

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



Meeting Minutes  
July 16, 2020  
200 E. Wood St, Palatine, IL 60067, Community Room B  
and via Conference Call due to Covid-19

**1) Call to Order**

Mr. Rummel called the meeting to order at 10:00 a.m.  
Mr. Rummel praised Mick for all of his outstanding work, webinars, explanations, et cetera, especially during this pandemic, prior to Mr. Fleming calling the roll.  
Mr. Rummel recognized Mr. Norris's impending retirement, and thanked him for his leadership and service to the organization.

**2) Roll Call**

Ray Rummel – Elk Grove Village  
Randall Recklaus – Village of Arlington Heights (via Conference Call)  
Dane Bragg – Village of Buffalo Grove  
Sam Trakas – Village of Inverness (via Conference Call)  
Michael Cassady – Village of Mount Prospect (via Conference Call)  
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:

Ted Bos – Village of Hoffman Estates  
Scott Anderson – Village of Palatine

**3) Public Comment**

- No Public Comment

**4) Consent Agenda**

- Approval of the consent agenda, including minutes of the March 9, 2020 meeting, the minutes of the May 21, 2020 meeting, the Financial Reports from May and June 2020, and the Joint Emergency Manager Update.
  - Motion by to approve the consent agenda as presented by Mr. Ottesen
  - Second by Ms. Caddigan
  - Roll call vote:
    - Ms. Caddigan: Yes
    - Mr. Townsend: Yes
    - Mr. Krumstok: Yes

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- Mr. Ottesen: Yes
- Mr. Cassady: Yes
- Mr. Trakas: Yes
- Mr. Norris: Yes
- Mr. Recklaus: Yes

## **5) Old Business**

### **• Revision of JEMS Bylaws**

- Subcommittee initially met in March to discuss bylaw revision. Mr. Fleming described the history of this committee, and highlighted changes that are proposed to bring the bylaws in line with practice. Discussion ensued on positions within the organization and how those are filled, and on adding subscriber communities to the program, and whether there is a need to revise the bylaws on that account.
- Motion to recommend the proposed changes to the JEMS bylaws be approved by the NWCDS Board of Directors at their next meeting by Mr. Ottesen.
- Second by Ms. Caddigan
- Roll call vote:
  - Mr. Cassady: Yes
  - Mr. Trakas: Yes
  - Mr. Norris: Yes
  - Mr. Recklaus: Yes
  - Mr. Bragg: Yes
  - Mr. Rummel: Yes
  - Ms. Caddigan: Yes
  - Mr. Townsend: Yes
  - Mr. Krumstok: Yes
  - Mr. Ottesen: Yes

### **• Covid-19 Response and Recovery**

- Mr. Fleming reported on Public Assistance program and the CARES Act as they relate to the JEMS communities, including reporting deadlines and how these programs can be used by the communities to offset costs of response, and state and county requirements. Discussion on the programs and how communities can maximize their cost recovery. Suggestion was made to have Mr. Fleming host a moderated discussion with the Finance Directors of the various communities to discuss best practices for cost recovery.
- In the Administrative Rules, there is a timeline for completion of After Action Reports. Even though we're still in the middle of things, we have 60 days to complete the AARs from the time the disaster is closed out. Questionnaires have been sent out to the communities; please have those filled out by the appropriate personnel prior to the AAR meetings to facilitate those

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discussions. We will need to determine how things went, what improvements need to be made, and who is responsible for ensuring those improvements are made. We will be scheduling these meetings with each community to make sure these are done appropriately and in a timely fashion.

- Preparation for a potential second wave of infections means that our Logistics capability needs to ensure that adequate PPE and other supplies are adequate for such a response. IEMA is recommending each jurisdiction maintain a 60-day supply of PPE. JEMS is working with state and county procurement personnel to get information on what vendors are available.
- Some communities are beginning to plan for pharmaceutical Points of Dispensing (PODs). Discussion on the appropriateness of a POD for Covid-19 vaccinations when that becomes available. There are several options that the State and Cook County are looking at; not sure at this point of what that will look like.
- Question on to where the state's Covid-19 testing facility is moving to when the Rolling Meadows site closes (scheduled for August 9). This will transition to a private contractor, and no longer be staffed by National Guard personnel. At this point, no one has information as to where it will relocate.
- **JAWA and Water Agency Risk and Resiliency Survey**
  - Mr. Fleming offered his assistance to the communities in completing this survey if they need it. Discussion on how the various communities are handling this. Some are doing it in-house; others are using a consultant.

**6) New Business**

- **2021 Budget Committee**
  - Budget for next year should be straightforward. Mr. Rummel, Mr. Bragg and Mr. Townsend will meet with Mr. Fleming to review it for presentation to the Board in September.
- **IEMA Administrative Code Revision**
  - The State is putting out some changes to the IEMA administrative code that will affect our agencies involving plan submission and exercises. The letter specifying the changes and the Notice of Proposed Amendments were included in the packet.

**Adjournment**

Motion to adjourn the meeting by Mr. Bragg  
Seconded by Ms. Caddigan  
Meeting Adjourned.