

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



Minutes  
January 17, 2019  
1975 E. Davis St., Arlington Heights, IL 60005

**1) Call to Order**

Mr. James Norris called the meeting to order.

**2) Roll Call**

Randall Recklaus – Village of Arlington Heights  
Dane Bragg – Village of Buffalo Grove  
Ray Rummel – Elk Grove Village  
James 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  
Mick Fleming – JEMS  
Doug Hoyt – JEMS

**3) Public Comment**

A. No Public Comment

**4) Minutes**

- A. Approval of the minutes from the November 15, 2018 meeting.
- Motion by Mr. Ottesen
  - Second by Mr. Recklaus
  - Motion carried by voice vote.

**5) Financial Summary**

- A. Approval of the December 2018 JEMS Financial Summary.
- Mr. Fleming presented 2018 end of year financial summary, including reserve funds, and explained budget adjustment still to come out.
  - Motion by Mr. Bragg to receive and file financial report.
  - Second by Mr. Rummel
  - Motion carried by voice vote.

**6) Joint Emergency Management Coordinator Update**

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- Finished 2018 wrapping up some of the EOPs. 3 of the municipalities have formally adopted their plans in the past month, with one more working on adoption. A couple more are almost complete, waiting for some final signatures. The goal in the next few months is to submit the plans to Cook County for their approval, with all of the associated paperwork. The process that Palatine went through last year will benefit Hoffman Estates this year, and hopefully streamline their process. Barring any unforeseen hurdles, Hoffman Estates' plan should be completed by the April due date.
- The documents from the Training and Exercise Planning Workshop have been completed. We're pushing to try to develop a 5-year training and exercise calendar; most of the agencies have submitted a 2-year plan. We're continuing to try to transition to a 5-year plan, but realize that this will probably take some time to make that transition happen. Some training that we're working on for 2019 include:
  - From Texas A&M Engineering Extension Service (TEEX):
    - MGT 317: Disaster Management for Public Sector, (no confirmation as of yet) and
    - MGT 346 EOC Operations (confirmed for Sept. 24-26, 2019)
  - From the American Red Cross:
    - Shelter Manager Training (working on dates in February 2019)
- Continuity of Operations Plans also continue to progress, with a couple more nearing final completion. Mount Prospect and Schaumburg are both looking at final touches, and Streamwood is also getting close to complete.
- Big push in the near term will be to get exercises on the calendar between now and the FEMA exercise in June.

## **7) Old Business**

### **A. Part-Time Position**

- Position was posted the first week of January, and we have had 10 applicants so far; all seem qualified. We will be scoring the applications next week, and will schedule interviews, hopefully for the first week of February. Mr. Fleming proposed that the interviews be held by him, Brian Drake from NWCDS, who has experience working with Cook County DSHEM, and Doug Hoyt. Consensus of the board was to approve this plan.

### **B. Storm Ready**

- Last year we worked to get Rolling Meadows designated as a Storm Ready community, joining Palatine which already had the designation. Since many of the requirements pertain to the dispatch center, we will be able to use the Rolling Meadows plan and application as a template for additional communities to achieve the designation. Mr. Fleming has been in contact with Mike Bardot from the NWS about submitting a group of

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applications at once. We're working on the paperwork, and hope to be able to do a group trip to the NWS Romeoville office in the late summer or early fall, then have them make one trip to our area and tour all of the communities. The NWS has agreed that since we all share the same dispatch center, and since Rolling Meadows just went through the process last year, they will forego the Dispatch Center tour portion. Achieving this designation helps demonstrate that our communities are actively working to improve in the area of severe weather preparedness.

**C. Cook County Hazard Mitigation Plan**

- Cook County sent out communities' annexes in the County Hazard Mitigation Plan to get information to update the plan. This is a multi-year plan that potentially can be tied to Hazard Mitigation grants. We should be finding out more as we progress.

**D. Recognition of Outgoing Board Chair**

- A plaque was presented to Reid Ottesen recognizing his leadership as the first Board Chairperson of the Joint Emergency Management Program.

**E. ICMA Recognition**

- Discussion on applying for an ICMA award recognizing the joint effort of the communities involved in JEMS. Mr. Fleming will look into the process.

**8) Old Business**

**A. IRIS Working Group**

- An overview of the system was presented at the initial kick-off meeting. Initially, some fire equipment was entered, and we are starting to see a few more resources being added. We are planning to push out a follow-up message, with particular emphasis on Public Works as they have the most equipment that will need to be entered. The managers will be included in distribution of the message. We're developing some local typing definitions to make sure that this system works for our needs.
- We met via teleconference with the National Qualifications System (NQS) team. This is a new tool to track personnel training and qualifications. States are slowly adopting this, and we are researching becoming an "early adopter" of this program to use this framework and see how it will work in our system.

**B. ComEd JOC Operations**

- A list of points from the last meeting was put together, and we plan to meet with ComEd on January 29<sup>th</sup> in Hoffman Estates to discuss. Discussion on the items on the list, particularly on prioritization of the issues, and on some issues that have come up since the original list was made. Additional discussion on how the JOC concept has been implemented.

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**C. IEMC 2019 Update**

- Due to the Federal government shutdown, we have not been having the bi-weekly conference calls that were initially scheduled. We understand that the personnel are working on the course, but cannot correspond at this time. As of now, we're still planning on the same time frame that we originally were told.

**9) Executive Session**

**A. Regarding** the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, per 5 ILCS 120/2(c)(1)

- Motion to move to closed session by Mr. Ottesen
- 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
  - Rolling Meadows: Yes
  - Schaumburg: Yes
  - Streamwood: Yes
- Motion carried.

**B. Upon exiting closed session,**

- Motion to adjust the Joint Emergency Management Director's compensation for performance as discussed in closed session
  - Motion by Mr. Ottesen
  - Second by Mr. Bragg
  - Motion Carried by voice vote

**10) Adjournment**

- A.** Motion to adjourn by Mr. Bragg
- B.** Seconded by Mr. Rummel
- C.** Motion carried, meeting adjourned.