



Northwest Central Joint Emergency Management System *Board Meeting*



Minutes
September 21, 2017
1975 E. Davis St., Arlington Heights, IL 60005

1) Call to Order

Mr. 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
Ted Bos – 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
Jim Walters – Village of Schaumburg
Sharon Caddigan – Village of Streamwood
Mick Fleming – JEMS

Guests:

Mike Hish – Village of Inverness
Jim Lamkin – Village of Schaumburg
Mike Seebacher – Village of Palatine
Scott Andersen – Village of Palatine
Chris Clark – Village of Streamwood

3) Public Comment

A. No Public Comment

4) Consent Agenda

A. Approval of the consent agenda, including minutes from July 20, 2017 and the June JEMS financial Statement

- Motioned to approve amended minutes made by Mr. Rummel
- Seconded by Mr. Bragg
- Roll Call Vote:
 - Arlington Heights: Yes
 - Buffalo Grove: Yes
 - Elk Grove Village: Yes
 - Hoffman Estates: Yes
 - Inverness: Yes
 - Mount Prospect: Yes
 - Palatine: Yes



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- Rolling Meadows: Yes
- Schaumburg: Yes
- Streamwood: Yes

5) Joint Emergency Management Coordinator Update

- Training – This has been an active period for training and exercises.
 - i. There was an Everbridge training session held at Buffalo Grove on Sept. 12, with approximately 12 people participating in the training. Most were from Buffalo Grove, but Arlington Heights and Mount Prospect were also represented. The class covered the basics of how Everbridge works. Mr. Fleming discussed the notification options that residents can choose when they opt in (such as trash pick-up, water main breaks, etc.), and how only Schaumburg currently uses all of those options. This potentially could cause some confusion for residents of the other municipalities if they are expecting notifications that are not normally provided. We may need to consider how the opt-ins are structured in the future. Another session will be held in Elk Grove Village in the next few weeks.
 - ii. Red Cross Shelter Training – We were planning to host a Shelter Training from the Red Cross, but their personnel have all been put to work on real-world deployments as a result of hurricanes Harvey and Irma. Our Regional Coordinator is still interested in providing the training, but it will have to wait at least until later this year.
 - iii. EOC Position Training is scheduled for this fall. E-mails have been sent out; there will be two sets of the training sessions, the first in Streamwood in October and the second in Mt. Prospect in November. Please look at your EOC rosters to make sure that personnel can get scheduled into the classes.
- Planning – Work continues on the plans for the various municipalities. Mr. Fleming discussed a conversation he had with some Cook County coordinators at the IEMA conference regarding the structures of the EOPs. He explained that the ESF format we are working to move to is in line with the state and county plans, and that the goal is to standardize the plans among the JEMS communities. Mr. Ottesen requested that Mr. Fleming send an e-mail to the managers to detail the conversation and any concerns he had about it. Please refer to the update for community specific details on the various plans.
- Exercises –
 - i. Arlington Heights held a department head exercise to familiarize those personnel with their EOC last week. We hope to build on this with a tabletop exercise in December.
 - ii. Buffalo Grove was unable to do a tabletop exercise around Buffalo Grove Days, but hope to be able to schedule a TTX later in the year to work through some decision-making procedures.



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- iii. Elk Grove is looking to conduct a tabletop exercise in October.
 - iv. Hoffman Estates is also looking at a soft date in October for a TTX.
 - v. Inverness participated in Palatine's functional EOC exercise; Mr. Hish reported that it was beneficial to get the communities together and work through some common issues.
 - vi. Palatine conducted a functional EOC exercise on September 18. Mr. Ottesen gave a brief overview of some lessons learned from his perspective, especially in balancing personnel in the various areas, as well as use of technology in the EOC.
 - vii. Mr. Fleming discussed the exercise cycle, with initial training, then tabletop exercises, followed by more complex exercises and how these are designed to build skills and capabilities in assigned personnel, especially in terms of information flow and application of job skills in ways that are different from those required in people's day-to-day jobs. He explained how the initial EOC position training works to get people familiar with the EOC process and the tools used within that environment.
 - viii. Rolling Meadows has conducted several EOC exercises this year
 - ix. Mt. Prospect is planning to conduct an exercise in November; should be setting a date in the next week.
 - x. Schaumburg conducted a POD exercise.
 - xi. Streamwood completed a festival exercise.
 - xii. District 214 reached out to JEMS and wants to conduct a full-scale exercise next year, that will involve multiple communities. This exercise will involve evacuating approx. 2500 students from one high school and physically moving them to another location. This will involve numerous evaluators, player and observers. Much more to come on this as we have more meetings and move through the planning process.
- NIMScast and Festivals: Mr. Fleming sent out an e-mail regarding these; he was able to make it to and participate in a number of festivals this year and view how their command staffs were set up. It was quite helpful to see this and he anticipates working with the communities next year in helping with their plans.

6) New Business

A. JEMS Budget Proposal

- Mr. Fleming sent out a budget proposal. It is holding flat, and is basically status quo, with a few re-allocations. Mr. Ottesen reported that he, Mr. Trakas and Mr. Norris will meet next week to discuss the JEMC compensation package and will have a recommendation forthcoming to keep that position in line with local emergency management professionals. Mr. Fleming explained some of the re-allocations and justifications. Budget will be approved at November meeting.



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- There was a question regarding StarCom / VHF portable radios as discussed last month; Mr. Fleming explained that he is able to purchase those radios with funds left over in the 2017 budget.

B. 2018 Work Plan Draft

- Proposed Work Plan for 2018 was included in the packet. Mr. Fleming explained that several of the items on the plan are continuing, year-to-year planning efforts and initiatives. A couple items to highlight include:
 - Helping the communities to achieve Storm Ready status with the National Weather Service. As the JEMS staff worked with Rolling Meadows to get through this process, we now have a template in place and can more easily assist more communities in achieving this designation.
 - An area that he has identified as one that can be improved upon is resource typing and management. There are tools available to help with this process, and he would like to see how we could use some of these databases to help us become more compliant with this aspect of NIMS. It will be a long-term, continuing process that will take some time and effort to implement, but will be a big benefit in the end.
- He requested that anyone who has any suggestions to please forward them on to him to be included.

7) Old Business

A. Municipal Code Recommendations

- The attorney reviewed the proposed municipal code language (based on Buffalo Grove's). He recommended some minor adjustments to better define the JEMS structure, the role of the JEMS Coordinator, and the governance of the program. Mr. Fleming will make those corrections and send the proposed code to the communities for inclusion when they update their emergency management codes. There was discussion how having this type of language in place would potentially help better define the legal authority of the program. Further discussion on the political impacts and challenges of this program, and how to best address those challenges. Education of state elected officials and how this program benefits the residents will be a key.

B. ESDA Rules

- The upcoming rule changes (particularly the implementation of the changes) will potentially have a significant impact on our communities, particularly Palatine and Hoffman Estates. Many of the changes we are



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making in how our EOPs are set up will play into the new changes. The biggest challenge will be in the exercise timelines, and funding will be tied to these timelines. Mr. Fleming expects that final adoption of the rule in early 2018.

C. JEMS Vehicle

- The JEMS vehicle is in, well ahead of schedule. It has been outfitted with lights and radio, but not marked with decals yet. Mr. Fleming has received quotes on markings and hopes to have that done before the end of the year. It is working out very well. Mr. Fleming also noted that he's working on formalizing the fuel and maintenance agreement with Palatine. A line item for fuel, insurance, I-Pass, maintenance and other vehicle expenditures will be include in next year's budget.

D. ESDA Rules

- The State has pulled the rules from the JCAR docket, and will be doing some regional meetings regarding the rule updates. At this point, we're in a bit of holding pattern until we know what changes will be made.

8) Other Business

A. Hazard and Vulnerability Assessment Tool

- Mr. Fleming is developing a survey tool to send out to the communities as we are working on EOP revisions. Department heads and other key players can use this tool to identify hazards within the community to be addressed in the EOP.

9) Adjournment

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