

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



Minutes
September 19, 2024
200 E. Wood St, Palatine, IL 60067

1) Call to Order

Ms. Caddigan called the meeting to order at 9:30 a.m.

2) Roll Call

Chief Pecora – Village of Arlington Heights
Chief Christian – 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
Chief Gratziana – Village of Palatine
Chief Sutter – City of Rolling Meadows
Brian Townsend – Village of Schaumburg
Sharon Caddigan – Village of Streamwood
Jon Sfondilis – Village of Wheeling

3) Public Comment

- No Public Comment

4) Consent Agenda

- Review of Minutes - July 18, 2024
- July 2024 Financial Report
- August 2024 Financial Report
 - Motion to approve Consent Agenda by Mr. Bragg
 - Second by Mr. Sfondilis
 - 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:

- A short review of the recent events and activities in the region had JEMS supporting the DNC, monitoring the RNC, and more specifically

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



responding to local events and incidents. A key part of this was coordinating the SBA working with community residents on recovery efforts after a large fire.

- The Director reviewed the status of the five-year rolling Integrated Preparedness Plan. Providing some historical context and covering a few earlier exercises then providing details on the recent all community full scale exercise. The Director discussed his impressions of what he considered the first true all community full scale exercise. The opening of two EOCs staffed with over sixty participants from across all twelve communities was a first for JEMS. First responders from MABAS as well as Cook County Emergency Management, Cook County Health, Red Cross, and Alexian Brothers Medical Center, St. Alexis and some northwest community staff were involved. Including other organizations supporting the exercise the total involved was over 100 participants. The complex scenario included over 200 unique events that the EOC teams had to respond to in a very limited time frame while preparing for recovery efforts and long-term issues. The Director closed the commentary with a strong congratulations to every community as well as the entire JEMS organization and for setting a new high standard for full scale exercises.
- Current and planned training classes for the next several months were reviewed. In Training the second round of ICS 300/400 had been completed and JEMS has secured a commitment to have the special event Incident management course and an Active Shooter Incident Management course delivered early next year.
- The Director noted that the Continuity of operations Plans submission status was more complete since the meeting package was assembled as several more communities had submitted their plans. The Director also noted that the EOPs and recovery plans would be redone in 2025.

6) Old Business

A. Barrier Grant

JEMS has submitted the PO for the barrier purchase, and they should arrive on October the 18th. The vendor provided an update that they are in production and should be delivered on October the 18th to Arlington Heights. They will hold them for JEMS. There is an agreement being developed between dispatch and JEMS so that JEMS will be the stewards, as the dispatch center was the grant recipient, JEMS will maintain them. Work is underway on an agreement that will cover the user and holders of the trailers. The work on these two agreements is with the

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



Bersani team on what an MOU will look like. It is not possible to have somebody hold them or use them without an MOU as the grant agreement is strict on how to send the equipment out, how it comes back, how it's insured and how there's indemnification and who would repair and replace it if something is broken. These agreements need to be put in place to cover all of this.

B. JEMS Intergovernmental Entity

Director Fleming noted that the IGA agreement is moving forward, in near final draft form and a final draft will be provided to board member shortly.

7) New Business

A. 2024 Budget Amendment

- The Director noted that working with finance there needed to an amendment to accurately reflect expenditures.
 - Motion to approve by Mr. Cassady
 - Second by Mr. Bragg
 - Voice vote:
 - All Ayes
 - Motion carries.

B. 2025 Budget

- Director Fleming explained the few changes to the budget based on a slight increase in salary expenses, insurance for the new barriers, and replacement radios. The Director outlined how equipment replacements were managed. The membership increase of 8.2% was also noted.
 - Motion to approve by Mr. Sfondilis
 - Second by Mr. Cassady
 - Voice vote:
 - All Ayes

C. IMT Team Leadership

- Director Fleming accepted the recommendations for Chief Collie and Chief Salala of Hoffman Estates and Wheeling, respectively, police and fire to be the Co Commanders of the IMAT. The Director requested a motion.
 - Motion to approve by Chief Gratziana
 - Second by Mr. Cassady
 - Voice vote:
 - All Ayes

8) Adjournment

- Motion to Adjourn by Mr. Bragg

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



- Second by Mr. Palm
 - All Ayes
- Meeting Adjourned at 9:48 a.m.