

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



Minutes
May 16, 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
James Walters – Village of Schaumburg
Sharon Caddigan – Village of Streamwood
Mick Fleming – JEMS
Doug Hoyt – JEMS
John Ferraro - NWCDS

3) Public Comment

A. No Public Comment

4) Minutes

- A.** Approval of the minutes from the March 15, 2019 meeting.
- Motion by Reid Ottesen to approve the minutes as presented.
 - Second by Sharon Caddigan
 - Voice Vote: All Aye Motion Carried

5) Financial Summary

- A.** Approval of the April 2019 financial summary including Budget vs. Actual Performance information and the April 2019 summary.
- Motion by Barry Krumstok to approve the summary as presented.
 - Second by Dane Bragg
 - Voice Vote: All Aye Motion Carried

6) Joint Emergency Management Coordinator Update

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- Mr. Fleming noted that Doug Hoyt had put together a report of where each community was in regards to the IRIS platform and entering their equipment.
- Mr. Fleming reported that five emergency operations plans had been submitted to Cook County for review. The plans were from Arlington Heights, Elk Grove, Inverness, Rolling Meadows and Streamwood. These plans were submitted under the old 301 rules and will be reviewed under the former structure. In the future we will need to make additional changes based on the new cross walk. Once these plans are reviewed it is anticipated that we will receive certificates certifying each plan. Both Hoffman Estates and Palatines plans had been conditionally approved by the Illinois Emergency Management Agency (IEMA). For the remainder of the year we will work with Buffalo Grove and Schaumburg to modify plans to incorporate some of the standardized language in the other plans prior to their submissions to the county. Mount Prospects plan was not approved at the time the other plans were submitted so they missed the opportunity to have their plan reviewed on the older 301 rules and will need to revise their plan before it can be submitted to the county.
- We worked with each of the communities to do some type of exercise prior to the IEMC course to prepare for the exercise. If we were unable to make it to your community, we apologize but there is no longer any time for us to dedicate to developing another exercise prior to the June 17th start date.
- Mr. Fleming reported that almost every community had submitted a Storm Ready application and that the EM liaison group was taking a trip to the National Weather Service office in Romeoville the following week. After the initial visit is complete, a follow-up visit is needed at each EOC for the NWS to verify the application information. We are still on track to accomplish this goal by the end of the year. In the end, all ten municipalities will be Storm Ready, which will be a great accomplishment.
- The TEEEX course originally scheduled to take place in Buffalo Grove is being moved to Palatine to accommodate the technology needs of the TEEEX course. We are working with the Palatine Police and IT departments to ensure that the room will be adequate for the training needs. This course should provide a good overview of how to operate in an EOC environment.
- We have established a connection with the American Red Cross and believe we have someone who can provide a Shelter Management course for us. We are currently looking at holding the course in August.

7) New Business

A. Accredited Agency Status with IEMA

- Mr. Fleming recounted a recent experience with a staff member from IEMA regarding the position of the JEMS agency and the interactions with the IEMA regional office. The conversation concluded with the understanding that the JEMS office would be allowed to function in it's

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role so long as the accredited agencies designated Mr. Fleming as the Deputy Coordinator/Director on the accredited grant documentation. The position could be a zero cost position but as long as the title was on the document nothing would be of issue going forward regarding authority.

B. Expansion of JEMS Membership

- Mr. Fleming reported that a neighboring municipality had reached out inquiring about the potential to become a member of JEMS. Mr. Fleming explained that there was no current structure of criteria in place for such and addition, asking that the board provide some criteria regarding the process for expanding JEMS membership.
- Mr. Norris stated that he did not believe that JEMS needed to expand beyond the realm of Northwest Central Dispatch.
- Mr. Recklaus asked the opinion of Mr. Fleming regarding limiting the communities to dispatch center communities. Mr. Fleming explained that in his view it would make little difference whether the community was part of the dispatch center or not. The communications side of it does not affect the operations as much as the associated county. Currently some of our members who sit in adjacent counties do bring additional challenges. Although we would not say no to a challenge, it would be difficult to take on additional work without additional staff.
- Mr. Recklaus stated that it would seem that it would only make sense if the addition was minor or that a big enough addition allowed us to do more collectively.
- Mr. Ottesen stated that there was too much to accomplish still and that this conversation might be different a year from now and that we would want to have someone who was invested in the process. He feels that this is a year out from this conversation.
- Mr. Krumstock stated that it would be better to get ourselves settled.
- Mr. Bragg stated that it was our mission to serve our partners and that to bring in anyone outside of that territory has to create a significant advantage for our members. Growth for the sake of growth could introduce scope creep and distract from the current mission.
- Mr. Rummel made a motion that JEMS not entertain the expansion of membership until the original milestones are met.
 - Motion Seconded by: Mike Cassidy
 - Voice Vote: All Aye Motion Carried

8) Old Business

A. IEMC

- Mr. Fleming commented that the development of the exercise has been more labor intensive than had originally been planned. We are working with FEMA to get all of the logistics inline for the weeklong exercise. We

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need everyone to submit their final participants, we have most of the lists for each community but we have one or two that still have some open spots. Finally if there are additional participants you would like to send please send them to us today. We also need some final phone numbers for a few emergency operations centers.

- Mr. Fleming explained that the simulation cell would be staffed by the community partners who were able to participate in the exercise.

B. Hazard Mitigation

- Mr. Fleming stated that Cook County wanted to obtain all of the final letters of intent as of this week. They were still missing a letter from Streamwood.
- Mrs. Caddigan explained that the letter of intent was in the mail.
- Mr. Fleming stated that the whole process would be wrapped up very quickly and that the County contractor was looking to be done by August.
- Mr. Trakas remarked that he had heard good things about the interaction with JEMS and the County.

C. ComEd JOC Operations

- Mr. Norris recapped the meeting with ComEd from the previous day. He explained that the meeting ended well and that the path forward would place more responsibility on the managers to identify the Joint Operations Center officials. This is important that we make up these assignments rather than allowing the JOC representatives to fall through the cracks.

D. Everbridge and Cook County

- Mr. Norris stated that he was against being rebranded to Alert Cook.
- Mr. Fleming explained that Cook County was offering the opportunity to come under the County umbrella for Everbridge alerting. Essentially each organization would maintain their current functionality but would rebrand their websites. As part of this program, the County would take over the costs associated with Everbridge. Although Mr. Fleming was cautious about how this would functionally work out with administrative rights he believed that it was worth entertaining as there, could be some benefit and would ask that we obtain more information.

9) Adjournment

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