



## Emergency Management Coordinating Council of Lake County

1303 N. Milwaukee Avenue  
Libertyville, IL 60048  
847-377-7100

### Meeting Minutes May 5, 2010

#### Attendees who signed in:

Lee Shannon, Rick Weil, Joe Wieser, Mike Mascillino, Connie Mascillino, Jim Herring, Greg Perkins, Yvette Maxie, Doug Leffler, Bob Grum, Joe Long, , James Rissell, Bruce Becker, Sue Vancil, John McDonald, Ken Roscher, Rick Cohen, Dave Gervino, Don Whitney

1. President Shannon called the meeting to order at 7:00 PM.
2. Pledge of Allegiance
3. Secretary Report – Rick Weil Those in attendance were asked to review available copies of the April 7, 2010 meeting minutes as generated by Secretary Rick Weil. A motion to accept the minutes was made by Leffler, and seconded by Wieser. 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)**
4. 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 \$2,101.88. A motion to accept the Treasurer's Report was made by Cohen, and seconded by Leffler. Unanimously approved.
5. Old Business – None
6. New Business – None
7. President's Report - Lee Shannon

Jim Watts is no longer Chief of Ops – He is now "Senior Policy Advisor" for the State Fire Marshal's Office.

Andrew Velazquez is resigning and will become the FEMA region 5 Director

Reported on the passing of Mike Jackson's wife, Betty.

Mike Jackson's Wife, Betty, passed away after a long illness.

Here is the information regarding any questions about donations in lieu of flowers for Betty.

Shiloh Baptist Church of  
Waukegan  
Memo Line: CYM  
800 S. Genesee Street  
Waukegan, Illinois 60085

Illinois Police Association  
7508 W. North Avenue  
Elmwood Park, Illinois 60707

Michael Jackson  
337 Judge Avenue  
Waukegan, Illinois 60085

Motion Leffler, Second, Mike Mascillino, for donation to Mike Jackson, in lieu of flowers, left to Board for determination of amount for donation. (The board met and unanimously agreed to donate \$100)

8. President's Elect Report – Joe Wieser

Nothing to report

9. Lake County EMA Coordinator's Report and IESMA Region1 Vice President's Report – Excused Absence President Shannon Reported for McKenzie

There is a workshop on Monday and Tuesday (5/10 and 5/11) to develop the Tactical Interoperable Communications Plan for Lake County. This is being facilitated by the Interoperable Communications Council of Lake County and our vendor, Lafayette Group. The workshop will be from 8:30 until 4:30 on Monday and Tuesday, and will be held at the Central Permit Facility (where tonight's meeting is being held). A working lunch will be provided. PLEASE RSVP to Wayne Hunter at [whunter@lakecountyil.gov](mailto:whunter@lakecountyil.gov) so that appropriate food will be available.

Lake County EMA is reviewing all municipal EMA / ESDA program records. In accordance with the rules and regulations of IEMA, we are the primary certifying agency that has been tasked with reviewing local programs for compliance. This includes having a copy of your current EMA ordinance on file, having a record of the official appointment of your designated Coordinator (or Liaison, if you don't have a program), having a copy of your current EOP that has been reviewed against (and meets) the state's Plan Development Review document, having copies of the identified Coordinator's required training certificates, and having copies of any recent exercise documents (pre-exercise approval forms, exercise manuals, and after-action review / improvement plans). For any jurisdiction that we don't know who the current coordinator is, we will be contacting the administrator and/or chief elected official to obtain this information... in case you're asked by neighbors.

Attached is a subset of the IEMA rules that addresses local EMA program requirements, the complete IEMA rule regarding local programs, and the complete text of the IEMA Act itself.

The following is text from the IEMA Act... we would really appreciate receiving this information on a regular basis, so we know who to reach out to from the local Emergency Management perspective...

*(20 ILCS 3305/10) (from Ch. 127, par. 1060)  
Sec. 10. Emergency Services and Disaster Agencies.*

...

*(f) The principal executive officer or his or her designee of each political subdivision in the State shall annually notify the Illinois Emergency Management Agency of the manner in which the political subdivision is providing or securing emergency management, identify the executive head of the agency or the department from which the service is obtained, or the liaison officer in accordance with paragraph (d) of this Section and furnish additional information relating thereto as the Illinois Emergency Management Agency requires.*

**The following are links to:**

**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**

[http://www.state.il.us/iema/legal/pdf/29\\_301.pdf](http://www.state.il.us/iema/legal/pdf/29_301.pdf)

## 20 ILCS 3305 Illinois Emergency Management Agency Act

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=368&ChapAct=20%26nbsp%3BILCS%26nbsp%3B3305%2F&ChapterID=5&ChapterName=EXECUTIVE+BRANCH&ActName=Illinois+Emergency+Management+Agency+Act%2E>

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

11. Agency Reports:

### Great Lakes –

FEMA – No present

Civil Air Patrol –Joe Long

-Discussion of the future activities and training

Illinois State Police – Not present

Lake County LEPC – Jim Herring

- Reported on their meeting held this morning

Lake County Health Department – Bob Grum

Nothing to report

Lake County Citizen Corps Council –

MESS –

Stormwater Management Commission – Sue Vancil

Hosted tonight's meeting at their new facility. Vancil reported on Stormwater activities

American Red Cross – Yvette Maxie

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

- Reported on response activities in April.

- Reported on Firestopper program (See attached flyer in these minutes)

Salvation Army – Not present

RACES –Don Whitney

- 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.

- 'HAM CRAM' was held **May 1<sup>st</sup> at EMA EOC** – 100% pass rate

- Emergency Radio Coordination Field Days will be **June 26 &27**

Municipality ESDA's and EMA's: -

- Waukegan – Reported on 2 EST incidents

- Antioch will have their July 4<sup>th</sup> activities be a "Full scale event" for EMA purposes. Shannon looking for assistants to participate as evaluators.

12. Committee Reports:

<b>By-Laws Committee –</b>	No report
<b>Nominating Committee –</b>	No report
<b>Training Committee –</b>	No report
<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

13. Training: Dave Gervino – Red Cross Organizations      Private Sector Preparation: Ready Rating for Businesses & Organizations

The Red Cross **Ready Rating** Program is a first-of-its-kind membership program, created to help businesses, organizations, and schools improve their emergency preparedness. As a Ready Rating member, you will have access to Red Cross guidance, tools and support that will help you become better prepared for emergencies and disasters – and be recognized for your efforts.

**Ready Rating for Businesses**

Being prepared for an emergency makes good business sense. So does helping your employees, members, and volunteers get prepared on an individual level. Businesses and organizations, large and small, can use Ready Rating to enhance productivity, minimize losses during an emergency, maintain and improve your brand and reputation, and better the overall Chicago community. [Learn more.](#)

**Ready Rating for Schools**

Join the Ready Rating Program and show staff and parents that they can trust your school to be proactive about emergency preparation, provide an environment where students can feel safe, and demonstrate to the community that you are a respected institution and leader. [Learn more.](#)

For more information regarding the Red Cross Ready Rating Program, and to find out about other workplace-preparedness programs, please contact David Gervino at [gervinod@usa.redcross.org](mailto:gervinod@usa.redcross.org) or 312-725-9365.

14. Next meeting – June 2 , 2010

15. Closing comments – None

16. Adjournment

Motion Cohen, second by Grum to adjourn  
Meeting adjourned at 8:40 p.m.

*[Meeting minutes by Rick Weil; EMCCLC Secretary*

**EMERGENCY MANAGEMENT COORDINATING COUNCIL  
Of LAKE COUNTY**

Lake County Central Permit Facility

**AGENDA**

May 5, 2010

1. Call to Order - President Lee Shannon, III
2. Pledge of Allegiance
3. Secretary Report – Secretary Rick Weil  
- Approval of the April 7, 2010 Meeting Minutes
4. Treasurers Report – Jim Herring
5. Old Business
6. New Business
7. President’s Report - Lee Shannon, III
8. Vice-President’s Report – Joe Wieser
9. Lake County Coordinator’s Report – Kent McKenzie
10. IEMA Region IV Coordinator’s Report – Jimmy Thompson
11. IESMA Region 1 -Vice President’s Report – Kent McKenzie
12. Agency Reports  
- Great Lakes – Capt Larry Williams  
- FEMA  
- Civil Air Patrol – Joseph Long  
- ISP  
- Lake County LEPC – Dick Johnson  
- Lake County Health – Robert Grum  
- Lake County Citizen Corps Council – Larry Williams  
- MESS – Terry Cox  
- Stormwater Management – Sue Vancil  
- Red Cross – Yvette Maxie/John Mitchell/Ron Carlson  
- Salvation Army – Captain William Holman  
- RACES – Don Whitney  
- Municipality ESDA’s and EMA’s
13. Committee Reports  
- By Laws – Michael Jackson  
- Nominating Committee – Len Revelle  
- Training Committee – Michael Jackson  
- Meeting Committee – Sue Vancil  
- EOP Assistance Committee – Bud Osmond  
- Awards Committee – Kevin Tracz  
- Resource Committee – Jim Herring  
- Executive Steering Committee – Lee Shannon, III / Joe Wieser
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## **TRESUARER'S REPORT**

Meeting Month/ May 2010

Beginning Bal: \$2,145.20

### **CHECKS WRITTEN:**

<b>CHECK NUMBER &amp;AMT.</b>	<b>DATE</b>	<b>PURPOSE</b>
1040 \$43.32	04/07/10	meeting expenses

**Total checks \$ 43.32**

### **DEPOSITS:**

**TOTAL Deposit \$ 00.00**

**Balance \$2,101.88**

**29 ILLINOIS ADMINISTRATIVE CODE 301 SUBCHAPTER c**

**TITLE 29: EMERGENCY SERVICES, DISASTERS, AND CIVIL DEFENSE**

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**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.



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PART 301  
POLITICAL SUBDIVISION EMERGENCY SERVICES AND DISASTER AGENCIES

SUBPART A: GENERAL PROVISIONS

Section	
301.110	Purpose, Scope, Applicability
301.120	Definitions
301.130	Severability
301.140	Multiple County ESDA Consolidation

SUBPART B: EMERGENCY OPERATIONS PLAN REQUIREMENTS

Section	
301.210	Authority
301.220	Initial Analysis and Assessment
301.230	Basic Plan Requirements
301.240	Functional Annex Requirements
301.250	Hazard Specific Annexes
301.260	Other Annexes

SUBPART C: EMERGENCY OPERATIONS PLAN  
SUBMISSION AND REVIEW REQUIREMENTS

Section	
301.310	EOP Submission and Review Requirements for Mandated ESDAs and Accredited ESDAs
301.320	EOP Submission and Review Requirements for Non-Mandated ESDAs

SUBPART D: EXERCISE REQUIREMENTS

Section	
301.410	Exercise Requirements for the Emergency Operations Plan
301.420	Exercise Planning
301.430	Exercise Evaluation and Approval for Mandated ESDAs and Accredited ESDAs
301.440	Exercise Evaluation and Acceptance for Non-Mandated ESDAs
301.450	Waiver of Exercise Requirement

# VOLUNTEER WITH TEAM FIRESTOPPER!

Make a difference in your community by volunteering with the American Red Cross of Greater Chicago's fire prevention program.

## In-Home Safety Visits

**AURORA** Saturday, May 8<sup>th</sup> 8am – noon\*\*

**WAUKEGAN** Saturday, May 22<sup>nd</sup> 8am – noon\*\*

**N.LAWNDALE** Saturday, June 5<sup>th</sup> 8am-noon

Work directly with families and their homes as a Home Visit Member! Members and their teams will visit participating homes and conduct a home hazard hunt, home safety makeover, and help families develop a disaster plan.

Home visits are one of Team Firestopper's oldest and well-known services. You can register individually or as a three-person team, as long as one of you has a vehicle to use. Bi-lingual Spanish speakers are especially needed! Volunteers receive lunch, a t-shirt and a Target Gift Card for participating. Volunteer and help save someone's life!

Sign up at [www.chicagoredcross.org/tfs](http://www.chicagoredcross.org/tfs) or call 312.729.6179

Volunteers are required to pass a background check and must be at least 16 years of age.

\*\*Bi-lingual Spanish speakers needed.



# EMERGENCY MANAGEMENT COORDINATING COUNCIL Of LAKE COUNTY

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- Approval of the March 3, 2010 Meeting Minutes
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