

**Northwest Central
Joint Emergency Management System
Annual Report
2020-2021**





Mick Fleming
Director

Message from the Director

As we come to the conclusion of another year of the Joint Emergency Management System I can look back with great pride on the accomplishments of our staff and the staff of our member agencies in dealing with COVID-19. It was also an exciting year for training as we were able to build new capacities to train our member jurisdictions' incident command and emergency operations staff. Our region continues to demonstrate best practices in emergency management.

Together our 11 members were able to stand up a FEMA type 1 vaccination clinic, providing vaccines to over 6,000 residents in a single day. The clinic was possible due to a partnership with Jewel-Osco who was able to provide vaccines and vaccinators. The vaccination clinic ran effectively and efficiently at the Schaumburg Convention Center where clinics were held on four separate occasions. The operation was a great example of the benefits of collaboration in emergency management.

We have continued to partner with Cook County and the Illinois Emergency Management Agency to increase the number of training and professional development opportunities in our area. In 2021, we signed an agreement with IEMA to allow our staff to teach an array of incident command courses.

JEMS as an agency reached a new level of establishment in 2021 that truly demonstrated the value of cross-jurisdictional collaboration to support our residents. I look forward to another exciting year of building a robust emergency management capacity in the northwest suburbs.

Mick Fleming, CEM

Joint Emergency Management System Director

Message from the Chairperson

As we enter our fifth year of JEMS, we find ourselves in interesting times. Since the onset of the COVID-19 pandemic in March, 2020, the JEMS staff and board have responded quickly and nimbly to support our members and their communities. As we adapted to conditions on the ground at the beginning of 2021, JEMS again shifted its priorities to support emergency management functions, highlighting best-in-class policies and response.




Dane Bragg
Chairperson

Our biggest accomplishment in 2021 has been the successful hosting of COVID-19 vaccine clinics to support the northwest suburbs. While Cook County focused its vaccination efforts in other parts of the metro area, JEMS led the way in creating a successful public-private partnership with Jewel-Osco and the Schaumburg Convention Center to host two mass-vaccination clinics. Member communities provided EMS, police, staff and logistics support as needed. JEMS was able to deliver approximately 12,500 vaccines to at-risk citizens.

JEMS also paved the way to growth by adding a new member, the Village of Wheeling, to the roster in 2021. Wheeling's proximity to other member communities provides a strategic advantage to JEMS in coordinated emergency management and response scenarios. We are very pleased to welcome Wheeling's team to JEMS!

Lastly, 2021 continued our efforts to support and expand opportunities for professional training and certification by emergency responders. Through the efforts of the JEMS team, we continue to build needed capacity for our member communities to prepare for and respond to disaster scenarios. Additional efforts pertaining to operations and response planning rounded out another great year of progress for JEMS.



On behalf of the entire JEMS Board of Directors, I would like to express our sincere appreciation and gratitude to Mick Fleming and his team for another outstanding year. It was an honor to serve as JEMS board chair, and I believe the JEMS organization is well-prepared for its next chapter of growth and success.

Dane Bragg

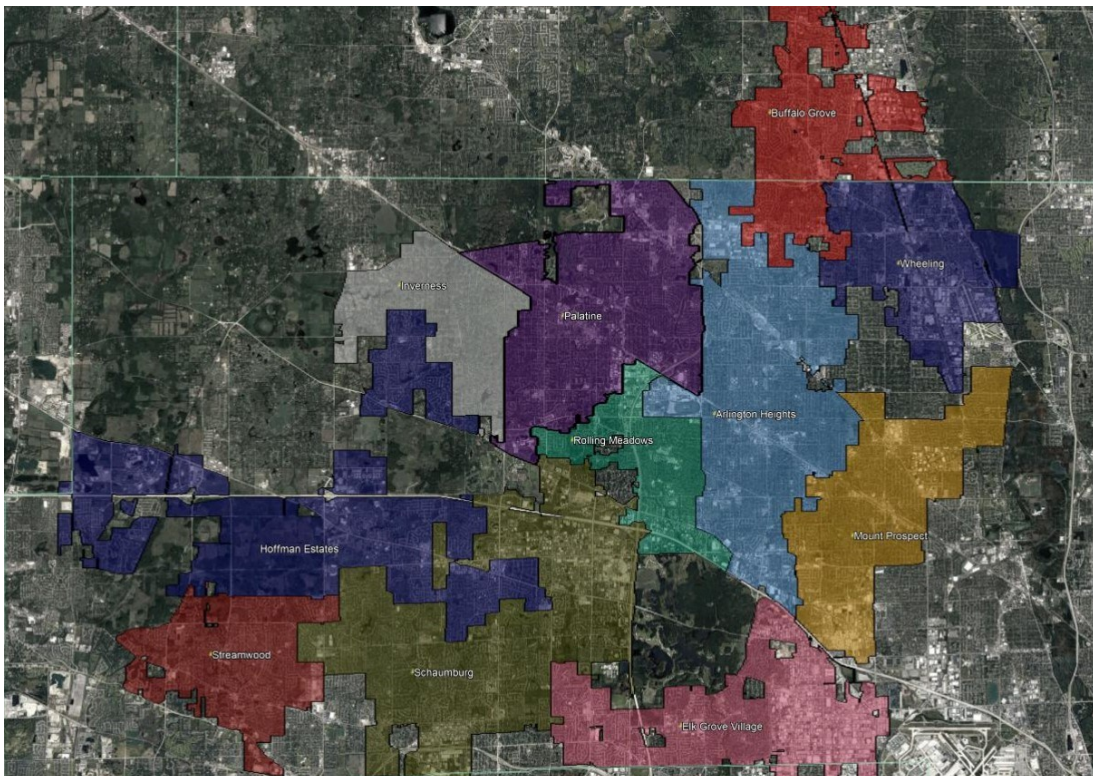
Chairperson, Joint Emergency Management System

Mission Statement:

To work collectively with our member agencies through organized planning, training, exercise and evaluation efforts to ensure that all of our communities are able to mitigate, prepare for, respond to and recover from all hazards, as well as provide regional assistance in a standardized manner.

Member Communities:

- Arlington Heights
- Buffalo Grove
- Elk Grove Village
- Hoffman Estates
- Inverness
- Mount Prospect
- Palatine
- Rolling Meadows
- Schaumburg
- Streamwood
- Wheeling



Governing Board

The Governing Board is made up of the Chief Administrative Officer of each member community. The Chair and Vice-Chairperson are selected annually by a vote of the Governing Board.

- Randall Recklaus
Village of Arlington Heights
- Dane Bragg—Chairperson
Village of Buffalo Grove
- Ray Rummel
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
- John Nowacki
City of Rolling Meadows
- Brian Townsend—Vice-Chairperson
Village of Schaumburg
- Sharon Caddigan
Village of Streamwood
- Jon Sfondilis
Village of Wheeling

Executive Committee

The Executive Committee is made up of representatives from each member community.

- Andrew Larson
Village of Arlington Heights
- Mike Baker
Village of Buffalo Grove
- Richard Mikel
Elk Grove Village
- Sarah Marcucci
Village of Hoffman Estates
- Mike Hish
Village of Inverness
- John Dolan
Village of Mount Prospect
- Patrick Gratziana
Village of Palatine
- Jeff Moxley
City of Rolling Meadows
- James Walters
Village of Schaumburg
- Chris Clark
Village of Streamwood
- Ileen Bryer
Village of Wheeling



Joint Emergency Management System Staff

The Joint Emergency Management System staff is made up of three individuals (2 FTE): the Joint Emergency Management System Director, an Emergency Management Analyst, and a Training and Exercise Specialist. All staff operate out of shared office space with the Northwest Central Dispatch System. Each staff member is assigned projects based on their area of expertise but often projects and assignments require a team approach to accomplish the goals of the organization. As plans and policy documents are drafted for adoption by the member communities a set of training or informational workshops is also developed to accompany them. When incidents in our area of responsibility occur all staff are reorganized to support the communities.

Doug Hoyt is an Emergency Management Analyst. Many of Doug's projects include developing plans, tool kits, and job aids so that emergency operations across our communities are following industry standards. Doug is a key participant in reviewing each community's plans before they are submitted for approval. Doug is also responsible for maintaining the Incident Resource Inventory System (IRIS), which was developed using a FEMA toolkit to document all of the shareable resources within our communities.



Robert Kukla is a Training and Exercise Specialist. Bob's primary responsibility is the development of exercises for each member community. Each community is required to participate in at least one Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise each year and Bob is responsible for ensuring that each community not only participates in an exercise but also that the exercise is documented properly to ensure that the community receives credit. Bob is also responsible for developing our emergency management training for new municipal staff.

Planning

The Joint Emergency Management System office plays a critical role in standardizing the emergency and disaster plans that set the framework for response and recovery operations for each of our member communities. The core plans that drive our emergency management programs are the Emergency Operations Plan (EOP), Pre-Disaster Recovery Plan (PDRP), and the Continuity of Operations Plan (COOP).

By statute, these plans must be submitted for review and acceptance every two years to the County where a Municipality primarily sits. When a plan is submitted it is reviewed against a set of guidelines, established by the Illinois Emergency Management Agency (IEMA), known as the Plan Development Review (PDR). Due to COVID-19 the submission year for all plans was shifted to 2021 for every jurisdiction in the State of Illinois. This shifting of timelines required a shift in our focus, away from previously scheduled exercises and training, to assisting in double the number of plan revisions that would normally take place in a single year.

With the major plans now on a singular timeline for revision, we have established a uniform schedule for the revision of each plan for each member jurisdiction. EOPs and PDRPs will be revised in odd years and the COOPs will be revised in even years. This new schedule will allow for a greater focus on each type of plan in any given year.



Planning

In September of 2021, FEMA released an update to their planning guidance on the development of EOPs, CPG 101. This was the first update to the planning guidance since 2010, and only the second update to the document since its initial release. Staff from the JEMS office worked with the planning staff from FEMA to provide input on how we use the planning guidance locally, and areas that could be elaborated upon for the benefit of municipal emergency management. As part of the update, FEMA used the collaborative planning approach used by the JEMS member communities as a spotlight featured in the updated document.



Developing and Maintaining Emergency Operations Plans

Comprehensive Preparedness Guide (CPG) 101

September 2021, Version 3.0



FEMA



Community Spotlight: Northwest Central Joint Emergency Management System's Approach to Developing EOPs Across Municipalities

Northwest Central Joint Emergency Management System (JEMS) is a cooperative effort that consists of 11 municipalities in northwest Cook County, Illinois. The goal of JEMS is to bolster the region's emergency management services through standardization, cooperation and collaboration. At its inception, JEMS set a priority to standardize EOPs across the municipalities using consistent terminology and a formalized planning approach. JEMS used CPG 101 as foundational guidance for EOP revisions, providing a consistent approach to planning within the region.

Based on the variety of functions that each jurisdiction performed, JEMS decided to adopt the Emergency Support Function (ESF) plan style. Using the ESF structure ensured that each jurisdiction developed its annexes based on the performed functions, allowing for consistency and flexibility across various department structures in each municipality.

The adoption of a common approach to planning provides the municipal EOPs with a common language and a common structure across the region, allowing jurisdictions to coordinate resources in a streamlined manner. Municipalities are now better able to identify mutual aid agreements, supporting agencies and private partners during emergencies and disasters.

Training

Training provides responders and EOC personnel with the knowledge, skills, and abilities required to perform necessary tasks during various types of emergency responses and disasters. JEMS uses a process outlined by FEMA called the Integrated Planning Preparedness Workshop (IPPW) to identify the needs of our member communities and schedule or develop course offerings to meet those needs. Although we were somewhat limited in our ability to deliver courses due to the ongoing COVID-19 pandemic, we were still able to complete the delivery of the ICS All-Hazards section chief class series with the All-Hazards Planning Section Chief course. We have also successfully rescheduled the MGT-460 Debris Management Planning course and the MGT-346 EOC Operations and Planning course for the end of 2021. Additionally, we have completely revised our local EOC Position Training and combined the five sections into a single, 2-day course to be delivered in October 2021. We have also been able to successfully partner with IEMA to be able to deliver IEMA-recognized classes in our area.

Exercises

Exercises are conducted to test our systems and evaluate how well the plans we have developed will work in practice. We use a variety of exercise types to train personnel on those plans and test the various parts of the system, as well as the integration of those parts. JEMS staff work with each community to develop and assist in delivering exercises based on that community's needs. Based on a suggestion from some of our Liaisons, we will also be developing three basic exercise scenarios, each with a different focus and objectives, to serve as the basis for exercises beginning in 2022, allowing us to create a set of exercises that cover all 32 core capabilities over 4 years, as required by IEMA. As part of the shift in the methodology for the development of the Integrated Preparedness Plan, which serves as our multi-year training plan, we have also committed to incorporating workshops as a component of our monthly emergency management meetings.









Hazard Mitigation

Each year the 10 JEMS member communities who participate in the Cook County Multi-Jurisdictional Hazard Mitigation Plan (HMP) are required to submit updates to their annexes which detail any progress that has been made on their hazard mitigation projects that were previously listed in the HMP. JEMS plans on facilitating a discussion with representatives from the member agency Public Works departments in order to better outline what potential projects may be worth pursuing both locally as well as regionally.

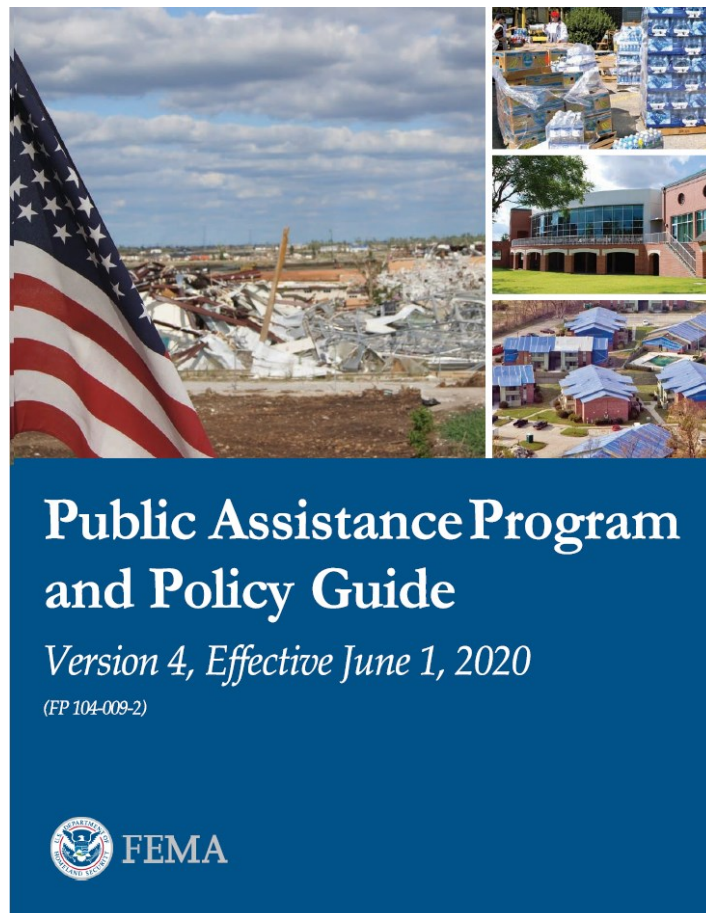
In 2020, FEMA rebranded its mitigation grant program into the Building Resilient Infrastructure in Communities (BRIC) grant. The grant period opens in October and runs through January. A goal of JEMS is to submit regional initiatives for the BRIC grant and capitalize on the work that has been put into the hazard mitigation plan.

Guiding Principles

- Support community capability and capacity building 
- Enable large infrastructure projects 
- Encourage and enable innovation 
- Maintain flexibility 
- Promote partnerships and equity 
- Provide consistency 

Recovery Process

Throughout the response to COVID-19 our office has been working with the various finance departments attempting to address issues as they arose. The Public Assistance (PA) process has changed a number of times during the actual response to COVID-19 and there have been many instances of FEMA needed to retroactively allow or disallow costs. Most of our member communities have started to see funds come in related to their FEMA reimbursement. The current federal disaster declaration is set to continue through the rest of the calendar year and into early 2022. Upon the conclusion of the federal disaster declaration period, all member communities will begin the close out process which will involve the finalizing of all documentation. JEMS anticipates having a continued role in the PA process assisting member communities with issues as they arise.



COVID-19 Response

The continuing COVID-19 pandemic was again a major part of the 2021 activities for the JEMS program and for all of our member communities. In addition to keeping abreast of evolving requirements, federal Public Assistance funding guidance, local and regional statistics, and emerging research, ensuring vaccines were available to residents was a major effort by all of the communities, as well as the JEMS program. Several of the communities provided local vaccine clinics for their residents, and as a program, we partnered with Jewel-Osco to stand up mass a mass vaccination site at the Schaumburg Convention Center. This involved planning, messaging, setup of the site, coordinating the activities of over one hundred volunteers, and breakdown of the site. Two sets of vaccinations, each consisting of two separate shots given 3 weeks apart were offered. Over the course of clinics, over 7,000 individuals were vaccinated. All of the JEMS communities had employees and/or volunteers who participated in various roles to staff the clinic. This effort was a great example of how our combined program works to fill the needs of the entire region served.

In addition to the vaccine clinics, we continued to participate in weekly IEMA and periodic Cook County EMRS conference calls, and participate in the IDPH exercise aimed at testing the logistics of the initial vaccine deliveries. We also developed an After Action Report and Improvement Plan (AAR/IP) for the member communities and continued to provide situational awareness updates as needed. Addressing alternative housing, as required by IEMA, was also a major focus during the early portion of 2021.



Jewel-Osco

Northwest Central
Cook County Emergency Management System

This event is made possible through a partnership between Jewel-Osco and the member communities of JEMS:

- Arlington Heights
- Buffalo Grove
- Elk Grove Village
- Hoffman Estates
- Inverness
- Mount Prospect
- Palatine
- Rolling Meadows
- Schaumburg
- Streamwood
- Wheeling



Other Activities and Updates



IRIS

Incident Resource Inventory System

We had experienced issues with poor connectivity and slow service in the operation of our IRIS database, which was hosted on a third-party server, over the past couple of years. In 2021, we were able to acquire an in-house server and migrate the data that had been entered into the previous instance of the database. Working with the IT department at Northwest Central Dispatch System, we were able to set up the database and allow access via a web address for all of our member communities. The program has performed well since the migration, and we are now in the process of having each community ensure that its data are up to date.

In 2021, we also updated our logo to better reflect our service area and to highlight our program name, and reduce confusion about our primary mission area. It gives us a cleaner, more contemporary look for our documents, patches, and other official business.



To facilitate the exercise development process, JEMS staff was trained in the use of the FEMA Prep Toolkit, an online collaboration tool that will streamline all facets of exercise development, and allow for better cooperation with personnel within each community. It is our intention to use the FEMA Prep Toolkit to house all of our past and future exercise documents.

Looking Forward

The next year promises to bring additional coordination efforts for all partners. Under the Joint Emergency Management Agreement, partners will be engaged in all five mission areas: prevention, mitigation, preparedness, response and recovery. Some projects slated for the year include:

- Exploring accreditation through the Emergency Management Accreditation Program (EMAP).
- Development of a JEMS strategic plan.
- Implementation of a shared EOC personnel database.
- Continuity of Operations Plan Revisions.
- Development of a regional Threat and Hazard Identification and Risk Analysis (THIRA)
- Continuity of Operations Training.
- Expanded training offerings for emergency management courses.
- Cooperative Emergency Operations Center Exercises.
- Continued implementation of the FEMA Prep Toolkit for exercise development.
- Storm Ready Re-certifications.

Staying Prepared

Remember to help all of our emergency management professionals by preparing yourself and your family for an emergency or disaster. You can find information on the various programs at:

- <http://www.redcross.org/get-help/how-to-prepare-for-emergencies>
- www.citizen-alert.org
- www.ready.gov
- www.ready.illinois.gov
- www.weather.gov/safety/
- <https://www.weather.gov/wrn/>



<http://www.nwcds.org/jems.html>

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