

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



August 20th, 2020  
Conference Call

**1) Call to Order**

Ray Rummel called the meeting to order at 0902 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

**James Walters** – Village of Schaumburg

**Scott Andersen** – Village of Palatine

**Mick Fleming** – Northwest Central Joint Emergency Management System

**John Ferraro** – Northwest Central Dispatch System

**Kevin Dulia** – Guest 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 June 18th, 2020

**ii.** Joint Emergency Management Coordinator Update

1. Motion made by: Dane Bragg

2. Motion seconded by: James Walters

3. Voice Vote: All Aye

**5) New Business**

**A. Training and Exercise Planning Workshop**

**i.** Mr. Fleming provided an update on the scheduled Training and Exercise Planning Workshop. The date is currently set for September 30<sup>th</sup>. Each community has been asked to put together their five-year training calendar, which will be incorporated into the revised Training and Exercise Plan. The plan will incorporate the changes from the newly revised National Incident Management System Doctrine, the new NIMS Training Plan, and the newest version of the Homeland Security Exercise and Evaluation Program documents.

**B. Annual Work Plan**

**i.** Mr. Fleming provided a summary of the 2020 work plan and the goals that were accomplished throughout the year. The group also discussed the tentative 2021 work plan, which would incorporate many of the items that

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were not completed in 2020 due to COVID-19. Most notably for 2021 are the plan revisions for communities that are up for review. Additionally Mr. Fleming explained that there would likely be work done on a long term strategic plan to explore what path JEMS may take in the coming years.

**6) Old Business**

**A. After Action Report Meetings**

- i. Mr. Fleming discussed where each community was at with completing their after action report questionnaires and final reports. At the time of this meeting Arlington Heights, Inverness, and Palatine have scheduled their AAR meetings. Buffalo Grove, Mount Prospect, Rolling Meadows, And Schaumburg were still working on their questionnaires. Streamwood has completed their questionnaire and the information is being consolidated. The final reports for Hoffman Estates and Elk Grove Village are completed. JEMS will continue to work with each community to finalize their AARs with the goal of submitting completed reports to the respective county and the State once they are complete. The original completion date we are aiming for is September 30<sup>th</sup>, unless any issues arise.

**B. EOC Mutual Aid Rosters**

- i. Mr. Fleming provided each community with a roster of people who have been through the local EOC position trainings. The intent is that each community will review the roster and remove individuals who are no longer with the municipality or who should not participate in community to community EOC mutual aid. The same rosters will then be shared with the JEMS Board for their review.

**7) Adjournment**

- A. Motion to adjourn made by Dane Bragg at 0920 hours.
  - i. Motion seconded by: Brian Lambel
  - ii. Voice Vote: All Aye