

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



Minutes  
July 22, 2021  
1975 E. Davis St., Arlington Heights, IL 60005

**1) Call to Order**

Mr. Bragg called the meeting to order at 9:30 a.m.

**2) Roll Call**

Nicholas Pecora – Village of Arlington Heights  
Dane Bragg – Village of Buffalo Grove  
Ray Rummel – Elk Grove Village  
Eric Palm – Village of Hoffman Estates  
Sam Trakas – Village of Inverness  
Michael Cassady – Village of Mount Prospect  
Reid Ottesen – Village of Palatine  
John Nowacki – City of Rolling Meadows  
Ken Koeppen – Village of Schaumburg  
Chris Clark – Village of Streamwood  
Village of Wheeling – (Absent)  
Mick Fleming – JEMS  
John Ferraro – NWCDS

**3) Public Comment**

- No Public Comment

**4) Consent Agenda**

- May 20, 2021 Meeting Minutes
- May, 2021 Financial Report
- June, 2021 Financial Report.
  - Motion to approve by Eric Palm
  - Second by Michael Cassady
    - Roll Call Vote:
      - N. Pecora: Yes
      - D. Bragg: Yes
      - R. Rummel: Yes
      - E. Palm: Yes
      - S. Trakas: Yes
      - M. Cassady: Yes
      - R. Ottesen: Yes

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- J. Nowacki: Yes
- K. Koeppen: Yes
- C. Clark: Yes
- Motion carries

**5) Joint Emergency Management Coordinator Update**

The update was included in the meeting package. Mr. Fleming highlighted the following portions:

- Focus in regards to COVID-19 activities has turned from response to PA and recovery. Disaster declaration was extended from July 21 for another 60 days. Mr. Fleming elaborated on some of the activities that need to be accomplished to receive reimbursement funding, including reimbursement for the vaccine clinics.
- Mr. Fleming reported on a conversation he had with Director Barnes from Cook County Department of Emergency Management and Regional Security regarding ways in which our organizations can better work together, including approval of our EOPs.
- JEMS staff is working to try to get training back to normal as we come out of COVID response. Several classes are planned as specified in the packet.

**6) Old Business**

**A. COVID-19 Response and Recovery**

- Key points were covered in the update. Focus now is on reimbursement.

**B. IEMA Accreditation**

- Mr. Fleming reported that letters were submitted contesting the denial of accreditation for Palatine and Hoffman Estates, followed by meetings rebutting the denial. Through these efforts, continued accreditation was secured for both communities for the next two years.

**C. Strategic Plan**

- Mr. Fleming discussed the background of the evolution of the JEMS program, and the need for a strategic plan to guide future activities, as outlined in the annual Work Plan. He reported that he has reached out to several consulting companies to see how they could support that process and cost estimates for doing so. Discussion by the group on this strategic planning, the timeline for it, and the potential role of a consultant.

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**7) New Business**

**A. 2022 Budget Preparation**

- Mr. Fleming reported that he has begun the process of preparing the 2022 budget. He will set up a meeting with the Chair and Vice-Chair to finalize this for the September meeting.

**B. 2021 Annual Report**

- A draft of the Annual Report for 2021 will be presented for approval at the September meeting.

**C. Integrated Preparedness Planning Workshop (IPPW)**

- Mr. Fleming reviewed past practice on exercises within the program, some challenges we have faced in completing exercises, and some options on how to move forward, taking advantage of the JEMS program's exercise development capabilities. The workshop will take place on Sept. 24, and will be attended by some of our partner agencies as well.
- Discussion on potential for BRIC (Building Resilient Infrastructure for Communities) grant funding for infrastructure capital improvements.

**8) Other Business**

- Mr. Bragg notified the committee that he intends to go into closed session in September to discuss personnel.

**9) Adjournment**

- A.** Motion to adjourn by Mr. Palm
- B.** Seconded by Mr. Cassidy
- C.** Motion carried, meeting adjourned.