

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



Minutes  
January 18, 2024  
200 E. Wood St, Palatine, IL 60067

**1) Call to Order**

Ms. Caddigan called the meeting to order at 9:30 a.m., following the NWCDS Board meeting.

**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  
John Dolan – Village of Mount Prospect  
Reid Ottesen – Village of Palatine  
John Nowacki – 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**

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

**5) Joint Emergency Management Director Update**

Mr. Fleming reported that the full update was included in the meeting package, and highlighted the following:

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- Staff accomplishments include Doug Hoyt completing the coursework for the FEMA Planning Practitioner Program, and he is currently working on his capstone project. Bob Kukla received the designation of Associate Emergency Manager from the International Association of Emergency Managers. There are only about 2800 people internationally who hold the Associate Emergency Manager or Certified Emergency Manager designations. Congratulations to both.
- Mount Prospect completed their functional exercise in December, and the staff spent a lot of time in the past few months getting exercises wrapped up and beginning to schedule training for 2024. Mr. Fleming also spent a lot of time in December coordinating with Cook County and the City of Chicago, as well as Lake County and DuPage County planning for the arrival of migrant buses. He has been sharing information as he gets it. This situation continues to evolve. The State's role in coordinating this may change in the future as more buses arrive outside the Chicago metro area.
- 2023 Plans (EOPs and Recovery Plans) have been completed. Still waiting to finalize Barrington's COOP, and then all plans will be submitted to the County.

## **6) Old Business**

### **A. JEMS Deputy Director Position**

- An offer was extended to an applicant, who has accepted it. He is currently going through the on-boarding process; he should have the background check and physical completed today; pending results we hope to have him start either the last week of January or the first week of February. He previously worked for Lake County Emergency Management.

### **B. Storm Ready Review**

- All of the JEMS communities were approved as Storm Ready by the National Weather Service. This involved a 9-hour day reviewing applications with representatives from the NWS, IEMA, Cook and/or Lake County Emergency Management and IESMA. The presentation to the Barrington Village Board was last month, and next month the presentation will be made to the Wheeling Village Board.

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**C. JEMS Legal Review**

- We are working with Mike Barsani on a legal review of JEMS per the Strategic Plan approved in 2022. A couple of questions have come up in the past couple months regarding JEMS' status as a governmental unit, which should be clarified by this review, as well as if any adjustments to the bylaws may be necessary to provide this clarification to help us down the road. We hope to have this completed by mid-February.

**7) New Business**

**A. 2023 Board Chair Recognition**

- Mr. Fleming presented a plaque to recognize Mr. Recklaus' service as JEMS Board Chair in 2023, and thanked him for his leadership.

**B. IEMA-OHS EMA Admin Rule Proposal 29 IL Admin. Code 301**

- Mr. Fleming explained the Administrative Rule, and that this proposal is most significant change he has seen. There are several mandates included in the rule. He explained the Agency and JCARS comment processes, and some of the concerns that he has with the rule and how he intends to respond during the comment period. If this passes as proposed, it will require us to make very significant rewrites to all of our plans.
- Discussion on how to engage elected officials regarding concerns that the various communities have with the proposal. Mr. Fleming will continue to keep the Board updated throughout the process.

**C. I.T. Mutual Aid Proposal**

- Given the potential for a significant cybersecurity incident, Mr. Fleming noted that he is not aware of any mutual aid programs allowing communities to share I.T. staff to respond to such incidents.
- Discussion on previous incidents, and how much help was needed to respond in a timely fashion. Want to make sure that IT Directors and staff know each other and whether / how they could support each other in such incidents.
- Mr. Ferraro reported that NWCDs has a working group of IT Directors that grew out of the CAD project and will bring this up to that group. Further discussion on how to make this happen, what resources and standardization would be necessary to make it more feasible, and on further mutual aid opportunities.

**8) Closed Session**

- Motion to go to closed session regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body

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or against legal counsel for the public body to determine its validity per 5 ILCS 120/2(c)(1) by Mr. Sfondilis.

- Second by Mr. Bragg
  - Roll call vote:
    - Mr. Recklaus – Aye
    - Mr. Anderson – Aye
    - Mr. Bragg – Aye
    - Mr. Roan – Aye
    - Mr. Palm – Aye
    - Mr. Trakas – Aye
    - Chief Dolan – Aye
    - Mr. Ottesen – Aye
    - Chief Nowacki – Aye
    - Mr. Townsend – Aye
    - Ms. Caddigan – Aye
    - Mr. Sfondilis - Aye
- Motion carries.
- Return to Open Session at 9:42 a.m.

**9) Adjournment**

- Motion to Adjourn by Mr. Palm
- Second by Mr. Sfondilis
  - All Ayes
- Meeting Adjourned at 9:42 a.m.