

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



Minutes
January 19, 2023
200 E. Wood St, Palatine, IL 60067

1) Call to Order

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

2) Roll Call

Randall Recklaus – Village of Arlington Heights
Scott Anderson – Village of Barrington
Dane Bragg – Village of Buffalo Grove
Matt Roan – 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
Rob Sabo – City of Rolling Meadows
Shawn Green – Village of Schaumburg
Sharon Caddigan – Village of Streamwood
Jon Sfondilis – Village of Wheeling
Mick Fleming – JEMS
John Ferraro – NWCDS

3) Public Comment

- No Public Comment

4) Consent Agenda

- November 17, 2022 Meeting Minutes
- November 2022 Financial Report
- December 2022 Financial Report
 - Motion to approve Consent Agenda by Mr. Ottesen
 - Second by Ms. Bragg
 - Voice vote:
 - All Ayes
 - Motion carries.

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5) Joint Emergency Management Director Update

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

- Training and exercises: Lots of training coming up this year, including ASIM and SSAVEIM classes, ICS 300 and 400, EOC position training, and weather spotter classes, among others. Scheduling and registrations are going well. Lots of exercises coming up as well; this year will be functional exercises. Still working on developing these exercises.
- Planning: Almost all COOPs have been wrapped up (except for Barrington, who completed their EOP last year) and we are beginning to focus specifically on EOPs for 2023. There are a number of significant changes the State has proposed, and we will have to update language in the plans to accommodate these changes. Mr. Fleming has been engaged with IEMA regarding some of the changes.
- Intern: Mr. Fleming introduced Keenan Kostyk, a student in the Emergency Management program at Massachusetts Maritime Academy, who will be serving an internship with the JEMS program through early to mid-February.
- E-Mail changes: All JEMS personnel have had their e-mail domain changed from @nwcds.org to @jems-il.gov. E-mails sent to the old addresses will forward to the new.
- Regional Incident Management Team: Mr. Fleming reported that due to several high-profile, large-scale incidents several chiefs and other leaders have suggested exploring a regional Incident Management Team to support communities in similar situations. Some discussion on the concept.

6) Old Business

- (None)

7) New Business

A. 2022 Board Chair Recognition

- Tabled.

B. 2023 Goals Discussion

- Mr. Fleming discussed accreditation (state vs. national) and requested clarification from the Board regarding the goal about accreditation of JEMS and its agencies. Discussion on the intent of the goal; there may be

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a change required in state law to allow the program to accredited at the State level. Mr. Fleming will advise the Board of what changes might be required and propose language, and the Board members will explore how those changes could be implemented (engaging elected state officials, etc.).

C. IEMA Policy Changes

- Just before Christmas, IEMA sent out a notification that they intended to make significant changes to State code regarding requirements for Emergency Management programs. There have been several meetings on this between IEMA and stakeholders, with a little modification to their proposal as a result. We are working on ensuring that we accommodate those proposed changes in our 2023 revisions of EOPs and Recovery plans, but we will continue to work with IEMA regarding the final proposal. This is especially a challenge for Hoffman Estates and Palatine, as their plans are due at IEMA by March 15, and we're still not sure what the final rule will look like. The proposed changes will have to work through the JCARS process for inclusion into the state code.

D. EOC Task Books and EOC Rosters

- We have had a lot of discussion in the past regarding credentialing of EOC personnel using task books per Federal guidance. We will need to get this process started by the end of the year. Mr. Fleming would like to see 1 or 2 personnel from each community start working with the task books this year to get the process started and see how it will work for us. We will be working with the EM Liaisons to initiate the process.
- Given the upcoming Functional Exercises, it is a great opportunity to have each community identify, on a roster, personnel who will be assigned to work within the various function groups in the EOCs, especially focusing on the Planning and Logistics roles. Mr. Fleming will coordinate with the Liaisons, but the rosters will probably need to come from the Managers.

E. EOC Functional Exercises

- We will be hosting 2 EOC position training classes this year. It's a great opportunity to identify personnel who will be assigned to the various function groups to get a basic level of training. The exercises will allow them to then gain some experience working in those roles. Discussion on other required classes (ICS classes, EOC classes, other FEMA classes, etc.) and whether there is a requirement to attend updated versions of those classes. There is a matrix in the Integrated Preparedness Plan on required classes for various personnel. Mr. Fleming will send this out to the members of the Board.

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8) Adjournment

- Motion to Adjourn by Mr. Bragg
- Second by Mr. Sabo
 - Voice Vote:
 - All Ayes
- Motion Carries
- Meeting Adjourned at 10:00 a.m.