

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



Minutes
May 18, 2023
200 E. Wood St, Palatine, IL 60067

1) Call to Order

Mr. Recklaus 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
Mike Eterno – Village of Mount Prospect
Reid Ottesen – Village of Palatine
Rob Sabo – City of Rolling Meadows
Brian Townsend – 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

- March 16, 2023 Meeting Minutes
- March 2023 Financial Report
- April 2023 Financial Report
 - Motion to approve Consent Agenda by Mr. Ottesen
 - Second by Mr. Bragg
 - Voice vote:
 - All Ayes
 - Motion carries.



5) Joint Emergency Management Director Update

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

- Incident Management Assistance Team: A group of several Chiefs (police and fire) met to discuss creating an IMAT that would cover our area. There are currently similar teams operating in Lake, DuPage and Kane Counties, but nothing in Cook. JEMS staff also met with representatives from DuPage and Kane Counties to learn how their teams operate and to see what kinds of policies they have in place. We are preparing a proposal for the working group and hope to have an idea of what a local team will look like by the next meeting.
- Mitigation Grants: One of our communities has received a pre-award notice of funding for a post-disaster Hazard Mitigation Grant. Schaumburg, Palatine, Rolling Meadows and Arlington Heights have put in for larger projects; those are in the federal process.
- Planning is going well, and the JEMS staff is continuing to work on exercises.
- Mr. Fleming was the 2023 recipient of the O.D. Troutman Outstanding Service to Emergency Management Award at the IESMA Training Summit in Springfield. Mr. Recklaus recognized Mr. Fleming's award, and expressed how it speaks a lot about him, as well as our organization.
- The City of Chicago has been receiving significantly increasing numbers of migrants arriving by bus. Their EOC has been activated, full-time, since September, and they are looking to augment their personnel. They had a conference call last week, and indicated they may be seeking assistance from neighboring jurisdictions to help staff their EOC in the near future. Some of these positions will be remote, others on-site. Discussion by the Board on pros and cons of allowing JEMS and/or municipal EOC staff to assist Chicago under the IEMMAS agreement. Mr. Fleming will keep the Board updated as this issue progresses.

6) Old Business

A. IEMA Policy Changes

- IEMA has provided no updates since the last meeting regarding what changes they are looking to implement. They still intend to send the proposed changes to JCARS and implement them by October 2024, which will impact our 2025 EOP and Training Plan updates. We have not seen any changes or updates since we submitted feedback on their proposal. We

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are continuing to update the EOPs this year (with minimal changes from the 2021 plans) and would like to have those completed and approved by September. This will keep us on our 2-year update cycle, with the next update (2025) bringing those plans in line with the new policies.

7) New Business

A. JEMS Deputy Director Position

- A job description for the Deputy Director has been developed and updated after feedback from the Board Chair and Vice Chair. Mr. Fleming would like to post the position in May, with applications due the end of June or early July, then begin the interview process in July or early August, with the goal of offering the position by late August or early September. This will be in keeping with the half year salary included in the 2023 budget, with the position being included in the 2024 budget. Discussion on interest in the position, which may be impacted by a number of positions in the region that have been posted and filled recently; and the salary range, which seems to be competitive. Mr. Fleming will be putting together a panel to interview candidates when the time comes.

B. Legal Review of JEMS Governing Documents

- As part of the JEMS Strategic Plan we discussed reviewing the program's status being under the dispatch center, as this may affect our ability to apply for grants and so forth. Mr. Fleming has already reached out to one attorney and will also be reaching out to the ILEAS attorney and possibly the MABAS attorney for their opinions as well. He asked that if any Board member has a recommendation for an attorney who is well-versed in joint powers of authority / intergovernmental affairs to let him know so we can get a good review of our governance structure and policies to ensure that we are best positioned for the future.

C. IEMA Training

- Mr. Fleming related that he received a letter from the IEMA Regional Office last month suggesting that the personnel from our communities that were planning to attend the G-191 (ICS / EOC Interface) and G-2300 (Intermediate EOC Operations) classes we have scheduled for June look to attend those classes in Will County, and that our June offerings be canceled. These classes are required for EOC personnel per our Training Plan, and are the only classes we have requested from IEMA this year. IEMA, and especially our region, is overwhelmed with training requests, and have only one trainer per region to provide it. Consequently, they are prioritizing accredited agencies. Mr. Fleming sent them a reply indicating that was unacceptable, given the size and complexity of our area, that we have always been able to fill the classes we have requested, and that we

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only request classes that are truly important to our personnel. They have subsequently rescheduled our classes and we are close to filling them. However, they have also sent out another letter indicating that local personnel are no longer allowed within our region to teach classes with IEMA trainers. He believes that the writing is on the wall that we should expect to see a significant reduction in classes available in this region. He has a meeting scheduled next week with the state Training Officer and will do his best to advocate for the position that it is in everyone's best interest to empower locals to deliver training rather than diminish the amount of training available. Discussion on the need for training, the amount of necessary training, and how the Board can best assist advocating a new policy that meets our needs. He will keep the Board updated as to how his meeting goes, and the need for further action.

8) Other Business

- No Other Business

9) Adjournment

- Motion to Adjourn by Mr. Bragg
- Second by Ms. Caddigan
- Meeting Adjourned at 10:00 a.m.