

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

DISTRICT # _____

Resolution or Ordinance (Blue) Waiver of First Requested _____
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO : PRESIDENT AND BOARD OF TRUSTEES
FROM: David A. Hulseberg, Village Manager *Dah*
DATE : June 19, 2012 **B of T:** June 21, 2012
SUBJECT: Emergency Management Coordinator

SUBMITTED BY: David A. Hulseberg, Village Manager

BACKGROUND/POLICY IMPLICATIONS:

Resolution authorizing the signatures of the Village President and Clerk on the Notice of Appointment and Oath of Office form from the DuPage County Office of Homeland Security for the appointment of Brian Stuart as the Emergency Management Coordinator for the Village of Lombard.

Fiscal Impact/Funding Source:

Review (as necessary):
Finance Director _____ Date _____
Village Manager *David A. Hulseberg* _____ Date 6/19/12

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda distribution.



**DuPage County Office of Homeland Security
and Emergency Management**

Norman A. Sturm, Jr., Director
William P. Babyar, Deputy Director

Memorandum

To: Village/City Manager

From: David Bunge,
DuPage County OHSEM Planning Coordinator

Date: June 07, 2012

Subject: Update Local Designated Emergency Management Coordinator

DuPage County OHSEM is currently updating our files for each municipality and has discovered that most Notice of Appointed Emergency Management Coordinators on file are either missing or outdated. Therefore, we are requesting your help in providing the updated information and authorization of the current Emergency Management Coordinator/Officer for your particular jurisdiction.

Enclosed you will find the Designation of Local Emergency Management Coordinator form. Please sign and return the form to our office no later than **Friday, June 22, 2012**. You can mail it to us at 418 N. County Farm Road Wheaton, IL 60187 or by email at oem@dupageco.org

Thank you and should you have any questions, please do not hesitate to call my office at 630-407-2937.

RESOLUTION
R _____

A RESOLUTION AUTHORIZING SIGNATURES OF
THE VILLAGE PRESIDENT AND
VILLAGE CLERK

WHEREAS, the Corporate Authorities of the Village of Lombard have received Notice of Appointment and Oath of Office from the DuPage County Office of Homeland Security appointing an Emergency Management Coordinator for the village of Lombard, as attached hereto and marked as Exhibit "A"; and

WHEREAS, the Corporate Authorities deem it to be in the best interest of the Village of Lombard to approve this document.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS as follows:

SECTION 1: That the Village President be and hereby is authorized to sign on behalf of the Village of Lombard said Notice of Appointment and Oath of Office form as attached hereto.

SECTION 2: That the Village Clerk be and hereby is authorized to attest said agreement as attached hereto.

Adopted this ____ day of _____, 2012.

9

Ayes: _____

Nays: _____

Absent: _____

Approved this ____ day of _____, 2012.

William J. Mueller
Village President

ATTEST:

Brigitte O'Brien
Village Clerk

APPROVAL AS TO FORM:

Thomas P. Bayer
Village Attorney



**DuPage County Office of Homeland Security
and Emergency Management**

NOTICE OF APPOINTMENT

In accordance with the provisions of the Section 10 (i) of the Illinois Emergency Management Act of 1992, 29 ILCS 3305/10(i) _____, has been appointed the Emergency Management Coordinator of the _____ (Emergency Services and Disaster Agency) (Emergency Management Agency), effective _____, 20_____.

(He/She) has taken the emergency management loyalty oath, below, as required by the Illinois Emergency Management Act and is hereby authorized to sign for matching fund property and to incur financial obligations on behalf of this political subdivision.

OATH OF OFFICE

I, _____, Coordinator of the (Emergency Services and Disaster Agency – ESDA) (Emergency Management Agency – EMA) of the political subdivision listed below, do hereby swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions, and facilities thereof, both public and private, against all enemies, foreign or domestic; that I take this obligation freely, without any mental reservation for purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I been a member of, any political party or organization that advocates the overthrow of the Government of the United States or of this State by force or violence; and that during such time as I am affiliated with the _____ (ESDA) (EMA), I will not advocate nor become a member of a political party or organization that advocates the overthrow of the Government of the United States or of this State by force or violence.

Signature of local Coordinator: _____

Political Subdivision: _____

Signature of Mayor or Village President: _____

Attest by City or Village Clerk: _____

State of _____

County of _____

Signed before me on this _____ day of _____, 20_____

(Seal)

Signed: _____

120356

Bauer, Carol

From: Hulseberg, Dave
Sent: Tuesday, June 19, 2012 8:22 AM
To: Bauer, Carol
Subject: FW: Update Local Emergency Management Coordinator Form

This should be added to the Agenda.

David Hulseberg, ICMA-CM, AICP
Village Manager
Village of Lombard
255 E. Wilson Avenue
Lombard, IL 60148

630-620-5756 (direct)

From: Holst, Jeff
Sent: Tuesday, June 19, 2012 8:19 AM
To: Hulseberg, Dave
Subject: RE: Update Local Emergency Management Coordinator Form

This is historically the fire chief, who oversees Brian Stuart. The forms have been signed and submitted.

***Battalion Chief Jeffrey Holst
Training Coordinator
Lombard Fire Department
Fire St. 1 630-620-5736
Cell: 630-546-0714***

From: Hulseberg, Dave
Sent: Monday, June 18, 2012 9:34 AM
To: Holst, Jeff
Subject: FW: Update Local Emergency Management Coordinator Form

Is this still Brian Stuart?

David Hulseberg, ICMA-CM, AICP
Village Manager
Village of Lombard
255 E. Wilson Avenue
Lombard, IL 60148

630-620-5756 (direct)

From: gem@dupageco.org [mailto:oem@dupageco.org]
Sent: Thursday, June 07, 2012 3:28 PM
To: Hulseberg, Dave
Subject: Update Local Emergency Management Coordinator Form



File attachments:

[Memo to Update Emergency Management Coordinators.docx](#)
[LEMC Notice of Appointment 2012.docx](#)

Village/City Manager,

Please see attached memorandum and Notice of Appointment letter in regards to providing the most updated information on the Emergency Management Coordinator for your municipality. Please return the Notice of Appointment to our office no later than Friday, June 22, 2012.

Thank you,

DuPage County OHSEM

This e-mail has been sent to you by DUPAGE COUNTY OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT. To maximize their communication with you, you may be receiving this e-mail in addition to a phone call with the same message. If you wish to discontinue this service, please inform DUPAGE COUNTY OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT either IN PERSON, by US MAIL, by TELEPHONE at (630) 682-7207 or REPLY TO THIS E-MAIL.



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Signature of local Coordinator: _____

Political Subdivision: _____

Signature of Mayor or Village President: _____

Attest by City or Village Clerk:

State of _____

County of _____

Signed before me on this _____ day of _____, 20_____

(Seal)

Signed: _____