

**Northwest Central
Joint Emergency Management System
Executive Committee Meeting Minutes**



June 17, 2021

1150 N. Arlington Heights Road, Arlington Heights, IL

1) Call to Order

Dane Bragg called the meeting to order at 0903 hours.

2) Roll Call

Dane Bragg – Chair, Village of Buffalo Grove

Brian Townsend – Vice Chair, Village of Schaumburg

Mike Baker – Village of Buffalo Grove

Mike Hish – Village of Inverness

Patrick Gratianna – Village of Palatine

Jim Walters – Village of Schaumburg

Ileen Bryer – Village of Wheeling

Mick Fleming – Northwest Central Joint Emergency Management System

3) Public Comment

A. No Public Comment

4) Consent Agenda

A. Motion to approve the consent agenda which includes

i. Minutes from the Executive Committee meeting on April 15, 2021

ii. Joint Emergency Management Coordinator Update

1. Motion made by: Mike Hish

2. Motion seconded by: Jim Walters

3. Voice Vote: Motion carries

5) New Business

A. Training Update

i. Mr. Fleming reviewed status of classes (Debris Management and EOC Operations) scheduled prior to COVID. Discussion on number of people needed to run the courses and potentially opening course up to agencies outside JEMS in order to ensure courses filled, and on inviting SWANCC to the Debris Management course. TEEEX is offering November 30-December 2, 2021 as the dates for the EOC Operations course. Consensus of group is to schedule the EOC Operations class. Mr. Fleming will communicate with the group when he gets dates for the Debris Management class prior to committing to the course.

ii. In the past, JEMS has presented a series of 4 EOC Position classes for personnel assigned as EOC staff. We are trying to set up a series of these classes this year. We are also looking at some other classes that have been requested, including the Active Shooter Incident Management class. IFSI is able to present this class, which we can request, possibly in 2022. Mr.

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Bragg requested the Mr. Fleming lay out a rough training timeline for the remainder of the year and into 2022 for the Board to lay out priorities.

- iii. Mr. Fleming reviewed the intent of holding exercises involving JEMS in terms of standardization among the member communities. A few communities have already scheduled exercises; discussion on whether the remaining communities want to hold exercises before the end of the year, and some options on how those exercises could be conducted, including position-specific exercises if a particular need is identified. Mr. Fleming reviewed documentation requirements for exercises, and requirements for exercising the 32 core capabilities.

B. Planning

- i. Mr. Fleming reported that he had a phone conversation with Director Barnes from Cook County EMRS, and that the Director wants us to work better with each other. They are supposed to be approving EOPs as we submit them; we have been waiting for 5 years in the case of Rolling Meadows. We are making changes in our standardized EOP template based on the new administrative code changes, and have had Palatine's and Hoffman Estates' EOPs (along with their COOP and Recovery Plan) approved by the state. All other communities will be brought up to that standard as they are due for revision, and those plans will be submitted as a packet. Per the Director, as our plans are standardized and the model has already been accepted, moving forward they will accept our plans as they are submitted. We intend to have all of our communities' plans submitted by the end of this year. We are working on trying to get a similar agreement with Lake County as well.

C. Integrated Preparedness Planning Workshop (IPPW)

- i. This workshop takes the place of the former Training and Exercise Planning Workshop, but is more comprehensive in its scope in that it includes both the planning and training cycles in the 5-year plan. We are trying to include Cook County, Lake County and FEMA Region V in the workshop, to get a better handle on grant funding available. Mr. Fleming will be sending out information soon to schedule the workshop.

D. BRIC (Building Resilient Infrastructure and Communities)

- i. This is a FEMA grant program taking the place of the Hazard Mitigation grants. The aim is to be more proactive than reactive in managing disasters. Many of our communities spend a lot of money on infrastructure programs, and much of this may be eligible for some grant funding under this program. We intend to submit a couple projects from JEMS when the Notice of Funding Opportunity comes out in September. Some discussion on projects that may be eligible.

E. Strategic Planning

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- i. This is part of our Work Plan for the year. With everything going on this year, this has been a lower priority item, but we intend to move forward with it. We are probably going to look at bringing in outside assistance in making this happen. Mr. Fleming has looked at some example RFPs, and will look into how much it might cost to hire a consultant to assist in developing a plan. Discussion on this possibility. Mr. Fleming will bring this up for discussion at the Board meeting.

6) Old Business

A. COVID-19 Updates

- i. We are submitting everything through Schaumburg for reimbursement for the vaccine clinic. Mr. Fleming also briefly discussed the Equitable Vaccine Administration Information submission.

B. IRIS Database Rebuild & Position Database

- i. Mr. Fleming reported that we were able to migrate the IRIS database from the Amazon server to our own server. We have been able to rebuild the data in the new database. He distributed a list of current users, and asked that each community update that list so we can ensure that we have the right people in place to make sure the data is up to date.

7) Adjournment

A. Motion to adjourn made by: Pat Gratianna

- i. Motion seconded by: Mike Hish
- ii. Voice Vote: All Aye