

**VILLAGE OF SOUTH BARRINGTON**  
30 South Barrington Road  
South Barrington, IL 60010  
**EMERGENCY MANAGEMENT COMMITTEE MINUTES**  
**MONDAY, DECEMBER 11, 2023**  
**AT 5:00 p.m.**

**MINUTES**

**CALL TO ORDER**

Chairman Patel called the meeting to order at 5:02 p.m.

**ROLL CALL**

Committee Members present: Committee Chair Patel, Trustee Guranovich and Trustee Stagno

Committee Members absent: None

Board Members Present: None

Staff present: Administrator Palmer, Chief Roman and Deputy Chief Garrison

Others Present: John Heiderscheidt, Administrative Consulting Specialists. Al Saller – Resident.

**MINUTES**

Motion was made by Guranovich to approve the minutes from the July 10, 2023 meeting and the November 6, 2023 meeting. Second by Stagno. On a voice vote the motion was approved unanimously.

**PUBLIC COMMENT** – Resident Al Saller brought up grants for Outdoor Warning Systems. The ‘PAR’ grant was specifically mentioned. John Heiderscheidt suggested more research into that particular grant due to eligibility requirements. Heiderscheidt suggest that the BRIC grant through IEMA would be more likely a candidate.

**AGENDA ITEMS**

1. Continuing Review & Discussion of the Emergency Plan Update - John Heiderscheidt, Administrative Consulting Specialists (ACS).

The Committee reviewed:

- a. Annex M: Debris Management.
- b. Annex N: Search and Rescue.
- c. Annex O: Cyber Incident.
- d. Annex P: Weapons of Mass Destruction.
- e. Annex Q: Hazardous Materials.
- f. Annex 20: Biological Incidents/Pandemic Response Plan.
- g. Appendix 8: Glossary of Terms
- h. Appendix 2: Acronyms

Under Annex M, minor editing was suggested to clarify removal of debris on private property (must be pre-approved). The creation of a list of approved contractors as well as other required contact lists was discussed. A separate ‘master list’ of contacts and other resources will be

created to ease the process of updating. List will be referenced by a link in the final document. The entire EOP document won't have to be updated every time there is a change with a contact.

Recommended removal of section under Debris Management Actions regarding 'Increased Readiness' section. Section did not add relevant content to the Annex.

Under Annex N under 'Phases of Emergency Management' first bullet point was recommended for deletion that stated "Create list...". Statement was deemed unnecessary in that a list should just be created. Under 'Organization and Responsibilities' three bullet point 'Responsibilities' were recommended to be deleted in light of creating a master contact list. The bullet points pertain to contacts for 'Search and Rescue', 'Radio Amateur Civil Emergency Service' and the 'Civil Air Patrol'. Reference to these three sources would be included on a master contact list that would be linked to the EOP document.

Under Concept of Operations, the second item describes the Dept. of Innovation & Technology. This item was recommended to be deleted because it describes activities at the state level and does not add content to the EOP.

Under Annex P, Concept of Operations, there is a reference to phone numbers for IEMA and the local FBI field office. Both phone numbers are items that would be a part of the master contact list and would be recommended to not be included in the body of the EOP.

Review of the specified sections concluded with the stated goal of having a completed document for review at the next meeting which would be held in January.

#### **MAYOR'S REPORT**

No report.

#### **OLD BUSINESS**

No old business for discussion.

#### **NEW BUSINESS**

No new business for discussion.

#### **NEXT MEETING DATE AND TIME**

The next Emergency Management Committee meeting will be held January 8, 2024 at 4 p.m.

#### **ADJOURNMENT**

At 6:12 p.m., Trustee Guranovich made a motion to adjourn, seconded by Trustee Stagno.

On a voice vote, the motion passed.

Respectfully submitted,



Administrator Palmer

These minutes were approved this  
12<sup>th</sup> Day of MARCH, 2023