

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



October 15th, 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

**Scott Eisenmenger** – Village of Buffalo Grove

**Sarah Marcucci** – Village of Hoffman Estates

**Brian Lambel** – Village of Mount Prospect

**Scott Andersen** – Village of Palatine

**James Walters** – Village of Schaumburg

**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 August 20th, 2020

**ii.** Joint Emergency Management Coordinator Update

1. Motion made by: Dane Bragg

2. Motion seconded by: Andrew Larson

3. Voice Vote: All Aye

**5) New Business**

**A. Annual Report Draft**

**i.** Mr. Fleming provided a draft of the annual report which highlights the department's activities for the year. He noted that this annual report would be different from previous reports in that this year was primarily dedicated to work on COVID-19 and that regular activities such as training and exercises were almost non-existent. It was also noted that physical copies would be made available at the next JEMS Board Meeting.

**B. New Member Request**

**i.** Mr. Fleming provided the committee a letter from the Village of Wheeling requesting membership with JEMS. He explained that their addition would benefit the regional goals of the organization and that their program was well established and would fit into the existing structure well. There was some discussion on the benefits of adding the community and what additional strain their addition might add to the office. The discussion

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concluded with a general agreement that the addition would be a benefit and that no formal action needed to be taken by the committee as another committee would be reviewing the request prior to the JEMS Board Meeting.

**C. 2021 Meeting Calendar**

- i. Mr. Fleming presented the annual meeting calendar for the JEMS Executive Committee.

**6) Old Business**

**A. After Action Report Meetings**

- i. Mr. Fleming discussed where each community was in their progress to completing their AAR documents to meet the full-scale exercise requirements. Most communities had completed their surveys and the process was underway to have the documents returned to each jurisdiction for their review by mid-November.

**B. Annual Work Plan**

- i. Mr. Fleming provided a draft of the annual work plan which outlined the goals and objectives of the organization for 2021. Some of the key points from the plan include the pursuit of a strategic plan, the rebuild of IRIS, and the on-boarding and inclusion of Wheeling into JEMS.
- ii. Motion to approve the consent agenda which includes
  1. Motion made by: Dane Bragg
  2. Motion seconded by: Andrew Larson
  3. Voice Vote: All Aye

**C. Training and Exercise Planning Workshop**

- i. Mr. Fleming provided an overview of the TEPW which is now referred to as the Integrated Preparedness Planning Workshop (IPPW). He went over some of the changes that FEMA made to the national training plan for incident management and how those changes would be reflected in the regional training plan. This document was presented to the committee in draft form for review and comment.

**7) Adjournment**

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