



## Emergency Management Coordinating Council of Lake County

1303 N. Milwaukee Avenue

Libertyville, IL 60048

847-377-7100

### Meeting Minutes

April 7, 2010

#### Attendees who signed in:

Joe Wieser, Mike Mascillino, Connie Mascillino, Larry Williams, Jim Herring, Mike Jackson, , Don Whitney, Dave Kleckner, Greg Perkins, Yvette Maxie, Doug Leffler, Kent McKenzie, Bob Grum, Bud Osmond, Ron Price, Joe Long, Rick Weil, Don Portzen, Terry Cox, Mike Rafferty, John Feit, Keith Humphries, James Rissell

1. President Elect Joe Wieser called the meeting to order at 7:00 PM.
2. Pledge of Allegiance
3. Introduction of attendees
4. Secretary Report – Rick Weil Those in attendance were asked to review available copies of the March 3, 2010 meeting minutes as generated by Secretary Rick Weil. A motion to accept the minutes was made by McKenzie, and seconded by Portzen. Unanimously approved.  
**Note: Meeting minutes will no longer be distributed at the monthly meetings. Minutes will be sent electronically or can be found on the EMCCLC website: [www.emcclc.org](http://www.emcclc.org)**
5. Treasurer's Report –Jim Herring asked those in attendance to review available copies of the Treasurer's Report as generated by Treasurer Herring. The Treasurer's Report showed a current balance of \$2,145.20. A motion to accept the Treasurer's Report was made by Osmond, and seconded by Cox. Unanimously approved.
6. Old Business – None
7. New Business – John Feit made a motion for the EMCCLC to purchase 3 (sets) Ham Radio Technician License manuals not to exceed \$100. Motion seconded by Leffler unanimously approved. (Training administrator Jackson will make the purchase and secure the manuals)
8. President's Report - Excused Absence
9. President's Elect Report – Joe Wieser  
Reminded everyone of the IESMA Conference April 15-17
10. Lake County EMA Coordinator's Report and IESMA Region1Vice President's Report – Kent McKenzie  
- Kent thanked respondents for returning the Regional Catastrophic Planning Program surveys  
Another survey referencing shelters will be forthcoming

- Discussion of Freedom of Information Act (FOIA) and what it means to local jurisdictions and their emergency plans, which are now considered public information. Local jurisdictions should review the law for changes that affect them.

- Sue Vancil will host the next meeting at Lake County's new permit facility to the west of the LCEMA site. That facility will open in the next 2 weeks.

- Lake County EMA will be forming a confidential contact list of designated EMA coordinators and their successors.

- Lake Cook Regional Critical Incident Partnership LCRCIP will hold a response exercise in conjunction with Lake County at Grainger's facility in Mettawa, June 19. LCEMA is looking for assistance from local EMA managers to be exercise controllers / managers.

- LCEMA is in the process of forming a MOU with Great Lake Naval Base for assets. LCEMA will be the point of contact and any requests for assets should be channeled through LCEMA.

- LCEMA is forming a MOU with the USA Disaster Relief Corp communications team. LCEMA will be the point of contact and any requests for this asset. Note it will not come with manpower to utilize the equipment. RACES is in the process of forming an alliance to be able to train and utilize the equipment.

- Discussion of radio narrow banding and the FCC deadline 1/1/2013. Agencies can Google ' FCC narrow banding requirements ' or see ILEAS or MABAS websites for more info.

- EMCCLC website still being developed with volunteers

- Discussion of IESMA conference. 90 registrants as of tonight. The Tech grant review committee is reviewing grant applications. If an agency applied, there is a mandatory class at the IESMA conference Saturday morning.

- IESMA's mutual aid document has been modified thus local municipalities need to re adopt or have their chief officer sign off, if adopted by resolution.

11. IEMA Region IV Coordinator's Report – not present

12. Agency Reports:

**Great Lakes** – Larry Williams:

-Discussion and information of H1N1

-Discussion of his presentation about business continuity

-Larry Williams is being transferred to Virginia until June of 2012 thanked the membership

**FEMA** – No present

**Civil Air Patrol** –Mike Rafferty

-Discussion of the future activities

**Illinois State Police** – Not present

**Lake County LEPC** – Jim Herring

- Reported on their meeting held this morning

- Fall conference date is November 10, 2010

- Discussion of their activities and the LEPC By-laws being tabled

**Lake County Health Department** – Bob Grum

- Discussion of H1N1 and what upcoming seasonal flu shots composition and recommendations
- LCHD will be moving to their new facility on Grand Ave within 90 days.
- LCHD will begin to refocus and train on their mass medical distribution plans
- There is reorganization within the Health Dept. A new “Health Services” division was created and will be headed up by Mark Pfister. Bob Grum will fall under this division

**Lake County Citizen Corps Council** – Larry Williams

- Wieser and Cox, the new co-chairmen of the Corps. presented Williams with a certificate of appreciation for his service as past chairman.

**MESS** – Terry Cox

- Reported future events they will handle

**Stormwater Management Commission** – Not Present

**American Red Cross** – Yvette Maxie

[-www.chicagoredcross.org](http://www.chicagoredcross.org)

- Reported on response activities in March. No responses to Lake County Maxie said the Red Cross will close their Mundelein office due to budget restraints. The Arlington Heights office will serve Lake County.

**Salvation Army** – Not present

**RACES** –Don Whitney

- Dave Kleckner has been named RACES new Radio Officer
- RACES will handle the Canoe Marathon Race communications **May 16**
- RACES will handle the communications for the Madison to Chicago Relay Marathon 36 hour June event. The RACES EOC will be activated for the entire event.
- Another ‘HAM CRAM’ will be held **May 1<sup>st</sup> at EMA EOC 8 a.m. – 5 p.m.**
- Annual Fermilab – Tom Skilling Tornado weather seminar will be **April 10, 2010** Lake County R.A.C.E.S will have a Skywarn exhibit
- Emergency Radio Coordination Field Days will be **June 26 &27**

**Municipality ESDA's and EMA's:** -

- Wauconda – Kleckner National Weather Service Spotter Training class will be held April 28 at 3:30 & 7:00 p.m. at Wauconda H.S.

13. Committee Reports:

**By-Laws Committee** – No report

**Nominating Committee** – No report

**Training Committee** – Jackson EMCCLC received its Articles of Incorporation and now he is working on 501 c 3 status. Motion by Cox to fund the payments for our incorporation and other associated filing fees, not to exceed \$350. Seconded by Feit. Unanimously approved.

<b>Meeting Committee –</b>	No report
<b>EOP Assistance Committee –</b>	No report
<b>Awards Committee –</b>	No report
<b>Resource Committee –</b>	No report
<b>Executive Steering Committee –</b>	No report

- 14. Training: Kent McKenzie gave an overview and led a (spirited) discussion of Illinois' requirements for ESDA/EMA certifications; Illinois Administrative Code (See Code attached to minutes)
- 15. Next meeting - May 5, 2010 Hosted by Stormwater Mgt. At the Lake County Permit Facility west of the EMA facility
- 16. Closing comments – None
- 17. Adjournment  
  - Motion Feit, second by Jackson to adjourn
  - Meeting adjourned at 8:41 p.m.

*[Meeting minutes by Rick Weil; EMCCLC Secretary*

29 ILLINOIS ADMINISTRATIVE CODE 301 SUBCHAPTER c

TITLE 29: EMERGENCY SERVICES, DISASTERS, AND CIVIL DEFENSE

CHAPTER I: EMERGENCY MANAGEMENT AGENCY

SUBCHAPTER c: ADMINISTRATION AND ORGANIZATION OF  
POLITICAL SUBDIVISION EMERGENCY SERVICES AND DISASTER AGENCIES

PART 301: POLITICAL SUBDIVISION EMERGENCY SERVICES AND DISASTER AGENCIES

Section 301.520 Certification of Non-Mandated ESDAs

- a) Except for those non-mandated ESDAs accredited in accordance with Section 301.510 of this Part, non-mandated ESDAs may apply to an accredited county or multiple county ESDA serving the county in which the non-mandated ESDA is located, for certification, or to IEMA in the event that no accredited county or multiple county ESDA serves the county in which the non-mandated ESDA is located. Each accredited county or multiple county ESDA, or IEMA in the event that no accredited county or multiple county ESDA serves the county in which the non-mandated ESDA is located, may issue certification to non-mandated ESDAs located within its geographic boundaries, if the non-mandated ESDAs satisfy the following requirements:
  - 1) Submit a copy of the political subdivision ordinance creating the ESDA affixed with the official seal by the clerk of the political subdivision.
  - 2) Submit documentation of the ESDA coordinator's Notice of Appointment card.
  - 3) Submit the following:
    - A. For ESDA coordinators appointed prior to January 1, 2002, documentation that the ESDA coordinator has biennially completed 48 hours of professional development training, of which a minimum of 24 hours is IEMA-sponsored professional development training. However, for the first certification review under this Part, eligible applicants may submit documentation that the ESDA coordinator has, at any time prior to the first certification review under this Part, completed the equivalent of 48 hours of professional development training. The IEMA-sponsored professional development training program shall, at a minimum, be 29 ILLINOIS ADMINISTRATIVE CODE 301 301.520 SUBCHAPTER c consistent with and at least as stringent as the FEMA professional development series. Coordinators may receive credit for up to 24 hours of non-IEMA-sponsored professional development training, including, but not limited to, emergency management conferences, independent study courses, college courses or internet courses, but only if such training is consistent with or at least as stringent as training in the IEMA-sponsored professional development training program and is pre-approved for a specific number of credit hours in writing by IEMA prior to the training.
    - B. For ESDA coordinators appointed after January 1, 2002, documentation that:
      - (i) Within six months after the date of appointment, unless this time is extended by IEMA up to one year from the date of appointment, the ESDA coordinator has completed the IEMA New Coordinators Workshop Course and the Principles of Emergency Management Course

or courses determined by IEMA to be consistent with or at least as stringent as these courses; and

- (ii) After the first year of appointment, the ESDA coordinator has biennially completed 48 hours of professional development training, of which a minimum of 24 hours is IEMA-sponsored professional development training. The IEMA-sponsored professional development training program shall, at a minimum, be consistent with and at least as stringent as the FEMA professional development series. Coordinators may receive credit for up to 24 hours of non-IEMA-sponsored professional development training, including, but not limited to, emergency management conferences, independent study courses, college courses or internet courses, but only if such training is consistent with or at least as stringent as training in the IEMA-sponsored professional development training program and is pre-approved for a specific number of credit hours in writing by IEMA prior to the training.
- 4) Complete an EOP that meets the requirements of Subpart B of this Part that is reviewed and accepted by the county or multiple county ESDA in accordance with Section 301.320 of this Part.
  - 5) Conduct an exercise and evaluation that meets the requirements of Subpart 29 ILLINOIS ADMINISTRATIVE CODE 301 301.520 SUBCHAPTER c D of this Part that is accepted by the county or multiple county ESDA in accordance with Section 301.440 of this Part.
- b) IEMA shall annually review a random sample of at least one certification but no less than 10 percent of certifications issued by accredited county or multiple county ESDAs in each county that has certified a non-mandated ESDA pursuant to subsection (a) for compliance with the requirements stated and to ensure consistency of certification reviews statewide.
  - c) The certification term is two years with beginning and ending dates indicated on the certificate issued by the accredited county or multiple county ESDA under signature of the accredited county or multiple county ESDA and IEMA. The non-mandated ESDA may seek renewal of its certification.