs. terrorist incidents), and the overlap of training and management activities in those events. Mr. Fleming maintains that this will help us continue with many of the activities we have already begun, and give us an additional funding source for planning and training. Mr. Ottesen offered to have Palatine take the lead



Northwest Central Joint Emergency Management System *Board Meeting*



role on the grant for the application process. Other municipalities are requested to provide letters of support, with letters also possibly to be solicited from state elected officials as well.

B. FY 2017 Work Plan

- A draft work plan, discussed last month, was distributed in the meeting packet.
 - Motion to concur with the plan as submitted made by Mr. Ray Rummel
 - Seconded by Mr. Randall Recklaus
- Discussion: Mr. Fleming reported that the plan is similar to last year's, with heavy focus on planning activities for 2017. He explained that the plan is broken into 4 main sections: Coordination, Planning, Training and Exercise. The Coordination section involves meetings and working with the various communities and formally bringing the various personnel into the systems (such as Everbridge). It also involves finalizing EOC organizations and developing training materials (manuals, videos, etc.) on EOC activation. The Planning section involves continuation of some planning activities from last year, such as EOP revisions and finishing up COOP planning. Training activities will include another set of the EOC section specific training. It will also involve continuing to implement NIMS training and filing of NIMS training data, including training of local volunteer groups. The exercise section involves an attempt to provide at least one exercise annually for each jurisdiction and to facilitate an annual training and exercise planning workshop involving all of the communities to identify training and exercise priorities over the next few years based on a review of our vulnerability assessment. This plan provides a framework, with the understanding that many items are ongoing year to year, and that the focus may change based on current events.

7) Old Business

A. FY 2016 Work Plan

- Mr. Ottesen reported that Mr. Fleming's anniversary is coming up in February, and requested that members of the Board use the 2016 plan as a tool to assist in a performance evaluation, to be discussed at February's Executive Board meeting, to prepare for a final recommendation to be made in closed session at the March meeting.

8) Other Business

- Mr. Fleming reported that he, along with Mr. Ferraro, will be scheduling one-on-one meetings with the managers in the coming weeks to discuss the program.

9) Adjournment

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