



February 22, 2018 at 10:00 a.m.  
Double Tree Hotel & Convention  
Center – Ironwood Room  
Bloomington, Il 61702-3157

## **BOARD OF DIRECTORS MEETING**

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**Present:** Ed Markison, McHenry County, President  
Barb Stiehl, City of Champaign, Vice-President  
Howard Killian, Village of Elmhurst, Treasurer  
Mark Doerfler, Wauponsee Township, Secretary  
Don Wenzel, City of Rolling Meadows, Past-President  
Sarah Harbaugh, IPWMAN Executive Assistant  
Joe Cronin, City of Lockport, Region 2  
Sam Tesreau, City of Rochelle Region 2  
Vince Kilcullen, Village of Algonquin, Region 3  
Vydas Juskelis, Village of Villa Park, Region 4  
Elias Koutas, Village of Palatine, Region 4  
Tom Casson, Menard County, Region 6  
Kent Cox, City of Macomb, Region 6  
Ed Andrews, City of Washington, Region 7  
Dennis Schmidt, City of Champaign, Region 7  
Kelly Kerr, Management Committee  
Jeff Ruth, Information Technology Committee

Present by Phone: Greg Smothers, Williamson County Highway Department, Region 11  
Sean Henry, City of Carbondale, Region 11

### **A. Call to Order**

The meeting was called to order by President Ed Markison at 10:04 am

### **B. Roll Call/Introductions**

Roll was called. A quorum was present.

### **C. Approval of Minutes**

*Motion was made by Vince Kilcullen to approve the minutes of the October 16, 2017 minutes.*

*Joe Cronin seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

### **D. Report of Officers**

- a. President's Report – Ed Markison attended his first ITTF meeting in December along with Vydas Juskelis and Barb Stiehl. Very enlightening as to the condition the state is in monetarily. We need to get as many members on to better prepare our state. In October IPWMAN met with IEMA Director James Joseph promoting IPWMAN. He was very positive

about our organization. At ITTF Barb Stiehl and Ed Markison met with Joe Klinger the new IEMA Director about IPWMAN. With Director Klinger stepping down, Ed has reached out to Acting Director Richter. Ed keeps contacting the director to get more recognition for marketing our organization. Acting Director Richter is a member of ITTF, Vydas will talk to her.

- b. Treasurer's Report – Howard Killian apprised the board of the account balances, deposits and expenditures. Some of the major expenditures were: replace radio batteries, website, insurance, SEECOM, ILEAS, administrative support, safety vests, Go Boxes, trailer outfitting, and trailer repairs.
  - i. Audit – Howard is working on an audit but was concentrating on getting the invoices out.
  - ii. Membership Dues – 2017 & 2018 – There are 15-20 outstanding invoices from 2017. 2018 invoices were sent out with contact update information.
  - iii. Trailer Insurance – interior coverage? IDOT owns the actual trailers so we don't need to insure them. We do have valuables inside the trailers that would be worthwhile insuring, for example the MEOC radios valued around 80k. We need to have a list of items and their values in each trailer to get an idea of how much insurance would cost. Maybe IDOT or ILEAS would know if the insurance on the trailers covers the contents.
    1. Howard brought up that IPWMAN needs a permanent physical address. There are some paperwork items that require a physical address versus a PO Box. Sarah Harbaugh offered her office.
  - iv. Investment Policy – We have a significant balance in our account. Is it worthwhile to put the extra funds in a short term CD? Our membership has been covering our expenses every year.
  - v. Completion of the EZ Tax – 3 year average under \$50,000 lets us continue to use the EZ Tax. Articles of incorporation to the State went out the end of December. Taxes are due May 15<sup>th</sup> and will get done.
- c. Secretary's Report – Mark Doerfler
  - i. MABAS MOU – In October Mark talked with Dave Haywood of MABAS. They gave IPWMAN a draft MOU. Mark highlighted some of the main points. The MABAS MOU is essentially identical to the MOU that MABAS has with ILEAS. If anyone has any feedback, please email them to Mark and he will forward that information on to MABAS.
    1. Barb is checking to see if we have MOU's with ILEAS and IEMA. The one for ILEAS is for grants.

- ii. TOI (Township Officials of Illinois) – Vince Kilcullen, Mark Doerfler and Barb Stiehl spoke at their conference in November. Mark invited them to ours. Mark and Barb are going to meet with TOIRMA (95% township’s insurance company). The president of TORMA would like to meet with Mark and Barb about starting a partnership between IPWMAN and TOIRMA. Mark was not sure exactly what that partnership would entail but will find out at the meeting.
- iii. IPWMAN online apparel store – Mark distributed pictures of the available apparel. Access will be for IPWMAN members. You will have to login to the website to get the address for the store. The on-line store will be live 4 times a year around the time of each of our board meetings and also ad hoc if we have a disaster. Shipping and tax will be included in the purchase. Everything will ship directly from the printer to the purchaser. We need to advertise that we have this store online.
- iv. Orange Cards – Mark Doerfler has a majority of the orange cards if anyone needs them.
- v. Business Cards – Barb Stiehl handed out business cards.
- vi. Safety Vests – Mark Doerfler has the safety vests.
  1. We signed up 25 new members this quarter. Mark Doerfler sends each new agency a welcome packet. Website now has a report for the join date of each agency.

E. **Report of Standing Committees:** Ed Markison passed out a list of the standing committees and their members. If anyone knows of additional people that would like to be on a committee please let Ed know. Chris Draper of Shorewood would like to be on the Operations committee.

- a. Operations Committee – Scott Webber – Not present
  - i. Duty Officer assignments
  - ii. Duty officer training – Cronin/ Kilcullen/ Koutas
- b. Management Committee – Kelly Kerr
  - i. Reviewing IPWMAN Documents
    1. Bylaws - Are on the website.
    2. Operations Plan – Starting to be reviewed and updated.
    3. Policy Manual
      - a. Spending Limit Change –  
***Motion was made by Dennis Schmidt to increase the spending limit for miscellaneous purchases needed to fulfill a board members duties from \$100 to \$250.***  
***Kent Cox seconded the motion.***  
***Voice vote was taken. Motion passed unanimously.***
      - b. Individual & Corporate membership language – There is language for Individual & Corporate memberships in the policy manual. At the  
**www.ipwman.org**

conference we gave free corporate memberships. The cost equivalent is \$250 and was voted on by the board in a previous meeting. The original intent of the Individual membership was for retired people to be members without a fee and the Corporate memberships would allow someone from the corporation be involved with IPWMAN by being on a committee but they would not have voting rights on the board. Kelly Kerr will put language together for the next meeting.

4. Board Member Position Description – Ed would like to add to the current description for Regional Directors that an additional responsibility is to reach out to the regional IEMA Director. Kelly Kerr will update.

c. Membership Committee –Kent Cox

- i. Total Number of Members – is around 330 members.

- ii. ISAWWA (IL Section American Water Works Assoc)– WaterCon is in March in Springfield. IPWMAN will try and be a presenter next year.

ILWARN (IL Water/Waste Water Agency Response Network)

The potential problem in partnering with this organization is that they respond to private business (utility companies) problems. A discussion ensued about whether IPWMAN should send our tax sponsored assets to a private company. That did not seem like an appropriate action. IPWMAN would like to present at their conference.

- d. Finance Committee -- Howard Killian – Howard would like a form to be filled out for expenditures. Should there be a vote/approval for checks before they are disbursed even though the expenditures have been approved. Maybe the treasurer should send out a report of expenditures that were mailed monthly or at the board meetings. Howard will create a policy for this.

e. Training Committee – Elias Koutas

- i. Duty Officer Training – The training presentation is 90% complete. IPWMAN will hold one training presentation in north-central Illinois and one in south-central Illinois.

- ii. Collaborate Training Initiative (CTI) – Working on partnering with ILEAS, MABAS NIPSA

- iii. Enhance IPWMAN Website Training Calendar – Elias would like to see more training opportunities on the website. Sarah Harbaugh mentioned that she adds all the training information that people provide.

- iv. Improve Membership Communications/Media – Elias suggested that a monthly eblast be sent out of the calendar with monthly events/training.

f. Technology Committee – Jeff Ruth

- i. Face Book, Twitter- Jeff announced that IPWMAN has a twitter page now. Jeff posts 3-4 times a day. Send events to Jeff and he will send them out. Jeff is looking for content for facebook. Please send information to Jeff.
  - ii. Weather Ready – We have been recognized as a Weather Ready ambassador. The icon is displayed on the website
  - iii. Computer update – If you brought a computer to be updated please give it to Jeff and he will update it.
  - iv. Google Drive - We need to figure out our google drive. We have access to store pictures, documents, etc. for board members to get to.
  - v. IFSI (IL Fire Service Institute) – Sam Treseau met Ray Palzinski at IFSI. There were some IEMA people at the meeting and they want to link with IPWMAN on facebook. At some point we asked members to put IPWMAN links on their websites.
- g. Nominating Committee -- Betty Harrison
- i. 2018 Election – Barb Stiehl reported that this election will be for Regional Directors only no executive board positions.
- h. Trailer Committee – Vince Kilcullen
- i. MEOC needs \$2,000 for road readiness, \$4,000 for office space on trailer, \$3,000 for TV's and A/V with links for communication. A total of \$10,000 in addition to the original \$5,000 is needed to complete outfitting the MEOC trailer.
  - ii. Two Response Trailers – \$10,000 was allotted for both trailers. \$6,000 has been spent on decals and the front office section of the trailers. Need \$16,000 (8K for each trailer) to finish the back section of the trailers (supplies for the back and shelving for the back). Once the trailer is fully outfitted the additional costs will be minimal, just regular repairs, tires, brakes, etc. We will have a check-in list for the trailers. If something is missing when someone used it they will be responsible to replace it.
- Motion was made by Kent Cox to allocate an additional \$26,000 for all three trailers to be road ready and fully stocked.***
- Dennis Schmidt seconded the motion.***
- Voice vote taken. Motion passed with one nay vote.***
- iii. IDOT assigned MEOC to agencies. We cannot sell them but they are basically ours. Normal wear and tear items are IPWMAN's responsibility to repair.
  - iv. Don Wenzel is working with ComEd trying to get a grant. Mark Doerfler is working with Home Depot and Menards for funding. Vince will send list of items that we need to Sarah to eblast out to membership for donations of these items.

- v. 3 places where trailers will be kept, we need to let the state know: 1 – MEOC in Washington with Ed Andrews, 2 – Elias Koutas in Palatine or Vydas Juskelis in Villa Park, 3 – Sean Henry in Carbondale. A listing of the trailers and their contents will be given to Tom Casson to track.
- i. Conference Committee – Mark Doerfler – October 15-17, 2018 in Bloomington. Mark has the first speaker lined up. It will be an individual that started the Fire Fighter Peer Network – which is an organization that helps with PTSD.
  - We need to track presentations that everyone is doing and track who the attendees are to try and get them signed up.
  - i. Nov 14, 2017 TOI – Update
  - ii. THE Conference February 27, 2018 – Champaign – Barb Stiehl is attending the County Engineers Conference. Tom Casson is scheduled to talk at the April 12<sup>th</sup> conference.
  - iii. APWA Conferences
    1. SW Branch – March - Vince Kilcullen is attending
    2. Illinois Chapter May 2 & 3 – Barb Stiehl will take care of the complimentary booth
    3. Chicago Metro Expo May 23 & 24 – Kelly Kerr is attending this conference.
  - iv. 2018 Conference
    1. Sponsorships –Mark Doerfler – Mark is not going to work on Sponsorships. He doesn't have time with the rest of his conference duties. Mark asked if anyone would like to head this up.
    2. Give a way's – Vince Kilcullen will take care of these.
    3. Merging with another group for 2018 or 2019 – Mark talked with APWA about merging but Mark ended up on the planning committee for the APWA conference.

## **F. Other Business**

- a. ITTF (IL Terrorism Task Force) Update – Vydas Juskelis – Advisory group to Governor. Manage homeland security grant program. There are 5 committees (Critical Infrastructure- Vydas Co-Chair, Police, Fire, Public Health, Emergency Mgmt.). IPWMAN falls under Critical Infrastructure committee. Vydas gave an update of the current issues of ITTF.
- b. Regional IEMA Director Meetings – Vydas, Elias, Vince, Barb & Sean - Vince Kilcullen went to Region 3 IEMA Meeting in Ottawa. Elias Koutas & Vydas Juskelis went to the Region 4 IEMA. Tom Casson went to Region 6. It is good see the people from other organizations in the region face to face and to promote IPWMAN. Barb Stiehl and Ed Andrews are missing the

Region 7 meeting to be at the board meeting. Sean Henry & Greg Smothers talked with their IEMA director to be added to their correspondence list.

- c. Hard copy of “IPWMAN User Manual” – Sarah Harbaugh – Sarah showed two versions of the manual. A spiral bound book that can’t be updated and would cost about \$10 each. A 3 ring binder version which could be updated for \$10-\$15 each. This is a significant outlay with producing and mailing the manuals to all of the member agencies. We can also give them information on a cd or thumbdrive to update each year. Sarah will work with Kelly on the exact information that will be included. A discussion was had on whether we should only provide the information digitally. Downside is some people won’t print it out or use the information. The binder is nice because the book is on the shelf and when there is an incident they can grab the book and have all the information available. When an agency has turnover the new staff would see this book on the shelf and would hopefully familiarize themselves with our organization. Some members don’t have access to computers or don’t use them. We can have the information on the website for agencies to download, we can annually send them a full hard copy. Updates can be available on the website. It was decided that we would create the 3 ring binder version and distribute them at the conference.

***Motion was made by Vince Kilcullen to allocate \$8,000 (\$20x400 manuals) for the IPWMAN User Manuals and flash drives.***

***Ed Andrews seconded the motion.***

***Voice vote was taken. Motion passed unanimously.***

- d. Website Update -- Sarah Harbaugh – Contact updates were included with the annual dues invoices. Good strategy to make sure we have current contact information.
- e. Update of moving files from ILEAS to Carbondale – Sean Henry will be moving the IPWMAN files from ILEAS down to Carbondale in the next two weeks.
- f. Brochure & Logo – Sean Henry – the brochure is compiled but not done yet. Sean will send the logo to Ed, Mark and Sarah for the apparel and to keep in files. Barb will look into getting a student to complete the brochure. Sean will send the brochure information to Barb. We need to make sure that everything we produce/market needs to be in a clearing house so all logos, fonts, etc. are consistent. Don Wenzel mentioned that our conference table top items are getting pretty old and run down. We need to think about replacing them. It was decided that that will be looked into after we get the whole marketing package finished.
- g. IPSI (Illinois Public Service Institute) Committee Representative – Sean Henry - Sean will wear two hats (APWA and IPWMAN). It was discussed to provide a scholarship for IPSI. Barb mentioned that unless they have a specific curriculum for emergency management it may not be worthwhile. While the program is wonderful as a leadership council and it gives us the opportunity to promote IPWMAN it does not provide applicable training. Don Wenzel suggested that The Road Scholar program might be a great option for a training scholarship.

- h. IPWMAN Magnets -- Markison – Ed will wait on producing the magnets until the marketing program is established.
- i. IPWMAN Capital Plan – Markison – Ed will present a draft plan at the next meeting.

Next Meeting Thursday May 3, 2018 @ 10:00 a.m. Peoria Civic Center – APWA Illinois Chapter

**G. Adjournment**

*Motion was made by Mark Doerfler to adjourn the meeting.*

*Vince Kilcullen seconded the motion.*

*Voice vote taken. Motion passed unanimously.*

Meeting adjourned at 12:22pm.



**February 22, 2018 Meeting minutes**

**BOARD PRESIDENT APPROVAL**

**Signature & Date** \_\_\_\_\_

**BOARD SECRETARY APPROVAL**

**Signature & Date** \_\_\_\_\_