



Board of Directors Meeting
May 2, 2019 at 10:00 a.m.
Peoria Civic Center, Room 209
Peoria, Illinois

Board of Directors Meeting Minutes

Present: Ed Markison, McHenry County, President
Barb Stiehl, City of Urbana, Vice-President
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
Gary Holm, City of Batavia, Region 3
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 Highway Department, Region 6
Ed Andrews, City of Washington, Region 7
Dennis Schmidt, City of Champaign, Region 7
Dan Bowman, City of O'Fallon, Region 8
Sean Henry, City of Carbondale, Region 11

A. Call to Order

B. Roll Call/Introductions

C. Approval of Minutes

Motion was made by Dennis Schmidt to approve the minutes of the February 21, 2019 meeting. Elias Koutas seconded the motion. Voice vote was taken. Motion passed unanimously.

D. Report of Officers

a. President's Report

- i. Illinois Department of Transportation (IDOT) update – Gene Felchner – Covered under F.e.
- ii. Southeast Emergency Communications (SEECOM) Contract – Barb Stiehl & Ed Markison need to sign the SEECOM contract today. SEECOM will then sign the contract and it will be official.
- iii. American Water wants to join IPWMAN. IL American Waters could join IPWMAN and have a corporate membership for \$250. Ed will follow up with Kent Cox.

- iv. Illinois Terrorism Task Force (ITTF) – Vydas Juskelis sent out the Illinois Law Enforcement Alarm System (ILEAS) communication for grant money for capital replacement. Mark Doerfler had the idea to replace five new radios for board members and one cache of radios so the old radios could be used for Duty officers. Jeff Ruth stated that the IPWMAN laptops are in good working order and should be for another three to four years. Mark Doerfler proposed that we could get ipads for Duty Officers. Vydas Juskelis stated that the communication from ILEAS is only for communication assets, i.e. radios. Vydas Juskelis will request five mobile radios and one cache (18) of hand-held radios. ILEAS pays our subscription fees for the radios so Vydas Juskelis will check to see if that is included.
- v. Illinois has a Geographic Information System Association (ILGISA). They are not at our level but would work better with emergency management on capabilities of what they can offer. ILGISA is trying to put together a functional meeting on July 31st as a collaboration between GIS and Emergency Management personnel and hold it at the State Emergency Operations Center (SEOC). The State of Illinois doesn't know how everyone collects their GIS data. ILGISA is attempting to assess how each county collects data and then try to unify the data collection. ILGISA is also looking for communities that have drones. When the agenda for the meeting comes out IPWMAN will send it out to everyone.
- vi. Don Wenzel can obtain a cargo trailer. Don thought it might be useful to store barricades for deployments. The trailer is required to be housed in Cook County but could be used anywhere. There is nothing in the trailer but IPWMAN could use it for whatever we might need. We know the trailer is available to IPWMAN if we decide we need it. Ed has a trailer from Emergency Management Assistance Team (EMAT) with all the goods in it. Ed is waiting for information from Dave Christianson on the status of that trailer.
- b. Treasurer's Report – Howard Killian distributed a written report (attached at end of minutes).
 - i. Ed Markison, Mark Doerfler and Vince Kilcullen have credit cards. Howard requested that the card holders send their card information (last 4 digits and expiration date) to Howard.
- c. Secretary's Report –
 - i. Four new memberships (City of Coffeen, East Lincoln Township, Marshall County, Village of Monee).
 - ii. Mark Doerfler got a letter from Township Officials of Illinois Risk Management Association (TOIRMA). It is the article that TOIRMA is going to publish in their newsletter that they will send out to their townships. Mark thinks IPWMAN will be invited to speak at two

events of TOIRMA's. IPWMAN needs to get a process in place on the logistics of new townships joining IPWMAN. Ed Markison reached out to the Boone County engineer trying to get Boone County to join. The Boone County engineer said he went to a township meeting in Sterling and TOIRMA was there and was advertising the IPWMAN agreement with TOIRMA.

E. Report of Standing Committees

- a. Operations Committee – Scott Webber – Scott sent out a new duty officer schedule.
- b. Management Committee – Kelly Kerr – The Illinois Emergency Services Management Association (IESMA) and IPWMAN Memorandum of Understanding (MOU) is in process. The IPWMAN and Illinois Emergency Management Agency (IEMA) MOU is old but still in effect. Do we want to update the IEMA MOU?. Ed Markison thinks we should try and change the wording in the IEMA MOU so it will be easier for IPWMAN to deploy as a state asset. Daryyl Drago with IEMA said he could help with updating the MOU with the new wording.
- c. Membership Dues – The 2019 dues invoices went out in late March and early April. Sarah is still researching a few agencies to verify their membership. 2020 invoices should go out on December 1st with a January 31st due date. Sarah will send out 2019 invoices in the mail for all of the agencies that have not paid yet.
- d. Membership Committee – Kent Cox – not present
- e. Finance Committee – Howard Killian – not present
- f. Training Committee – Elias Koutas – Elias has a Duty Officer manual and requested a couple of pictures from board members that he would like to add to the manual.
 - i. Operation powerplay will be held on May 22nd.
 - ii. There are a lot of severe weather training classes. Elias will send a list of the classes to Sarah and the classes will go on the website.
 - iii. The duty officers schedule includes some newly trained people that are on the schedule as secondary duty officers. This will help these new duty officers to get some experience as a duty officer. Elias would like to have an annual meeting with the duty officers at the annual conference.
- g. Technology Committee – Jeff Ruth – Regarding social media, please send Jeff flooding pictures, agency response pictures or information about what your agency is doing so Jeff can spread the news. Jeff will send out information about National Public Works Week, May 19th-25th. Jeff will also send out information about Operation Power Play.

- i. Jeff checks the IPWMAN computers every month to make sure that they are all in good working order.
- h. Nominating Committee – Betty Harrison – Betty and Barb Stiehl have the slates ready for voting. The slates are: Region 4, Elias Koutas & Kelly Kerr, Region 11, Greg Smothers & Sean Henry, and the Executive Board – Ed Markison, President, Barb Stiehl, Vice-President, Howard Killian, Treasurer, and Mark Doerfler, Secretary. Barb Stiehl said there are no term limits for the Executive Board so Ed Markison can stay as President as long as necessary. If anyone wants to be on the Executive Board please reach out to Betty and/or Barb.
- i. Trailer Committee – Vince Kilcullen – Vince gave an update on the progress of the trailers. One trailer should be done by the end of May. Once the first trailer is done the second trailer should go quickly.
- j. Marketing Committee – Barb Stiehl/Bonnie Woolard –
 - i. Bonnie and Sarah Harbaugh are meeting with Anttix about the website on Thursday.
 - ii. The Township ad is complete.
 - iii. Bonnie is working on an article to go in the Township magazine, and a membership survey.
 - iv. The IPWMAN display is in the American Public Works Association (APWA) exhibitor hall.
 - v. Barb requested a second display be developed by Bonnie.
 - vi. Barb and Bonnie will start working on a brochure so IPWMAN can hand it out to the townships.
 - vii. IPWMAN is completely out of giveaways. We need giveaways for our conferences. Barb will look into ordering pens and post-its hopefully for the conference on the 22nd.
- k. Conference Committee – Mark Doerfler
 - i. 2019 Conference – IPWMAN has a signed contract with the Double Tree Hotel & Convention Center, Bloomington, IL. The IPWMAN Board meeting will be the night before at the same time as last year. If we want to have subcommittee meetings we could use one of the breakout sessions to hold those meetings.
 1. Trooper Tracey – Would Trooper Tracy be a good keynote speaker? Her typical topics are not training based but more interesting miscellaneous safety topics.
 2. University of Chicago & Western University – Barb Stiehl reaching out to these two Universities to see if they want to come to the IPWMAN conference.
 3. IPWMAN gave away duffel bags and backpacks the last two years. They cost around \$70 each. IPWMAN ordered 125-150 of each. Mark asked if the board wanted to forego

the giveaway and pay for first 100 hotel rooms? Would a free hotel room be a better motivation to get people to come versus the backpacks, duffel bags or some other similar item? We need to decide what our incentive item is before the next meeting. Ed said we will get something together prior to the August board meeting.

F. New Business

- a. Operation Power Play – Mark Doerfler – Operation Power Play will be held on May 22nd. Don Wenzel, Vydas Juskelis, Gary Holm & Dan Ruggles are going to be in the Mobile Emergency Operations Center (MEOC) acting as duty officers. Kelly Kerr & Scott Weber and Elias Koutas will be shadowing in the MEOC to see what additional training needs might be needed or how we may need to change the Management and/or Operations plan based on the large scale of this incident. Mark Doerfler and Joe Cronin will be at IIT in Chicago at the Hub. Vince will be assisting in Villa Park. Barb Stiehl and Sean Henry don't know if the SEOC is going to participate. Sean/Barb will contact the SEOC to see if they are participating. The exercise runs from 8am-12pm. Mark will send Sarah a letter to distribute to IPWMAN members requesting what needs to be done to be helpful. This purpose of this whole exercise is to see where there are flaws and work on them for the future. Sean Henry will get Mark Doerfler and Don Wenzel the phone number and email for the SEOC.
- b. Illinois APWA Conference – Barb Stiehl – IPWMAN is setup downstairs with the big display. The display will be used at the Chicago conference also.
- c. APWA Chicago Metro Chapter Expo & Conference – Kelly Kerr – IPWMAN is all set for this conference.
- d. April 25th IESMA Summit – Kent Cox- not present
- e. Gene Felchner, Illinois Department of Transportaion (IDOT) – Gene Felchner with IDOT is attending to discuss a joint conference or help with a conference.
 - i. Hopefully ITTF will contribute \$25,000 to help IPWMAN with speaker fees. The speaker has to have a terrorism-based agenda in order for IPWMAN to use ITTF funds for the speaker. Vydas and Gene will try and get the money approved. A possibility for a terrorism-based agenda is to tie it into critical infrastructure above and beyond transportation, for example, water, waste water and water treatment, planning, training and/or communications. It would be great if IPWMAN could even get \$10,000. The goal is to build a repour with ITTF so that ITTF finds our conference worthwhile and will continue to provide funds. In

- Don Wenzel's work area the police have put public works into the event plan for a mass shooting. Public Works can block streets and direct traffic which would be very valuable and free up police resources to subdue the subject.
- ii. Everyone (IPWMAN and IDOT) has a lot of contacts so it is necessary to identify what kind of presentations our members want to have at the conference and then request the contacts to come and speak. There are two main presentation types IPWMAN needs to think about:
 - 1. Speakers related to terrorism, activities, learning experiences and
 - 2. IDOT staff that can come and give presentations that are relevant to IPWMAN.
 - iii. Some ideas that were suggested that IDOT could talk about would be:
 - 1. If a state road goes through a town and there is a disaster event how do we coordinate with IDOT to shut the road down, get it cleared and other assistance.
 - 2. What assets IDOT has available, benefits, expectations, pumps and labor. IDOT is working on a presentation for pumps knowing some of the typical missions that IDOT deploys and do the assets have to be used for a disaster. The board needs to give input to Mark on ideas for breakout sessions. Vydas Juskelis suggested the board talk to their law enforcement people to see if there is something they might want to have presented.

B. Unfinished Business

- a. TOIRMA Discussion – Discussed under D.c.ii.
- b. ITTF update – Vydas Juskelis – Mike Chamness is back as chair of ITTF. Mike is a big advocate of IPWMAN. The Critical Infrastructure Committee was tasked to look at their committee structure to figure out how to make it more manageable. The Committee is proposing to divide the Critical Infrastructure Committee into five subsectors: Business Emergency Operation Center (BEOC), Public Health, Cyber Security, Emergency Management, and Transportation. The next meeting will be held on May 9th.
- c. APWA License Plate – Don Wenzel – Don talked with Senator Gillespie who stated that it should be no problem getting a public works license plate. The state would not start making the public works plates until 2,000 have been ordered. Where should the money go from the plates? IDOT has a department that puts up signs identifying the spot where someone got killed. Would IDOT put a sign up for a local public works employee that was killed while performing their public works duties on the state highway that they maintain? The money from the plates may be able to cover that.

- i. Public Works has never been recognized as a first responder. Senator Gillespie will sponsor a bill to get public works recognized but the bill will not happen until next fall. Emergency Management people haven't been recognized either. Senator Gillespie may put both public works and emergency management on the bill.
- d. Regional IEMA Director Meetings – All – Are the regional directors attending? Elias Koutas, attended the Region 4 meeting. Barb Stiehl is attending the Region 7 meeting on May 16th and giving a small presentation on IPWMAN. Vince Kilcullen has a conflict for the Region 3 meeting.
- e. Illinois Extension Office Webinar – Ed Markison – Ed Markison did the webinar.
<https://www.youtube.com/watch?v=3WAFY-8Fd-U&feature=youtu.be>
- f. IPWMAN Magnets – Markison – Howard Killian sent a check to McHenry County for the magnets. Mark Doerfler has the magnets.
- g. IPWMAN Capital Plan – Markison – Ed is waiting on the trailer information in order to complete the Capital Plan.
- h. Miscellaneous Updates? – None were presented.

C. Next Meeting Date and Location

- a. Next Meeting – Thursday August 15, 2019 @ Bloomington Double Tree & Convention Center at 10:00am.

D. Adjournment

Motion was made by Tom Casson to adjourn the meeting.

Barb Stiehl seconded the motion.

Voice vote taken. Motion passed unanimously.

Meeting adjourned at 11:48am.

May 2, 2019 Meeting Minutes

BOARD PRESIDENT APPROVAL

Signature & Date _____

BOARD SECRETARY APPROVAL

Signature & Date _____