

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



June 18th, 2020  
Conference Call

**1) Call to Order**

Ray Rummel called the meeting to order at 0901 hours.

**2) Roll Call**

**Ray Rummel** – Chair

**Dane Bragg** – Vice Chair

**Andrew Larson** – Village of Arlington Heights

**Sarah Marcucci** – Village of Hoffman Estates

**Mike Hish** – Village of Inverness

**Scott Andersen** – Village of Palatine

**Chris Clark** – Village of Streamwood

**Mick Fleming** – Northwest Central Joint Emergency Management 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 April 16th, 2020

**ii.** Joint Emergency Management Coordinator Update

1. Motion made by: Ray Rummel

2. Motion seconded by: Dane Bragg

3. Voice Vote: All Aye

**5) New Business**

**A. IEMA Administrative Code Revision**

**i.** Mr. Fleming provided an update on a proposed amendment to the IEMA Emergency Services and Disaster Agency Administrative Rules. The proposal looks to reset the due dates for emergency operations plans. The reset would put every EOP's due date in January of 2021. Some of the other proposed changes include allowing more flexibility when determining if a real world disaster can be claimed as a full-scale exercise. IEMA also added language that would allow for the review of documents submitted as part of a full scale/real world event. Mr. Fleming explained that although there are a number of changes to the rule, in general the changes appear to be favorable given the impact of COVID-19 on regular emergency management operations.

**B. Civil Unrest Damage Assessment**

**i.** Mr. Fleming explained that IEMA had sent a message out to everyone in region 4 asking them to compile their damage assessment information as it related to the recent instances of civil unrest. After discussions with both Lake and Cook County, we were able to determine that information was

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being collected and submitted on the part of Lake County but not in Cook County. The timing of the damage assessment left it on the municipalities to submit the information to JEMS where it was then submitted to IEMA by the deadline. As of the meeting, the Small Business Administration disaster assistance program had been authorized by the Federal government because of the damage totals associated with the civil unrest incidents across Cook and Lake Counties. It was also mentioned that although civil unrest is not explicitly covered under the Stafford Act for a Major Disaster Declaration that some costs could be covered as category B “Emergency Protective Action” under an Emergency Declaration. More information on the progress of the civil unrest damage assessment will be provided as it is available.

**6) Old Business**

**A. COVID-19 Response and Recovery**

- i. Mr. Fleming explained that with the pending end to the disaster declaration potentially coming in July that it would be beneficial to start planning after action report meetings in order to meet the post disaster timeline currently identified in the emergency management administrative code. At a minimum, each community would be looking at eight out of the ten FEMA core capabilities but many will likely be evaluating 15-20 of the capabilities. It was noted that in a four-year period each community needs to test all 32-core capabilities, which IEMA requires. S. Andersen noted that it would be best to let the managers know what is needed so that JEMS gets the appropriate stakeholders in the room for the meeting.
- ii. Mr. Fleming explained that associated with long term planning there have been a number of comments regarding COVID-19 vaccinations and how point-of-dispensing operations would come into play with a potential vaccine. Mr. Fleming explained that at this point there is no clear direction on how COVID-19 vaccinations will be handled and that it is highly likely that our traditional POD model would not meet the needs of the potential vaccine. After remarks from county officials and the State it seems that plans are being developed for an alternative delivery which may leverage existing structures such as townships, agencies with annual flu clinics, or local health departments. It was also noted that there will be a longer operating timeframe for this particular vaccine than we would see with other POD operations and there should be an expectation that if we do receive vaccines there will be a larger logistics need due to onetime use supplies required to give shots.
- iii. Mr. Fleming explained that situation reporting had ceased due to the stabilization of the incident and the return to a somewhat normal operation with restrictions on interactions. If the need for reporting returns then situation reporting can be turned back on.

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- iv. Mr. Rummel asked if it would be possible to organize a meeting to cover the CARES and Public Assistance funding for the various stakeholders responsible for submitting reimbursements on the part of JEMS. Mr. Fleming stated that he would coordinate a meeting to discuss the current questions and needs associated with the recovery funding streams for the communities.

**B. Pause on all other projects**

- i. Mr. Fleming explained that as the situation stabilizes the JEMS office is going to return to somewhat normal operations and that projects, which were previously on hold, would resume.
- ii. The 2021 budget and annual report are typically due in August and would be some of the first projects to come back into focus.
- iii. In regards to EOPs, there is a need to finish the Palatine and Hoffman Estates EOPs before the end of the year for their January 15<sup>th</sup> recertification. The Mount Prospect EOP was under development prior to COVID and would likely be one of the first plans to be worked on as the office returned to normal business. Finally the Schaumburg and Buffalo Grove plans were being worked on by the individual communities with input on the formatting from JEMS. Both documents are due for renewal in 2020.
- iv. Mr. Fleming noted that there was a need to schedule the annual training and exercise planning workshop to gather information on upcoming trainings and exercises. Ideally this meeting would be held in late September or early October.
- v. Mr. Fleming finally explained that there was an effort early on to develop an EOC mutual aid roster based on the training data pulled for the managers in the previous year. That project will be somewhat delayed due to the need for a server to host the information that is currently housed in IRIS but that the lists could be made up in the interim.

**7) Adjournment**

- A. Motion to adjourn made by Dane Bragg at 0937 hours.
  - i. Motion seconded by: Ray Rummel
  - ii. Voice Vote: All Aye