

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



February 21, 2019
1900 Hassell Road, Hoffman Estates, IL 60169

1) Call to Order

James Norris called the meeting to order at 0900 hours.

2) Roll Call

Andrew Larson – Village of Arlington Heights
Mike Baker – Village of Buffalo Grove
Ray Rummel – Village of Elk Grove Village
James Norris – Village of Hoffman Estates
Mike Hish – Village of Inverness
Village of Mount Prospect: Absent
Reid Ottesen – Village of Palatine
Scott Andersen – Village of Palatine
City of Rolling Meadows: Absent
Ken Koeppen – Village of Schaumburg
Chris Clark – Village of Streamwood
Mick Fleming – 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 October 18, 2018 as presented
- i.** Motion by: Ray Rummel
 - ii.** Seconded by: Scott Andersen
 - iii.** Voice Vote: Motion Carried

5) Joint Emergency Management Coordinator Update

- A.** Emergency Management Liaison meeting
- i.** At recent EM Liaison meetings, we have had a representative from the American Red Cross and the North Regional Coordinator for the Cook County Department of Public Health attend. It's been ten years since MOUs were signed and POD sites identified, and several of those sites may no longer be viable for that use. The Coordinator has been scheduling meetings with the various communities and POD planning groups to review the process and contact lists; she intends to meet with all of our communities to update contact lists and POD MOUs. Once these updates are made, the next steps will be site visits, plan revisions and exercises. Likewise, by having the representation from the Red Cross, we have also learned that many of the shelter sites that were identified in the past may also be non-viable as many of the MOUs are 7 or more years old, and in many cases signatories to those agreements are no longer with those

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facilities. The Liaisons have the facility lists, and will be reaching out to update or correct those lists as appropriate over the next several months.

- ii. Discussed with the Red Cross running a Shelter Manager training course to follow up on the Shelter Operations course run last year in Palatine. We've been working on getting this scheduled for some time, but have had some difficulty for various reasons. It's important for us as a group to have Shelter Operators and Shelter Managers trained through the Red Cross, as this opens us up for logistics support from the Red Cross should we need to open shelters. Ultimately, we would like to have shelter teams made up of approx. 5 operators and one manager, (possibly a mix of local volunteers, local municipal staff, and Red Cross volunteers), supported by Red Cross shelter trailers, with pre-identified shelter locations (with proper agreements in place). Getting these teams, with the supporting agreements and logistics in place has been identified as an intermediate range goal over the next 18 months or so. The Red Cross is also very interested in having us get this in place as a best practice that can be shared throughout the region.

- B. IRIS: There has been significant progress in data entry from several municipalities. We have also been building local typing definitions for resources that have been identified that don't have national definitions.
- C. Training: A number of people from our municipalities participated in the ICS 300 and 400 classes held in Lake Barrington; in fact, we filled those classes up. We have recently found out from Cook County that they will be hosting a number of courses, including ICS 300 and 400 and several position-specific courses. Mr. Fleming will send out flyers on the courses.
- D. Exercises: Palatine ran a tabletop exercise in January, Hoffman has one scheduled for February 28, Mount Prospect will be hosting one in March or April, and Rolling Meadows has an exercise scheduled for April 4. We're also trying to get dates for exercises in Elk Grove Village and Streamwood.

6) New Business

A. POD Exercise and Site Visit

(Discussed under the EM Coordinator Update)

B. EOP Submissions

A list of the current status of EOPs by community was distributed in the February meeting packet. We need to send the EOPs for Arlington Heights, Elk Grove Village, Inverness, Mount Prospect, Rolling Meadows and Streamwood to Cook County for approval. Mr. Fleming has been in contact with our North Regional Coordinator and will be sending these, with crosswalks, off in one packet to the County. It's unknown at this time how long the approval process will take. We've been making a lot of progress in this area. Hoffman Estates' plan will need to be submitted for approval to IEMA, as they are accredited.

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C. Shelter Agreements

(Discussed under the EM Coordinator Update)

D. Storm Ready Submissions

There are several steps to this process. Communities need to document their capabilities, the dispatch center's capabilities, documenting the presence of weather radios in government buildings and public schools within the community, having a written plan in place, and documented exercises. The next step is for representatives of the community visiting the local National Weather Service forecast office (in Romeoville), and having the NWS staff visit the community. Our dispatch center has already been approved when Rolling Meadows completed the process, as well as the plan, since all the community's plans are basically the same as Rolling Meadows'. All of the communities have also done exercises. The two biggest concerns are documenting the weather radios and local EOC capabilities. Suggestions for completing this were discussed at the EM Liaison meeting. Discussion regarding weather radios.

7) Old Business

A. IEMC Update

We had our first conference call with FEMA on 2/20/19 since October. They have made quite a bit of progress on exercise planning. Mr. Fleming described the tentative outline for the entire course. Discussion on some logistics matters, such as meals during the EOC exercise. JEMS staff are trying to make sure we have all of the information we need, such as creating a contact list for all the EOCs. We have received the go-ahead from FEMA to send out formal invitations to our communities and local partners. We will need a list of participants from each agency as we will need to ensure that all of the required FEMA registration paperwork, including requesting FEMA student ID numbers for those who don't already have them, is properly submitted in advance of the course. Discussion on what personnel are most appropriate to send to the course. Further discussion on exercise requests and after-action reporting. We've made a good amount of progress in a relatively short time.

B. IRIS Working Group

We've had a significant increase in the amount of data entered into IRIS. A list of liaisons from each community, as well as progress to date was distributed in the meeting packet. Discussion on different types of resources from various agencies that would be appropriate to enter.

C. COOP Training

As a resource for annual Continuity of Operations Plan exercises / revisions, JEMS has developed two 1-page training bulletins for communities to use.

D. Part-Time Training and Exercise Position

Interviews are complete and an offer has been extended to an individual. We anticipate that we will be hearing back and hiring very soon.

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8) Other Information

A. Situation Reporting

Mr. Fleming explained situation reporting processes that various places in our region use, and how he modified those reporting forms for our communities to share information with each other, and with Cook County during recent extreme weather events (ice storms, extreme cold). Discussion on state responses, and rationale for documenting costs as well. Much better coordination with Cook County than in past events. Good feedback from communities, with good information sharing on things such as warming shelters, infrastructure issues, and so on.

B. ICMA Award Application

This has not yet been submitted. Mr. Fleming has the narrative completed, and will get this submitted before the deadline.

C. Executive Committee Meeting Invitations

Discussion on extending invitations to Emergency Management Liaisons. Mr. Fleming will do so in the future.

Adjournment

A. Meeting declared adjourned by James Norris.