

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



February 26th, 2020
9:00am
Arlington Heights Fire Station #2
1150 N Arlington Heights Rd, Arlington Heights, IL 60004

1) Call to Order

Ray Rummel called the meeting to order at 0900 hours.

2) Roll Call

Ray Rummel – Chair

Dane Bragg – Vice Chair

Andrew Larson – Village of Arlington Heights

Mike Baker – Village of Buffalo Grove

James Norris – Village of Hoffman Estates

Mike Hish – Village of Inverness

Brian Lambel – Village of Mount Prospect

Scott Andersen – Village of Palatine

Chris Clark – Village of Streamwood

Mick Fleming – Northwest Central Joint Emergency Management

John Ferraro – Northwest Central Dispatch System

3) Public Comment

A. No Public Comment

4) Consent Agenda

A. Motion to approve the consent agenda which includes

- i.** Minutes from the Executive Committee meeting on October 17th, 2019
- ii.** Financial Report from January 2020
- iii.** Joint Emergency Management Coordinator Update
 1. Motion made by: Jim Norris
 2. Motion seconded by: Scott Andersen
 3. Voice Vote: All Aye

5) New Business

A. IRIS Rebuild and Maintenance Feb-March

- i.** Mr. Fleming explained that the current system being used to house IRIS is unable to keep up with the amount of requests it receives for web traffic and the cost from AWS is outweighing the usefulness of a cloud server. After discussions with the IT staff at NWCDS they determined that it would be possible to house the software that runs IRIS on a physical device at NWCDS once the center transitions some of their servers to the remote servers being built for the new CAD system. This will allow us to host IRIS locally and give faster responses for those that are using it. A side benefit from a locally hosted server is the potential to eventually use it to additionally host a type of sharepoint site where we could post

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documents to download or potentially even have people submit exercise requests. This file sharing would be favorable when compared to the numerous file sharing websites that are currently being maintained.

- ii. A few questions were raised about the timeline to accomplish this project. Mr. Fleming explained that the IRIS conversion could happen with a little time after the server was available, theoretically this would be March or April with some additional time to work out transitioning the software. The buildout of a sharepoint site would take a significantly longer time but could be possible by the end of the year depending on how other projects progressed.

B. EOC Mutual Aid Rosters in IRIS

- i. Mr. Fleming discussed the various categories of ICS and EOC staff that were identified as part of the 2019 training and exercise planning workshop and how those categories could be used as a baseline for creating an EOC mutual aid roster that could potentially be housed in IRIS once the transition to a physical server was completed. Ideally, this would start with a roster that JEMS developed which is composed of staff who have attended the position specific trainings that we offer annually. That list would be shared to the emergency management liaison group to validate training and then a finalized list would be presented to the managers. Once that list was established we could then obtain contact information and build a callout list.
- ii. A discussion took place on the timeline for implementation. Mr. Fleming explained that the roster for each community based on training was ready to be sent out and that once the communities received them the process could begin but that it would likely take until fall before everyone had contact information in IRIS.

C. Building Inspector Training and Mutual Aid Potential

- i. The Applied Technology Council (ATC) and the International Code Council (ICC) have developed a national team of post disaster building inspectors. These inspectors have undergone a specific post-disaster building inspector course offered by the ICC. These inspectors use standardized assessments to determine if a home is habitable, habitable with hazards or not habitable. Mr. Fleming asked if there would be any interest in possibly bringing this course to our region and developing a list of inspectors who we might be able to use locally for mutual aid. This would be beneficial, as most communities would not have enough building inspectors for a post disaster building inspection. Mr. Bragg added that this was an issue for some municipalities in the past and that he saw it as being something that could benefit all of the JEMS communities.
- ii. It was generally accepted as a good initiative that should be presented to the JEMS board at the next meeting.

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D. Recovery Plan Template and Development

- i. Mr. Fleming explained that the Pre-Disaster Recovery Plan Template was distributed to the emergency management liaisons for comments. This document would be built out as a component of the EOP revisions as they come up for revision.

E. EOP Crosswalk and Administrative Code Update

- i. IEMA released their preliminary EOP crosswalk on February 19th. The initial document included a majority of the changes that were proposed in the administrative rule but also included additional requirements that were not originally included as part of the rule change. After a meeting with IEMA to review the draft crosswalk we left with an understanding that EOPs will no longer require approval from the respective board or council as a whole but rather the EOP can be approved by the manager or executive of the jurisdiction. Additionally IEMA indicated that they found errors and contradictions in the administrative code and intend on taking those changes to the Joint Committee on Administrative Rules for consideration sometime this year.

6) Old Business

A. Hazard Mitigation Plan Resolution Adoption

- i. Two communities have not updated and submitted their hazard mitigation resolutions. These communities are aware and will need to have the resolutions adopted in order to be eligible for mitigation dollars from FEMA.

B. Oaths and Appointments

- i. Oaths have been progressing steadily with only oaths remaining in Arlington Heights, Rolling Meadows and Schaumburg. The other oaths are either on file or are scheduled.

C. Everbridge Subscriptions

- i. Mr. Fleming explained that we were still waiting for three communities to determine their subscription options for everbridge. They continue to work on what exactly it is they may or may not want to share.

D. Executive Committee Meeting Location and Dates

- i. Attached to this agenda was a list of the 2020 executive committee meeting dates and locations.

7) Adjournment

- A.** Motion to Adjourn meeting by: Dane Bragg
- B.** Motion Second by: Ray Rummel
- C.** Voice Vote: All Aye