

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



Meeting Minutes
January 21, 2021
200 E. Wood St, Palatine, IL 60067, Community Room B
and via Conference Call due to Covid-19

1) Call to Order

Mr. Bragg called the meeting to order at 9:00 a.m.

2) Roll Call

Dane Bragg – Village of Buffalo Grove (via Conference Call)
Randall Recklaus - Village of Arlington Heights (via Conference Call; at 9:30)
Ray Rummel – Elk Grove Village
Rachel Musiala – Village of Hoffman Estates (via Conference Call)
Sam Trakas – Village of Inverness (via Conference Call)
Mike 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 (via Conference Call; late)
Jon Sfondilis – Village of Wheeling (via Conference Call; at 9:07)
John Ferraro - NWCDS
Mick Fleming – JEMS

3) Public Comment

- No Public Comment

4) Consent Agenda

- Approval of the consent agenda, including minutes of the November 19, 2020 meeting, and the Financial Reports from November and December 2020.
 - Motion by to approve the consent agenda as presented by Mr. Krumstok
 - Second by Mr. Rummel
 - Roll call vote
 - Mr. Bragg Yes
 - Mr. Rummel Yes
 - Ms. Musiala Yes
 - Mr. Trakas Yes
 - Mr. Cassady Yes
 - Mr. Ottesen Yes
 - Mr. Krumstok Yes
 - Mr. Townsend Yes
 - 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**

- JEMS staff has been working with Hoffman Estates and Palatine staff on Alternate Housing, in order to get the MOU signed with Cook County, which is a new annex required by IEMA as part of their EOP, COOP and Recovery Plan submission. Also required was a Threat and Hazard Identification and Risk Assessment (THIRA) and IL-CATT (Illinois Capability Assessment and THIRA Tool). Additionally, they had to submit 5 years of training and exercise records. This was all submitted by the due date of January 15. Still working with them on an agreement with Journeys to cover anyone not included in the Cook County MOU for sheltering under a COVID supplemental CDBG grant.
- The accredited communities' (Hoffman Estates and Palatine) plans were completed and submitted as noted above. Mount Prospect has also approved their COOP and EOP; Schaumburg and Buffalo Grove are still progressing, and Wheeling will also need to update their plans. We would like to submit all of these in 2021 as well. This will leave Arlington Heights, Elk Grove Village, Inverness, Rolling Meadows and Streamwood to be completed and submitted in 2022. There will be more work involved in this submittal with the additional new requirements.

- **Training and Exercise**

- The Panning Section Chief class has been rescheduled for February, and will be held in Elk Grove Village. This is the last IFSI section chief class we have scheduled. We're going to slow down on scheduling training classes after that due to uncertainty of attendance due to COVID.
- Exercises are still necessary, so we will be working on developing and holding exercises that are on the books, even if they have to be held later in the year.

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.
 - Public Assistance funding through FEMA remains available. The end date which was scheduled to be January 20, 2021 has been extended for another 90 days. The IAEM (International Association of Emergency Managers) submitted a list of recommendations to the incoming administration in December, among them was the recommendation to repeal the September determination by FEMA that

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law enforcement activities were not considered “first responder activities” for COVID. If adopted, this would mean that eligible law enforcement activity would be reimbursable. Documentation will be a key. Another recommendation was to reimburse at the 100% level instead of 75%. Under the Stafford Act, the president can make the reimbursement 100%, and this can also be retroactive. Even costs that have been previously submitted, back to January 2020, can be re-submitted to recoup the additional 25% of costs if adopted. Several communities have been recouping costs including PPE and overtime. Reminder to continue to track costs of all activities (including law enforcement).

- Significant discussion on vaccinations. Mr. Fleming reported that Cook County is rolling out a new registration web site, which will replace the former “registration survey” site. Intent is that a person could register, and, depending on a person’s group, it will tell where the closest vaccination site is. Plan is that by Monday (1/25/21) they will have a lot of new sites available, as group 1B will be eligible for vaccination at that point. They are looking at partnering with various pharmacies, as well as with some outpatient facilities associated with the Cook County Public Health system. Some hospitals may also be a part of the process, but there are some cost issues that need to be worked out. The National Guard will start staffing two sites in Cook County starting next week, and we have also been working to try to identify sites in our area that would be appropriate for vaccine clinics, including doing some walk-throughs. So far, the Tinley Park Convention Center has been selected; it’s unknown at this point what other site or sites will be selected. Discussion on planning process on all levels, and availability of vaccines for law enforcement and other segments of the 1B population. Discussion on ability of paramedics to administer COVID vaccination shots, particularly in conjunction with a “hyper-local” distribution model, possibly through the MABS divisions. Cook County is still not 100% sure where vaccinators at mega-sites will come from. Mr. Fleming has had some discussions with key players on how we could share some resources to support this effort. Further discussion on ability to vaccinate local employees, such as utility workers, and on setting up and/or supporting local clinics. There are significant challenges, including information flow, vaccine distribution, vaccinators, and physical locations.

- **2021 Work Plan**

- Recap of some highlights of the 2021 Work Plan (included in packet).
 - EMAP Accreditation: Mr. Fleming explained the accreditation process and what it means for the system.

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- Strategic Planning, possibly including use of an outside vendor to assist in developing a long-range Strategic Plan.
- On-boarding Wheeling, including plans (EOP, COOP, etc.) being brought to the JEMS standard, as well as putting necessary MOUs, etc. in place.
- Plan revisions, to the new IEMA standard, as described earlier in the meeting.
- IRIS rebuild will include migrating data onto our own server. This will have to take place after new CAD goes live and is stabilized.

7) New Business

• Recognition of 2020 JEMS Board Chair

- Mr. Fleming presented a plaque to Mr. Rummel to recognize his leadership during the past, very challenging, year. Mr. Bragg expressed the appreciation of the entire board.

• Budget discussion for new member agency

- Mr. Bragg reported that he had spoken with Mr. Fleming regarding this issue. The budget had been approved and assessments had already gone out prior to Wheeling joining the system, and an adjustment will need to be made. Mr. Fleming confirmed with NWCD staff that Wheeling was billed what was budgeted for each community, as that amount was what was approved, with the idea that the budget would be modified as needed. Some discussion on how to proceed with the additional revenue. Mr. Bragg summarized that when the budget amendment is prepared, it will reflect the additional revenue for 2021, with member payments remaining at the same level as originally assessed, and that when the 2022 budget is prepared the fund balance reserve and future assessment levels will be looked at.

- Motion to approve the Annual Report as presented by Mr. Rummel

- Second by Mr. Trakas

- Roll call vote

- Mr. Bragg Yes
- Mr. Rummel Yes
- Ms. Musiala Yes
- Mr. Trakas Yes
- Mr. Cassady Yes
- Mr. Ottessen Yes
- Mr. Krumstok Yes
- Mr. Townsend Yes
- Ms. Caddigan Yes
- Mr. Sfondilis Yes

- Motion carries unanimously.

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Adjournment

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