

Village of Germantown Hills
ESDA Committee Meeting Minutes

July 6, 2017 5:00 p.m.

ESDA Committee	Roll Call	1	2	3	4	5
Mike Hinrichsen-Village President	P	Y				
Ann Sasso	P	Y				
Amy Pace	P	Y				
Julia Miller	P	Y				
Rich Brecklin	P	Y				
Ron Kiefner	P	Y				
Chip Wilmot	P	Y				
Matt Smith	P	Y				
Justin Nena	P	Y				
Dan Mair	P	Y				
Kent McCanless	P	Y				
Greg Long	P	Y				

1. Call to Order/Roll Call/Pledge of Allegiance

Everyone stood and said the Pledge of Allegiance.

2. Welcome & Introductions

Mike Hinrichsen welcomed everyone and noted he feels we have a great team with a great overall representation of our community in the event of an emergency in order to serve the people. Everyone introduced themselves.

Greg Long arrived at 5:02 p.m.

3. Purpose and Make Up of Committee

Mike Hinrichsen explained the purpose of the committee. He stated back in October Woodford County held a simulation of a disaster and realized Germantown Hills didn't have an emergency operation plan. Mike noted an emergency operation plan was put together and passed by the Village board. The plan is an important step for the Village to make sure people that live here can be safe as most people live here for the safety and quality of life.

4. Discussion of Committee Member Expectations

Mike Hinrichsen shared his expectations with the committee. Mike feels the plan needs to be realistic and professional so that everyone knows who is responsible and what resources are available in an emergency. He noted the four elements of performance: Clear expectations, tools and resources to get it done, knowledge and skill to do it, and understand the consequences of performance or lack of performance.

Mike noted the need to build a team that knows each other and builds on the relationships.

Kent McCanless stated the need to have a plan in place but also to practice and review the plan on an ongoing basis and not leave it on a shelf.

Chip Wilmot indicated how important it is to meet ahead time as you don't want to meet the first time in the event of an emergency. He stated there are so many variables in an emergency with communication being one of the hardest.

Greg Long stated it will be good to know what each entity needs to do to take care of their own responsibilities before being able to contribute to the emergency.

Julia Miller shared one aspect that was learned at a training session and that was to make sure everyone has their own family plan so that the families are taken care of.

5. General Discussion – GT Hills Emergency Operations Plan

Mike Hinrichsen explained the Germantown Hills Emergency Operations Plan was built off of Eureka's plan. It was changed to adapt to the Germantown Hills community. This was done in order to have something adopted as soon as possible in the event of an emergency.

Mike did an overview of the emergency operations plan. He noted we are very fortunate to have Kent McCanless and Chip Wilmot and their teams.

6. Phase 2 Items to Accomplish

- Timetable**
- Responsibilities**

Mike Hinrichsen reviewed the time table and responsibilities. He stated we would need to look at the school's emergency plan and other entity's plans. Mike indicated an opportunity for improvement with what happened in Washington that Dr. Nichols had noted some issues with the animal care. Kent McCanless will

get a copy of an animal care plan from another community for review in order to incorporate into the plan. Mike stated we will need to check phone numbers in the plan to make sure they are all up to date. We hope to have the phase 2 list completed by the end of the year. Summary of follow up and responsibilities is as follows;

<u>Items for follow up</u>	<u>Responsible</u>	<u>When</u>
1. Appoint Vice Chair	Mike Hinrichsen	Next Village Board Mtg.
2. Emergency Power Act	Mike Hinrichsen	Next Village Board Mtg.
3. Complete Burn Ban	Chip Wilmott	Next ESDA Committee Mtg.
4. Mutual Aid Agreement Define what is currently in place.	Ann Sasso	End August
5. Village Storm Shelter	Mike Hinrichsen	Inform Village Board
6. TCRPC Natural Hazard	Sasso/Brecklin	Ongoing Representation
7. Phase 2 – EOR Follow Up Items		
a. Dist.69 & Metamora Crisis Plan	Mike Hinrichsen	
b. Animal Care plan	K. McCanless	Next ESDA Committee Mtg.
c. Check all tel. numbers - EOP	C. Schlatter	End August.
d. Identify Potential Dist. Centers	McCanless / Wilmot	Next ESDA Committee Mtg.
e. Training – On Line	All – McCanless provided link.	Next ESDA Committee Mtg.
f. Training Aug. 12	Kent McCanless	Aug. 12.
g. Table Top Simulation	Kent McCanless	TBD
h. Debris Management	Kent McCanless	Next ESDA Committee Mtg.
i. Village ID ESDA members	Amy Pace	Next ESDA Committee Mtg.
j. Illinois Public Works Mutual Aid Network	Rich Brecklin	July Village Board Mtg.

7. Woodford County ESDA – Training and Simulations

Kent McCanless noted they are hosting training on August 12. He stated he would like to do a table top exercise for Germantown Hills with a functional exercise in the 2nd year and a full scale exercise the 3rd year.

8. Germantown Hills Fire & Ambulance

Chip Wilmot stated in an event they routinely work with Metamora and Spring Bay depending on the size of the emergency but they will keep bringing help in as needed.

One concern is the limited radio communication. They are exploring at the County level the ability to have the County EMA set the alarm off. Kent discussed the emergency powers act that would give Mike as Village President the authority to make decisions and spend money as needed. Kent will get a copy of the ordinance.

9. Village Storm Shelter Discussion

Mike Hinrichsen noted the need for a storm shelter has come up in discussions as the neither the Fire Department nor the Village have a storm shelter. This is something we need to think about and see if there are grant funds available.

10. Tri-County Regional Planning Commission Natural Hazard Mitigation Plan

Mike Hinrichsen explained the Tri-County Planning Commission primarily deals with transportation but they received a grant to update the Natural Hazard Mitigation plan for the region. Mike noted this is a great opportunity to collaborate with other communities. The Village's contribution will be in kind hours.

11. Discuss Regularity of Meetings & Next Meeting Date

The committee discussed meeting at least quarterly. The next meeting date is set for October 19, 2017 at 5:00 p.m.

12. Next meeting items and responsibilities

Rich Brecklin discussed joining the Illinois Public Works Mutual Aid Network which would give the Village free man hours in the event of an emergency. This will be put on the Village Board's agenda for approval.

Ann Sasso stated the Village currently has mutual aid agreements with some other communities.

13. Other

Ron Kiefner stated the advantage of the group getting together is the more people we know and are aware of what we are doing, the better.

Kent McCanless emphasized the need to have a debris management plan in place.

The committee discussed the disaster reimbursement process with the government agencies. The committee discussed who could authorize a burn ban. Ann Sasso will check the Village Code.

Amy Pace discussed the CIPIO meetings.

14. Adjournment

A motion was made by Amy Pace to adjourn the meeting at 6:25 p.m. The motion was seconded by Dan Mair. **Motion passed #1.**

Ann Sasso, Village Clerk