

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



Minutes
November 21, 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

Randy 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
Brian Townsend – Village of Schaumburg
Sharon Caddigan – Village of Streamwood
Chief Dunn – Village of Wheeling

3) Public Comment

- No Public Comment

4) Consent Agenda

- Review of Minutes – September 19 2024
- September 2024 Financial Report
- October 2024 Financial Report
 - Motion to approve Consent Agenda by Mr. Palm
 - Second by Mr. Ottesen
 - 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 that there was a mixed set of updates including the following:

- A short review of the even year biannual NIMS compliance certification.
In the past every ICS certificate that people had were collected and

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bundled. Now a summary is provided with details on training, exercises, mutual aid and EOC skill sets.

- The Director reminded everyone of the revision of the Emergency Management mutual aid agreements brought up earlier in the year. Based on the shift from the state in terms of what language is appropriate for mutual aid agreements. There was a recent update to the MABAS agreements and similar updates are likely coming to the PW man agreements. All using similar indemnification Language, updating it into the modern era.
- Director Flemming discussed the local impact from federal budget issues on grants that have come up in a some communities. These are hazard mitigation programs and working through hazard mitigation and or COVID-19 grant closeout. With Hurricanes Helene and Milton, the FEMA budget, the Disaster Recovery Fund and the Disaster Relief Fund are very, very low right now. FEMA has gone to immediate needs funding. All of the preparedness grants are basically on pause until there is either another continuing resolution or full budget. The life safety issues in North Carolina that take precedent over regular budget considerations.
- The status of the incident management assistance team was also reviewed. With co-commanders identified, each community is asked to identify individuals who they think would be appropriate. The numbers have varied across communities and a kickoff meeting is being planned.

6) Old Business

A. Barrier Grant

- The barriers were delivered last month. They were delivered to and are currently being stored at Arlington Heights Public Works. JEMS is working with the staff of the Dispatch Center to process the reimbursement of the grant funding.

B. JEMS Intergovernmental Entity

- Director Fleming noted that the IGA agreement is moving forward, in near final draft form and has been reviewed through a few drafts in the village managers working group. A final draft will be provided to board members shortly.

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



7) New Business

A. Integrated Preparedness Plan Adoption (Vote)

- The Director reviewed the content and context of the IPP and noted that a final version was sent out for review. Mr. Recklaus of Arlington Heights commented that he had read it and found it to be thorough and thoughtful. Mr. Recklaus then made a motion to Approve.
 - Motion to approve by Mr. Recklaus
 - Second by Mr. Roan
 - Voice vote:
 - All Ayes
 - Motion carries.

B. Annual Report (Discussion)

- Director Fleming provided a copy of the annual report with the board packet. While not required the annual report provides a comprehensive overview of the prior year and is useful for presenting the efforts and milestones of the JEMS organization.

C. 2025 Vice Chair of JEMS Board (Vote)

- Director Fleming noted Mr. Sfondilis of Wheeling was nominated as chairperson and Mr. Palm of Hoffman Estates was nominated as Vice Chair for the JEMS Board in 2025.
 - Motion to approve by Mr. Bragg
 - Second by Mr. Sabo
 - There being no other candidates the voting moved forward and the Director congratulated the 2025 board Chair and Vice Chair.

D. 2025 JEMS Board Meeting Calendar (Discussion)

- The Director noted that the dates for the 2025 board meetings for the next year were in the packet and were essentially unchanged from previous schedules.

8) Closed Session

- Per 5 ILCS 120/2(c)(1) A motion to move to closed session by Mr. Bragg
- Second by Mr. Recklaus
- Meeting moved to closed session