

**Northwest Central
Joint Emergency Management System
Board Meeting Minutes**



Meeting Minutes
March 19, 2020
Via Conference Call due to Covid-19

1) Call to Order

Mick Fleming called the meeting to order at 9:32 a.m.

2) Roll Call

Ray Rummel – Elk Grove Village
Randall Recklaus – Village of Arlington Heights
James Norris – Village of Hoffman Estates
Dane Bragg – Village of Buffalo Grove
Sam Trakas – Village of Inverness
Michael Cassady – Village of Mount Prospect
Reid Ottesen – Village of Palatine
Barry Krumstok – City of Rolling Meadows
Brian Townsend – Village of Schaumburg
Sharon Caddigan – Village of Streamwood
John Ferraro - NWCDS
Mick Fleming – JEMS

Also Present:

Richard Mikel – Elk Grove Village
Pat Fortunato – Village of Hoffman Estates
Rich May – Palatine Rural
Brian Lambel – Village of Mount Prospect
Scott Anderson – Village of Palatine
Jim Walters – Village of Schaumburg
Daryl Syre – Village of Streamwood

3) Public Comment

A. No Public Comment

4) Consent Agenda

A. Approval of the consent agenda, including minutes of the January 16th, 2020 meeting, Financial Reports from January and February 2020, and the Joint Emergency Manager Update.

- Motion by Sharon Caddigan to approve the consent agenda as presented.
- Second by James Norris
- Roll Call Vote:
 - Mr. Rummel: Yes
 - Mr. Recklaus: Yes
 - Mr. Norris: Yes

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- Mr. Bragg: Yes
- Mr. Trakas: Yes
- Mr. Cassady: Yes
- Mr. Ottesen: Yes
- Mr. Krumstok: Yes
- Mr. Townsend: Yes
- Ms. Caddigan: Yes

5) New Business

A. Covid-19

- The focus over the last three weeks since the March 9th meeting has shifted from planning and exercise to a response and coordination effort in light of the on-going COVID-19 impact to our jurisdictions and the state as a whole. We have been in coordination with a number of local, regional, county and state partners as these issues have unfolded. Our primary role has been to relay pertinent information to the managers, emergency managers, and fire and police chiefs.
- Daily Situation Reports continue to keep everyone informed of any new developments.
- Continuity of Operations meetings have continued via conference calls.
- Mr. Fleming urged all members to track the costs of any extra expenses and extraordinary spending due to Covid-19.
- Per Cook County's request, Mr. Fleming has been providing regular updates and entering information directly into their Web EOC.

B. Recovery Plan Template and Development

We recently completed a template for a Recovery Plan. This was a document we were also working on last year in order to get ready for the administrative code changes, which take effect on September of this year.

C. EOP Crosswalk and Administrative Code Update

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. A group of counties and municipalities attended a meeting to provide feedback on the new crosswalk and how it will affect our ability to complete new EOPs. In addition to the new EOP crosswalk, IEMA noted that there is currently a list of changes being compiled to submit to the Joint Committee on Administrative Rules (JCAR) to potentially make more changes to the administrative code.

D. IRIS Rebuild and Maintenance March-April

We currently leverage Amazon AWS for our virtual server for hosting IRIS. The original cost and maintenance for IRIS on Amazon was minimal and we were

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Joint Emergency Management System
Board Meeting Minutes**



able to access the site and data within our database without issue. As we have added more information and users onto the system, Amazon has begun to throttle our server and limit the number of people who can access the server at one time. Without upgrading to a more robust Amazon server IRIS will continue to run slow. In speaking with Ira, we believe that we will be able to use some of the previously used servers from the CAD project to migrate IRIS from the cloud on Amazon AWS to a physical server at NWCDS. As of this update, the March or early April start to move over the IRIS software and database has been postponed due to the CAD ‘go live’ date being postponed.

E. JAWA and Water Agency Risk and Resiliency Survey

We will be attending a meeting with the Northwest Suburban Joint Action Water Agency on April 14th to discuss what role JEMS may be able to provide in the Risk and Resiliency survey required by the EPA for all water providers.. The federal EPA requires that each water provider have risk assessments and plans in place to address all hazards as they apply to the water supply system. JAWA will be working on this requirement along with the Northwest Water Commission.

F. By-Law Revisions

The By-Laws subcommittee met on March 4th to discuss proposed changes to the By-Laws. A proposed draft of the By-Laws will be presented at a future meeting.

6) Old Business

A. Everbridge

We have three communities that are still working on which subscriptions they wish to establish. This will delay the purging of the old data from the previous subscriptions. That delay will also delay the final mass blast to those who may not have logged into the new system. We are also working on a tri-fold for Elk Grove Village to explain to residents how to register and change their subscription information. We will share it with the group once it is complete.

7) Other Business

Mr. Norris asked if there is a plan in place in case our Frist Responders acquire Covid-19 or become quarantined due to Covid-19, with regard to shared staffing between member communities. Chief Anderson responded both as President of MABAS Division One and then as a member Fire Chief. He stated that MABAS would provide mutual aid assistance as well as share any Best Practice plans available. Locally, Chief Anderson suggested starting with an overtime impact and then a reduction in service, if needed, before moving to a plan like shared staffing. He also explained that there would likely be longer response times.

8) Adjournment

Motion to adjourn the meeting by Sharon Caddigan
Seconded by Jim Norris
Meeting Adjourned.