

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



Meeting Minutes  
November 19, 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 9:52 a.m.

**2) Roll Call**

Ray Rummel – Elk Grove Village  
Randall Recklaus – Village of Arlington Heights (via Conference Call)  
Dane Bragg – Village of Buffalo Grove  
Rachel Musiala – Village of Hoffman Estates (via Conference Call)  
Sam Trakas – Village of Inverness (via Conference Call)  
Mike Cassady – Village of Mount Prospect (via Conference Call)  
Reid Ottesen – Village of Palatine  
Barry Krumstok – City of Rolling Meadows (via Conference Call)  
Brian Townsend – Village of Schaumburg  
Chris Clark – Village of Streamwood (via Conference Call)  
John Ferraro - NWCDS  
Mick Fleming – JEMS

Also Present:

Jon Sfondilis – Village of Wheeling

**3) Public Comment**

- No Public Comment

**4) Consent Agenda**

- Approval of the consent agenda, including minutes of the September 17, 2020 meeting (with the change of adding Chief Andersen as “Also Present” at the September 17, 2020 meeting), and the Financial Reports from September and October 2020.
  - Motion by to approve the consent agenda as presented by Mr. Bragg
  - Second by Mr. Ottessen
  - Voice vote:
    - All Ayes; motion carries

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## **5) Joint Emergency Manager Update**

Mr. Fleming provided the following updates, highlighting and updating information provided in the meeting packet.

- **Planning**

- The State has moved all accredited EOPs to a January 15, 2021 due date for submission, including the requirement that several new annexes, be added to each document. Consequently, we have been putting in a lot of work to update the plans for Hoffman Estates and Palatine to meet the deadline. We've also been working with Schaumburg, Mount Prospect and Buffalo Grove to get their plans updated as well. Mount Prospect's plan is mostly done, and Buffalo Grove and Schaumburg are progressing. Goal is to have them finished by the January date as well. This will leave Arlington Heights, Elk Grove Village, Inverness, Rolling Meadows and Streamwood to be completed and submitted in 2022.
- Last week IEMA requested 5 years of records in paper form from Palatine and Hoffman Estates (and all other accredited agencies in the state), and earlier this week they requested the same records in electronic format. It took a lot of work with less than 24 hours' notice, but the records were delivered as requested.
- Included in the 2018 amendment to the Administrative Code 301 was a clause that allows the IEMA director to mandate additional annexes for EOPs in the event of a disaster. In September, a Pandemic Alternative Housing Annex was required to be included in all EOPs. This has been a complex problem to address, and we have been making some progress by working with Cook County, as well as with some social services providers in the area.

- **Training and Exercise**

- We held our annual Training and Exercise Planning Workshop (now termed an Integrated Preparedness Planning Workshop) last month to update our 5-year Training and Exercise Plan (now called the Integrated Preparedness Plan). Waiting on one more community to submit their plan, and we will put it out to everyone for review.
- The Finance and Administration Section Chief class was held at Palatine earlier this month, and the Logistics Section Chief class will also be held at Palatine next month. The Planning Section Chief class has been rescheduled for February, and will be held in Elk Grove Village.
- Other courses (Planning for Debris Management and EOC Operations and Planning) from the federal agencies are still on hold. We are still looking to host these classes, but don't have any clear direction as to when they will be available.

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**6) Old Business**

• **Covid-19 Response and Recovery**

- Mr. Fleming reported on funding for COVID-19 related response and recovery activities, expanding on information included in the packet.
  - CARES Act funding has been distributed through Cook County. The various counties are using different methods of distributing funds. Please be aware of these differences and don't assume that programs are operating similarly. Discussion on CARES Act funding. We will monitor the situation to see if there will be a second round of funding. Documentation of costs incurred by December 30<sup>th</sup> will be needed to be submitted by January 31 to request reimbursement.
  - Public Assistance funding through FEMA remains available. The end date has been pushed back and is now January 20, 2021, which means that final cost needs to be submitted by March 21, 2021. FEMA has been changing some of the rules as time has passed, so we need to keep monitoring that. So far, Schaumburg and Hoffman Estates have submitted, and Rolling Meadows is in the process. There are other communities also in the process of submitting. For various reasons, there have been some issues with interpretation of guidelines and rules, resulting in widely varying estimates of reimbursement. We are planning to document the various issues and negotiations with FEMA and share this information with the other communities to help maximize the chances for each community's reimbursement.
- Discussion on vaccinations. Mr. Fleming reported that the State is trying to figure out how they are going to handle distribution of the vaccine. Lake County has a plan in place for a combination of large sites and satellite sites. Cook County is looking at a different approach, using one or two stationary vaccine sites supporting traveling vaccination clinics. With the way the distribution is being rolled out, it will mean that our hospitals and long-term care facilities will be primary recipients of the vaccine as they are already in the system that the County is using. The Federal government is also pushing Walgreens and CVS pharmacies to be some of the early recipients. Plans at all levels are coming together, but the exact way they will be executed will depend on a number of factors, one of the largest being the differing logistical requirements (primarily cold / ultra-cold storage, and the need for 2 doses of some products) of the different vaccines. Probably looking at Q1 or Q2 in 2021 as a realistic time for vaccine rollout. Discussion on planning process on all levels, and differences between counties.
- **2021 Work Plan**
  - The final draft of the Work Plan for 2021 was distributed with the packet. Mr. Fleming reported that due to the situation in 2020, some projects were

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sidelined to respond to the COVID pandemic. The 2021 plan picks up some of these projects and adds some additional projects as well. There were some suggestions that came out after the draft was presented at the last meeting that have been incorporated. Discussion on strategic planning, the vision for the organization down the line, and how all of these items tie in to future accreditation.

- Motion to approve the Work Plan as presented by Mr. Bragg
- Second by Mr. Ottessen
- Voice vote on motion: All Ayes. Motion carries

**7) New Business**

• **New JEMS Member Community**

- Mr. Rummel reported that the JEMS Board has been petitioned by the Village of Wheeling to become a member of JEMS. A subcommittee chaired by Mr. Bragg met and considered the request. Their recommendation to admit Wheeling is documented in the memo included in the meeting packet.
- Motion to approve the request for the Village of Wheeling to join the Joint Emergency Management System was made by Mr. Krumstok
- Second by Mr. Bragg

Mr. Bragg explained the findings of the subcommittee and the rationale behind their recommendation. Question by Mr. Trakas regarding financial considerations. Mr. Fleming will note the cash balance at the end of 2020 to determine financial status prior to Wheeling's entry into the system.

- Roll call vote
  - Mr. Bragg Yes
  - Mr. Recklaus Yes
  - Ms. Musiala Yes
  - Mr. Trakas Yes
  - Mr. Cassady Yes
  - Mr. Ottessen Yes
  - Mr. Krumstok Yes
  - Mr. Townsend Yes
  - Mr. Clark Yes
  - Mr. Rummel Yes
- Motion carries unanimously.

Mr. Sfondilis expressed his gratitude to the group, and his enthusiasm toward his community being a part of the system going forward.

• **2019-2020 Annual Report**

- Mr. Fleming gave an overview of the Annual Report that was included in the meeting packet and distributed at the meeting.

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- Motion to approve the Annual Report as presented by Mr. Ottessen
- Second by Mr. Bragg
- Voice vote on motion: All Ayes. Motion carries
  
- **2021 JEMS Board Chair and Vice Chair Election**
  - Mr. Rummel discussed the Board previous recommendation for officer positions.
    - Motion to elect Mr. Bragg Chair, Mr. Townsend Vice-Chair, and Mr. Recklaus “heir apparent” made by Mr. Ottessen
    - Second by Mr. Bragg
    - Roll call vote
      - Mr. Bragg Yes
      - Mr. Recklaus Yes
      - Ms. Musiala Yes
      - Mr. Trakas Yes
      - Mr. Cassady Yes
      - Mr. Ottessen Yes
      - Mr. Krumstok Yes
      - Mr. Townsend Yes
      - Mr. Clark Yes
      - Mr. Rummel Yes
      - Mr. Sfondilis Yes
    - Motion carries unanimously.
  
- **2021 JEMS Board Meeting Calendar**

The meeting calendar for 2021 was distributed with the meeting packet. No further discussion.

**Adjournment**

Motion to adjourn the meeting by Mr. Bragg  
Seconded by Mr. Townsend  
Voice vote: All Ayes  
Meeting Adjourned.