

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



Minutes
July 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

- May 16, 2024 Meeting Minutes
- May 2024 Financial Report
- June 2024 Financial Report
 - Motion to approve Consent Agenda by Mr. Bragg
 - Second by Mr. Roan
 - 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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- Regional weather was very unusual last week. The National Weather Service stated a one point that there were too many rotations to count and they were required to take shelter. Rotations spotted across Cook, Du Page, Will, Kankakee, and Kane counties. We were very lucky with other areas reporting more impact with down powerlines and trees compared to neighboring communities.

All JEMS communities Emergency Management Liaisons and other points of contact reported an average storm with nothing out of the Ordinary.

- The Director reviewed the response to the Mount Prospect apartment fire. Working with Cook County Emergency Management, with IEMA and with the Small Business Administration. Similar to what Schaumburg went through with the Emerald Village fire. Multi residential structure fires. A fire that completely destroys 26 units, it qualifies for low interest loans for the residents. There has been a big on push on doing SBA loans for these, the SBA called the next day. The SBA came out and did a site assessment and we are waiting on an agreement to open up a DLOC, a disaster loan assistance center, and it will probably take place, depending on how things go today, sometime next week.

Mr. Fleming highlighted what Mount Prospect did with their Human Services knowing that these people are going to need assistance, that some might be underinsured or uninsured, they worked through a case management process the next day and the day after. IEMA cited their work as the best example that they've seen so far of having this information ready within a week for when the SBA showed up. It was very well packaged, very comprehensive, so a huge hats off to Mount Prospect and their Human Services for having all this in place to help expedite the assistance to the residents. The Director finished with the comment that it should be remembered that some multi residential fires could meet the threshold for SBA.

- Mr. Fleming that reviewed the IGA revision. At the last meeting the group had just met. Sharing some of what the Existing NCDS bylaws look like and what their policies and procedures look like, and some examples for our attorney to help with the draft, they're hoping to have it by the end of this month or beginning of next month. This will be taken back to the working group and then ultimately back to this body for deliberation.

**6) Old Business
A. Barrier Grant**

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- Moving forward with the barriers we have the executed agreement allowing the usage of purchasing cooperatives. Will be extremely beneficial to expedite getting these barriers. the core group of stakeholders met to talk about when we originally put in. We put in for a half a million dollars. We received a little bit more than half of that, so about \$260,000. The package was modified to what we wanted it to look like. How many trailers, how many barriers, how many sites can we possibly hold those at? What would the benefit be? A meeting was held to discuss.

We should be able to move quickly with getting that group back together, getting in contact with the vendors and working towards making a purchase of these barriers. The Dispatch center will have to expense the money. The grant will reimburse. Working through what that financial process looks like, very similar to the radio discussion.

Per the grant agreement with the county and the state, we will have to insure them. John Ferraro and Terry Svec were working on an estimate of what the insurance is going to look Like for those barriers we will also have to create a site agreement with whatever communities are the hosts of the trailers and then an agreement for everybody, for their use. If they're damaged in their use, you'll need to pay to replace them. On track to make a purchase by mid-August.

7) New Business

A. Policy Document

- There is a working group looking at what would this structure look like from a police, fire and public works perspective. The Director explained that the group is mainly made-up of police and fire as they would be the primary users, so their input from the working group perspective was important. The group focused on a concrete foundation policy and looking at other examples, keeping it simple to start and allowing the team itself to make it more complex as they see fit.

The group has come up with this draft policy document. There was a language that the group thought was appropriate to include that says the there's an expectation of participation from each community that there be at least one police in at least one fire.

The terms requirement versus expectation were discussed. Expectation was settled on knowing that some communities may or may not have somebody right away, or they may need to find somebody, gage some interest, or if there's turnover and they lose somebody, that it may take time to fill. Some communities have Fire Protection districts. They

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don't have a fire department, but they do have police and they don't, you know, they don't have the maybe the ability to compel on the district side where we want participation from the districts, we want participation from the Community. The term expectation was put in. This was brought up at the executive Committee level of the dispatch center this morning for input which was generally positive. The goal here is that we get this adopted. We will look for somebody from police or fire to lead this up. JEMS is mainly going to be an administrative and support arm to this team, and this isn't us doing it, it's helping to just coordinate it for our responder counterparts.

The Director noted that some adoption would be appropriate.

- Motion to approve by Mr. Trakas
- Second by Mr. Roan
 - Voice vote:
 - All Ayes
- Motion carries.

B. EOC Task Books

- Director Fleming explained the EOC Task Books are a state requirement.
- A set of benchmarks that EOC personnel are signed off on. We can sign off on these people. This concerns the tasks individuals would need to be able to demonstrate, in our opinion, to appropriately function in any EOC.
- There have been many iterations of the EOC generalist task book. A core group was brought together and did a line-by-line review to determine what was actually needed. Director Fleming stated the group believes this meets everything and is not too burdensome on the generalist in the EOC.
- Discussion was held covering some of the roles and specifics, and that it meets the state requirement. The Director noted that some adoption would be appropriate.
 - Motion to approve by Mr. Recklaus
 - Second by Mr. Sfondilis
 - Voice vote:
 - All Ayes

8) Adjournment

- Motion to Adjourn by Mr. Dane Bragg
- Second by Mr. Matt Roan
 - All Ayes
- Meeting Adjourned at 9:42 a.m.