

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



Minutes
March 15, 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
Mike Baker – Village of Buffalo Grove
Rich Mikel – 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 January 17, 2019 meeting.

- Motion by Mr. Krumstok
- Second by Ms. Caddigan
- Motion carried by voice vote.

5) Financial Summary

A. Approval of the January 2019 summary including Budget vs. Actual Performance information and the February 2019 summary.

- Motion by Ms. Caddigan to approve.
- Second by Mr. Rummel
- Roll Call vote:
 - Arlington Heights: Yes
 - Buffalo Grove: Yes
 - Elk Grove Village: Yes
 - Hoffman Estates: Yes

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- Inverness: Yes
- Mount Prospect: Yes
- Palatine: Yes
- Rolling Meadows: Yes
- Schaumburg: Yes
- Streamwood: Yes
- Motion approved.

6) Joint Emergency Management Coordinator Update

- Mr. Fleming will be sitting down on March 19 with our regional coordinator from Cook County to discuss the approval of the Emergency Operation Plans for the non-accredited agencies (everybody but Hoffman Estates and Palatine), something they have not done for 10 years. Buffalo Grove, who submits to Lake County, and Schaumburg, who we're still converting to our standard format, won't be included in this. JEMS staff have been working on crosswalks to the Cook County standards. We're hoping for a mass approval of all these plans.
- Mr. Fleming has also met with IEMA regarding their approval of Hoffman Estates' plan. We're trying to work within the new IEMA 301 rule and the "tools" the state has rolled out as a part of that, and overcome the associated challenges.
- June, and the IEMC, are rapidly approaching, and we are working with each of the communities to do some type of tabletop exercise prior to the course to prepare for the exercise. If a community hasn't completed or scheduled an exercise, please contact us to get one in.
- Bob Kukla was introduced to the group. He has been hired as the Training and Exercise Specialist for the JEMS program. His full-time job is a Lieutenant with the Streamwood Fire Department.
- We've been in contact with FEMA regarding the IEMC. We're working with them on numerous aspects of the course, both content and logistics. A draft agenda for the week was distributed and discussed. Mr. Fleming also discussed the functional exercise, and how that will be carried out. We need to get a roster of participants so we can ensure that everyone gets properly registered with FEMA Student ID numbers. Discussion on the course and exercise, the expected outcomes, and how it will benefit all member agencies.
- A lot of data have been added to the IRIS database. Many of the Public Works agencies still have a lot to add. We've been creating local resource definitions as needed, and we continue to move ahead.
- Storm Ready applications for the 8 communities that don't have the designation have been partially completed and sent out to the communities for completion. Mr. Fleming is working on a date to do our combined site visit to the NWS office in Romeoville, then they will come up and do site visits to all of our communities, probably sometime in the fall. Brief discussion on the process. Biggest things that need to be done in each community is storm radios in public buildings (including

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public schools), documentation of public education / awareness activities, and getting people signed up to attend weather spotter classes (which we can put on through JEMS).

- Training plan still pretty much the same as previously reported. Still working with TEEX for the EOC Operations class, with the Red Cross for Shelter Manager training.

7) Old Business

A. ComEd JOC Operations

- The meeting that was scheduled for January was canceled, and we are working on rescheduling that meeting. In addition to discussing the concerns we previously identified, we will also be discussing participating in some of their exercise.

8) Adjournment

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