

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



April 16th, 2020
Conference Call

1) Call to Order

Ray Rummel called the meeting to order at 0815 hours.

2) Roll Call

Ray Rummel – Chair

Dane Bragg – Vice Chair

Andrew Larson – Village of Arlington Heights

Mike Baker – Village of Buffalo Grove

Sarah Marcucci – Village of Hoffman Estates

Mike Hish – Village of Inverness

Brian Lambel – Village of Mount Prospect

Scott Andersen – Village of Palatine

Jeff Moxley – City of Rolling Meadows

Chris Clark – Village of Streamwood

Mick Fleming – Northwest Central Joint Emergency Management System

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 February 26th, 2020

ii. Joint Emergency Management Coordinator Update

1. Motion made by:

2. Motion seconded by:

3. Voice Vote: All Aye

5) New Business

A. COVID-19 Response and Recovery

i. Mr. Fleming explained that most of the time for the agency has been spent on COVID-19 response efforts but that the shift toward recovery was starting. With the transition happening each municipality needs to have a discussion about what resources each department will need to go back into normal operations. When the COVID-19 virus started to affect municipalities we shut down rather quickly with almost all services pausing for in person visits from the public. As we transition to reopening we will have to live with the ongoing threat of the virus but we will be allowing people back into our buildings and interacting with our staff. Where in the past few weeks we have struggled to sustain our PPE supplies for responders we will need to have enough supplies for our entire staff while also competing for supplies as businesses begin to open.

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In the end, we will need to establish a burn rate for PPE for all departments.

- ii.** Mr. Fleming explained that although this is a disaster and we are working through the federal public assistance process it will not be the same as previous disasters. The difference is mainly due to the other funding streams from the federal government, which will come into play as those funds reach the local levels through various programs. We need to be aware of which funds are applicable to various expenses so we can avoid double use of federal funds. In a presentation from IEMA, a comment was made that the White House would potentially allow the CARES act funds use to be considered as part of the local match to federal dollars. This is because the public assistance grant is a 75% federal and 25% local matching grant. As we move forward we need to be leery of misinformation and rumors regarding the various grant funds and make sure that we are documenting who, what, where, when, and why we took various actions. Recently we had a conference call with the City of Rolling Meadows to discuss where we were in the public assistance process and how things will progress. Mr. Rummel asked if it would be possible to host a go-to-meeting for all of the finance staff to explain the public assistance process. Mr. Fleming finished by saying although we might hear that things are not allowable it is still important to document everything because once we sit down with FEMA it will be more of a negotiation to justify our costs than a simple dismissal of our submissions.
- iii.** Mr. Fleming discussed the status of situation reports and their frequency. Situation reports were a daily occurrence but they would be moving to three days a week as the overall response efforts have not changed. As part of the new report, we have adjusted some of the questions to reflect the current environment and we will continue to do this as the situation evolves.
- iv.** Resource request were slightly modified over the last week in that the MABAS divisions were asked to pick up supplies for their entire division and on the police side each department was asked to pick up their own supplies from Cook County. This temporary process was due to the shipment of PPE that the County received and their ability to turn around that much equipment. This will not be the process going forward. Additionally there are some delays in PPE deliveries to the counties as the emergency management and the health department have separate requesting processes that end at the state EOC. The process has continued to change and will likely revert to the planned process of requesting through the counties.
- v.** Finally, it is important to keep our thoughts on what will come next. As a vaccine is developed we will need to look at how each of our point of distribution sites might setup for a distribution of vaccines. There are

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many unknown components of how this vaccine might need to be delivered, including if the vaccine will need a second dose to be effective. We will also need to explore how we funnel a large number of people through a facility while also maintaining social distance. These logistics concerns will compound an already complicated process.

- vi. Chief Andersen made a comment about the PPE process which Cook County had established with MABAS a week prior. The goal was to have the division pick up PPE for all of the departments. Through this process we learned that the police department received a significantly larger amount of masks that was sent by the Department of Defense. It is also important to note that the EMS system is now recommending the use of other masks in place of the N95 masks, which were supplied by the counties. Where in the past weeks N95 masks were hard to come by we will no longer be using them in the EMS environment as frequently. A discussion took place on whether to hold the masks and wait for a larger shipment of other PPE, which would also be distributed through the MABAS divisions. It was determined that the other PPE would likely take a longer time to be delivered and that it would be best to distribute the existing PPE.
- vii. Mr. Hish commented that the shipment they received from the Cook County did include some of the supplies that were requested through webEOC.
- viii. Chief Clark mentioned that EMS is not recommending using N95 masks. The original message was that providers could use surgical masks until the N95 supply replenished itself. It could be time to return to using N95 masks. Additionally the State Police have put out guidance which would suggest that police departments should be using an N95 more often than EMS which is resulting in the police using a large amount of N95 masks. It is unclear if that was the intent for law enforcement. Mr. Hish explained that the State Police sent out a two-page document on when and how to use N95 masks which could be shared.

6) Old Business

A. Pause on all other projects

- i. Mr. Fleming stated that due to the ongoing COVID-19 response and recovery effort all other business was going to be suspended until it is possible to return to a somewhat normal operation.

7) Adjournment

- ### **A. Meeting called to adjournment by Ray Rummel.**