

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



Meeting Minutes
September 17, 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 9:03 a.m.

2) Roll Call

Ray Rummel – Elk Grove Village
Randall Recklaus – Village of Arlington Heights
Dane Bragg – Village of Buffalo Grove
Rachel Musiala – Village of Hoffman Estates (via Conference Call)
Sam Trakas – Village of Inverness (via Conference Call)
(Absent) – Village of Mount Prospect
Reid Ottesen – Village of Palatine
Barry Krumstok – City of Rolling Meadows
Brian Townsend – Village of Schaumburg (at 9:10 a.m.)
Sharon Caddigan – Village of Streamwood (at 9:30 a.m., via Conference Call)
John Ferraro - NWCDS
Mick Fleming – JEMS

Also Present:

Scott Andersen – Village of Palatine (via Conference Call)
James Walters – Village of Schaumburg (via Conference Call)
Chris Clark – Village of Streamwood (at 9:10 a.m., via Conference Call)

3) Public Comment

- No Public Comment

4) Consent Agenda

- Approval of the consent agenda, including minutes of the July, 16 2020 meeting, the Financial Reports from July and August 2020, and the Joint Emergency Manager Update.
 - Motion by to approve the consent agenda as presented by Mr. Krumstok
 - Second by Mr. Bragg
 - Roll call vote:
 - Mr. Recklaus: Yes
 - Ms. Musiala: Abstain
 - Mr. Trakas: Yes
 - Mr. Ottesen: Yes
 - Mr. Krumstok: Yes

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- Chief Walters: Yes
- Mr. Bragg: Yes
- Mr. Rummel: Yes

5) Old Business

• Covid-19 Response and Recovery

- Discussion on mass vaccinations. Mr. Fleming reported that the Federal government directed all states that they need to have distribution plans in place for mass vaccinations. Currently, IDPH and IEMA are working on a distribution plan for Illinois. Our POD plans are designed for the distribution of antibiotic pills in the event of an anthrax attack, a very different scenario than what we are now experiencing. Therefore, the state is working on a modification of the plan annually used for delivering influenza vaccines to children. For our communities, this means:
 - Our municipal health departments most likely will not be receiving shipments of the vaccine, it will go directly to the county health departments to allocate at their discretion.
 - Since all facilities that provide the flu immunizations (per the state plan) will also be receiving the Covid vaccine, each hospital will also be receiving a shipment of the vaccine.

As the county health departments will determine how to best get the vaccine to the public, there are a lot of potential models that could be used to accomplish this. Currently, Lake County is planning to support the hospitals, and additionally open one or two large-scale PODs for public vaccinations. Cook County has identified that this incident (which involves person-to-person transmission) defies our current POD planning assumptions. They are still waiting for final guidance from the state; when they receive this the county department of public health will make a final determination of how to roll this out at the local level. There are a couple of different ways this could go for our communities. Potentially, we may be able to leverage the systems the hospitals have in place to provide vaccinations, with the communities and hospitals finding a way to assist each other. It is unlikely that our communities (which have identified and planned for 8 PODs among the 10 communities) will have the resources to open and maintain all of those facilities for the duration (8-9 hours per day, 5-6 days per week, for up to a year) that this effort may require. If we are required to do something on a local level, it would make more sense to pool our resources and open one or two larger local sites. There are significant challenges ahead, but the situation is still developing. It will depend on what the county comes up with once they get the final plan from the state. There are also questions about the funding of supplies and personnel involved in a mass vaccination program. Discussion on target dates and population numbers to be vaccinated. JEMS is maintaining communications with the counties and IDPH and will be keeping everyone

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appraised of any status changes. Mr. Fleming recommended that we take a collective approach to decision-making when the time comes to do so.

- After Action Reports are coming along. There have already been several meetings with the municipalities, with another scheduled for this afternoon. Questionnaires have been sent out to the communities. JEMS staff have been compiling the information received back from the communities in the questionnaires and meetings and developing a draft document which is then sent back to each community for review and comments. When these are received back, a final draft is written and sent back to each community for implementation.
- On September 15 there was a change in FEMA's Public Assistance reimbursement policy. The language was clarified on who qualified as a First Responder and what qualified as an Emergency Protective Action and what was eligible as personal protective equipment. Originally, schools were allowed to purchase PPE and disinfection supplies under the old language; from Sept. 15 onward only traditionally defined First Responders (police, fire, EMS), doing a job directly related to responding to the Covid pandemic will be allowed. It is not retroactive, however. Discussion on allowable costs and documentation.

6) New Business

• **2021 Budget**

- Mr. Rummel, Mr. Bragg, and Mr. Townsend met with Mr. Fleming in August to finalize the budget proposal. They attempted to minimize any increases as much as possible. To make the budget lean given the current economic environment, some areas were cut, such as training and conferences, while still allowing us to achieve the goals of the program. The draft budget was distributed with the meeting packet.
 - Motion to approve the budget as presented and recommend approval by the NWCDS Board by Mr. Krumstok
 - Second by Mr. Bragg

Discussion on increase to each community (1.8%, or \$391.31), and status of reserve funds. Discussion on how additional communities would be brought into the system, and the financial ramifications thereof.

- Voice vote on motion: All Ayes. Motion carries unanimously.
- **New JEMS Member Community**
 - Mr. Bragg reported that he and Mr. Fleming met with the Village Manager from Wheeling yesterday to discuss their interest in joining the JEMS system. They are very interested in potentially becoming a member agency and doing so as soon as possible. Once the budget is approved (by the NWCDS Board),

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Mr. Fleming will share that budget with the Village of Wheeling. They will then send a letter of intent to request to participate in the JEMS system for consideration by the Board at the November meeting. Discussion on how Wheeling would be a good fit for the system. The consensus was to move forward with the process. Mr. Trakas requested that the Board consider changing the formula for determining the cost to each community in the future.

- **2021 Work Plan Draft**

- Draft Work Plan for 2021 was distributed with the packet. Mr. Fleming reported that due to the situation in 2020, some projects were sidelined to respond to the Covid pandemic. The 2021 plan picks up some of these projects and adds some additional projects as well. There have been some discussions as to the long-term direction of the program which this attempts to address. If any Board member has any other projects they think would be valuable, please let Mr. Fleming know. A final draft, along with the 2020 Annual Report, will be ready for the November meeting.

- **EOC Rosters for Mutual Aid**

- A list of all personnel from each community who have completed EOC position training classes was compiled by JEMS and distributed to each municipality via the Executive Committee and Liaison Committee for review of content, such as whether those individuals are still employed by that municipality. He would like the Managers to review the list and indicate whether they would approve of the individuals listed being allowed to function in another community's EOC on a mutual aid basis. Once this list is compiled, we will develop contact information and specify training needs.

Adjournment

Motion to adjourn the meeting by Mr. Krumstok

Seconded by Mr. Bragg

Voice vote: All Ayes

Meeting Adjourned.