

MINUTES OF THE SPECIAL MEETING OF THE PRESIDENT AND  
BOARD OF TRUSTEES OF THE VILLAGE OF SOUTH BARRINGTON

Wednesday, May 20, 2015 4:00 p.m.

Rose Hall in the SB Village Hall 30 S. Barrington Road South Barrington, IL

**CALL TO ORDER**

President McCombie called the special Board meeting to order at 4:02 p.m.

Clerk Wood took roll:

Present: President: Paula McCombie

Trustees: Joseph Abbate, Therese Cohen, Steve Guranovich, Bernard Kerman,  
Louis Matuska, Anthony Stagno

A quorum was present. Also present were Village Administrator Bob Palmer, Police Chief Tom Roman, Deputy Police Chief Ray Cordell, Emergency Management Coordinator Frank Munao, Village Building Officer Mike Moreland and Village Engineer Natalie Karney.

**PUBLIC COMMENT**

There was no one present who wanted to address the Board.

**THREAT HAZARD IDENTIFICATION AND RISK ASSESSMENT (THIRA)**

Emergency Management Coordinator Frank Munao introduced resident Al Saller to the Board. Mr. Saller, who has a professional history with ComEd, has volunteered to be the community representative with utility companies during an emergency situation.

EM Coordinator Munao distributed information on THIRA for the Board to read at their leisure. He noted that FEMA may be requiring village presidents, boards, and staff to take 300 and 400 series FEMA classes; as these may apply more to first responders, EM Coordinator Munao will verify this information and get back to the Board if applicable.

EM Coordinator Munao gave an outline of the THIRA process, which is an all-inclusive study of possible risks to the municipality. He suggested the Village focus on critical infrastructure like the water and waste water facilities. He noted that if you are not prepared with knowledge and a plan of approach, it can take considerable time to find the correct people to deal with and to get permits in emergency situations. A THIRA study would identify the critical structures, then identify possible risks to them, and think of how to respond to each potential problem. The Board needs to identify who would be part of the study and how often they should meet. EM Coordinator Munao stressed the importance of everyone needing to contribute their opinions. He also added that a THIRA analysis may be a requirement to be eligible for Federal assistance. He stated that he felt the nursing home should also be considered a critical issue; they have their own backups, but the Village should coordinate with them to ensure the safety of the residents. EM Coordinator Munao also noted the importance of a scribe as notes will need to be referred to in case of any emergency. While the Village has historically relied on resident volunteers, he noted that the Village may need to pay people for some of the necessary support.

EM Coordinator Munao asked the Board to think about the importance of a THIRA study for the Village, and asked for questions/comments. Discussion ensued. EM Coordinator Munao said the Village first needs to build a THIRA team. President McCombie asked the EM Coordinator to relay his suggestions. There are some online classes available.

**OVERVIEW OF EMERGENCY MANAGEMENT PLANS & PREPARATIONS**

President McCombie then asked Emergency Management Coordinator Frank Munao to speak on Emergency Management. There was discussion with the Board and staff throughout EM

Coordinator Munao's comments. The Emergency Operating Center (EOC) is not ready, neither with furniture and equipment nor with staffing. The phone system was discussed. The change in Village personnel requires new training and certification. The Village needs volunteers and paid staff to fill the EOC positions to a 3-deep level. Passing at least four on-line classes is required to take part in the EOC. EM Coordinator Munao stressed the importance of training and suggested the Village use a table-top exercise to prepare how to respond in an actual emergency situation. President McCombie suggested that everyone complete the 100-class by the end of June. She also asked EM Coordinator Munao if he would like to submit a couple paragraphs on volunteering for Emergency Management to be included in the next Village newsletter. EM Coordinator Munao noted that we must all work together with shared information from other related agencies.

### **COOK COUNTY HAZARD MITIGATION PLAN**

President McCombie asked Engineer Karney for her comments on the Cook County Hazard Mitigation Plan. Engineer Karney said they were suggestions for primarily minor corrections. EM Coordinator Munao reported that the Plan is not changeable – either the Village passes Cook County's plan as is, or not at all. He also pointed out some incorrect information in it, and said that Cook County would allow a review in one year. President McCombie put Engineer Karney in charge of tracking all corrections and changes for the year review. Further discussion ensued on the plan.

President McCombie asked EM Coordinator Munao for his suggestions on how to proceed with the meeting's issues. EM Coordinator Munao suggested a THIRA Committee be convened, with a scribe, to establish goals and objectives; then to get participants, including contractors, maintenance people, etc. He recommended Hanover Township as a very helpful resource. President McCombie suggested the Village build a master list of resources. Further discussion ensued, including the idea to start with the work previously done on Emergency Management. Staff will establish a list of on-line courses to take, with a time schedule of one class each month. Engineer Karney and Administrator Palmer will review all the errors in the Cook County Hazard Mitigation Plan. EM Coordinator Munao noted that September is the deadline to accept the Plan; there is grant money available only if the Village adopts the plan.

### **OLD BUSINESS**

(None)

### **NEW BUSINESS**

Trustee Kerman noted that the new Trustee-elect would need to familiarize herself with the Village's Emergency Management plans.

### **ADJOURNMENT**

**MOTION to ADJOURN** was made by Trustee Abbate.

**SECONDED** by Trustee Kerman.

There was no further discussion. By unanimous voice vote, the motion carried, and the meeting was adjourned at 5:51 p.m.

These minutes were approved this  
\_\_\_\_\_ Day of \_\_\_\_\_, 2015.

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Donna Wood, Village Clerk