



Board of Directors Meeting
August 10, 2023, at 10:00 a.m.
Doubletree, Ironwood Room
10 Brickyard Dr.
Bloomington, IL 61701

Board of Directors Meeting Minutes

A. Call to Order 10:00am

B. Roll Call/Introductions

In Person Mark Runyon, Village of Oswego, President
Ed Markison, McHenry County, Past President
Mark Doerfler, Secretary
Joe Cronin, Village of Lockport, Region 3
Vince Kilcullen, Village of Algonquin, Region 3
Graham Strebler, Village of Rolling Meadows, Region 4
Barb Stiehl, City of Urbana, Nominating Committee
Colleen Martoccio, McHenry County, Information Technology Committee

Zoom Gary Holm, City of Batavia, Vice President
Clifford Frye, Christian County Highway Department, Region 6
Dave Clark, City of Champaign, Region 7
Rob Hancock, City of Troy, Region 8
Jeremy Heuerman City of Effingham, Region 9
Brandon Tanner, Johnson County, Region 11
Chester Gorecki, Marketing Committee

C. Call to Order 10am

D. Roll Call/Introductions

E. Approval of Minutes

- a. Board of Directors Meeting – Thursday, May 4, 2023 (*discussion/vote*)

Motion was made by Ed Markison to approve the meeting minutes from the May 4, 2023, Board of Directors Meeting.

Graham Strebler seconded the motion.

Voice vote was taken. Motion passed unanimously.

F. Report of Officers

a. President's Report

- i. IPSI Update – Mark Runyon has 9 applications. He will be reviewing them, and the final decision will be made by the end of month. The fall session will take place October 1-6, 2023, in Effingham.

- ii. Illinois Arborist Association (IAA) – Mark R. and Elias Koutas will be exhibiting at the IAA conference in November.
- b. Vice President Report – Nothing to present.
- c. Treasurer’s Report – Aaron unavailable
 - i. Budget Update – If you have any questions about the budget information that was distributed, please contact Aaron.
- d. Secretary’s Report
 - i. New members – Tonti Township, Village of Lake Villa, Village of Palmer, Randolph Township, City of Savannah, Village of West Point
 - ii. IEMA-OHS Relationship – After the June/July storms Illinois Emergency Management Agency Office of Homeland Security (IEMA-OHS) is sending out a lot of positive feedback about IPWMAN. IEMA would like us to give presentations at the monthly County Emergency Managers meetings and attend the regional meetings. IEMA wants to push membership in IPWMAN via the regional meetings.
 - 1. Mission-ready package – IEMA wants us to prepare this information so they would know exactly what it would cost for us to deploy.
 - 2. There is talk of funding through Homeland Security Advisory Council Emergency Managers (HSAC EM) Subcommittee to allow for funding of an IPWMAN deployment without a Disaster Proclamation. Next year IEMA would like to have some money set aside to deploy us outside of a disaster Proclamation.

G. Report of Standing Committees

- a. Operations Committee – Chris Drey
 - i. Recent Activations
 - 1. Nauvoo - \$28,775.70 for a two week deployment
 - 2. St. Joseph - \$69,467.45 for a one week deployment
 - 3. Macomb Reimbursement Process – IEMA-OHS Deployment – Labor was 592 hours, and 944 overtime hours (preparing for the next day, resting, strategizing). Labor cost is \$77,134.61. Mark has not received the information for the equipment portion yet. Mark has more paperwork to complete. Once completed and process through IEMA IPWMAN will get a check from IEMA and IPWMAN will send money to each member agency. Having a management-ready package should help this process run smoother in the future.
 - 4. Minooka Deployment – Mark D. will compile this information.
 - 5. Chatham – Chatham had one responder from IPWMAN. If other responders were IPWMAN members we can add them to our response calculations.
 - 6. Gary Holm wanted to acknowledge all the work Rob Hancock did for the July activations. Mark Runyon thanked all the duty officers and responders for their help with all these activations.
 - ii. Will County Public Safety Symposium – October 6, 2023 – IPWMAN will have a booth.

- b. Management Committee – Kelly Kerr - unavailable – Mark D. and Mark R. have a phone call scheduled with Illinois Emergency Services Management Association (IESMA). IPWMAN has put signing the MOU with IRMA on hold.
- c. Membership Committee – Barb Stiehl
 - i. Associate Members (retired & unemployed) – Barb sent out a waiver of liability for Associate members. Barb would welcome any feedback. Associate members can be members of a committee and vote on committee issues but cannot be on the board or executive board and cannot vote on membership issues. We talked about individuals not having to pay but companies would have to pay. How do we prevent a company from having numerous employees sign up individually so they can avoid the cost that we would charge companies. The question was brought up about access to our website and therefore having access to our membership contact information. Are there people that would like to work with Barb on this? Kelly Kerr and Barb can work together. If anyone is interested in participating, please reach out to Barb. Gary Holm volunteered to review documentation. Joe Cronin, Graham Strebler and Gary please provide any information you would like included in the documentation. Do we want to allow associate members to be a Duty Officer?
 - ii. Barb is doing a presentation in the IR on Monday, August 14th.
 - iii. Barb received an invitation to attend the IEMA Summit September 6-8 in Springfield. This conference costs \$75 and they typically don't give free attendance.
 - iv. The County Engineers have a fall conference – October 5 in Moline. IPWMAN is trying to give a presentation.
- d. Finance Committee – Aaron Howe – unavailable
- e. Training Committee – Graham Strebler – Lake Villa is interested in having some of us go to talk about how IPWMAN works.
- f. Social Media Committee – Jeff Ruth – Sent email report. Thanked everyone for the pictures they sent of the recent activations. Our social media activity increased due to those pictures. Jeff is going to create a threads profile. When that is done, he will share it with everyone.
- g. Technology Committee – Colleen Martoccio – We need to have media consent forms for photos on our website. Colleen will not be at the conference. She has her co-worker Kevin attending to help at the conference.
- h. Nominating Committee – Barb Stiehl/OPEN
 - i. Positions up for election-President/VP/Secretary/Treasurer/Regions-3, 6, 8, & 11
An email will go out about these open positions. Nominating committee chair is open also.
- i. Trailer Committee – Vince Kilcullen
 - i. Storage home for 2nd response trailer – German Hills is a possible location. The two trailers need to divvy up the supplies from the Mobile Emergency Operations Center (MEOC). After that is done Vince will bring the extra trailer to the conference and Germantown Hills will drive it back to their storage area.

- j. Marketing Committee – Barb Stiehl-
 - i. Newsletter – Sarah H. and Chester Gorecki – Mark Runyon introduced Chester Gorecki. The newsletter will go out this summer.
- k. Conference Committee – Mark Doerfler
 - i. 2023 Conference Update – Committee is working diligently on conference. We still need more sponsors/exhibitors. Please reach out to your vendors and see if you can get them to support our conference. We have 85 people registered already. Our board meeting will be at 9am. Board lunch will be served at 10:30. Registration will be at 11 vs. 12. IRMA is sponsoring Dennis Turpin who will be our keynote speaker. We will have 5 breakout rooms. We are saving money by eliminating some food options and covering only \$50 for hotel rooms. The next conference meeting is August 22nd. Should we hold a duty officer training at the conference/after the conference or at another date. An introductory class will be held at the conference and then have a longer version held elsewhere at another time.
- l. APWA Liaison Update – Chris Drey
 - i. SW Branch would like IPWMAN to give a presentation.

H. Old Business

- a. Chicago Metro Chapter APWA Expo May 24 & 25 recap – Chris Drey, Graham Strebler – there was a lot of interest at this exhibition.
- b. Regional IEMA Director Meetings – All – Vince will attend his next Friday.
- c. Duty Officer Training Update – Graham Strebler-(2023 Conference Training) covered above.
- d. Reaching out to Member Agencies regularly (Regional Directors, Zoom Meetings, IEMA Contacts)-Follow up from May meeting. – Joe Cronin – nothing to report
- e. IPEMA/IESMA/ILIMS MOU updates – IPEMA mentioned above.
- f. Website Update – Mark D. got an update this morning. You can view the beta site. Mark D. will forward the email with the link to the beta website.
- g. Associate Membership Waiver and Release Liability – Barb Stiehl

I. New Business

- a. photos@ipwman.org –Any photos people have can be added to the google drive. Sarah will send out instructions about how to access the drive where these photos are stored.
- b. Executive Director Position – Funding is available from ITTF for this position. Mutual Aid Box Alarm System (MABAS) will be the fiduciary for this position. This position will be an employee of MABAS. The job description was distributed. This position will only exist as long as the funding is provided from the state. Once funded it will typically remain funded. There may be extra funds for some of our operating expenses, like Constant Contact. This position is for administration not operations.

Motion was made by Vince Kilcullen to approve moving forward to create a position for Executive Director and move forward to hiring someone for this position for a \$90,000 salary plus an extra \$20,000 for expenses.

Ed Markison seconded the motion.

Voice vote was taken. Motion passed unanimously.

- c. Government Body/Non-Profit Organization -- Discussion
 - i. It was discussed to hire an attorney to sift through what and who we are. There are multiple areas in our by-laws and operations manual where we are both a government body and a non-profit organization. The attorney would clean up the wording. Illinois Law Enforcement Alarm System (ILEAS) provided us with the name of an attorney, Dick Stite, who is an expert in this subject matter in Bloomington, IL. Mark D. suggested we contact this attorney and have him give us an estimate of the cost. Mark D. will reach out to the ILEAS attorney and Mark R. will reach out to the MABAS attorney to see how much it would cost. Then we vote to hire the attorney in October and hopefully we will be in good shape come January 1st.
 - ii. Most likely will need to follow Illinois Open Meeting Act
 - 1. Conducting of future meetings – multiple sites like HSAC
 - 2. Post agendas in compliance
 - 3. Post Minutes in compliance
 - 4. Training for board members
- d. Purchase of new membership books – Not to exceed \$550.00.
 - i. Hold off on printing until we have answers regarding the Government Agency/ Not for Profit Situation. Motion to purchase new membership books not to exceed \$550
 - ii. Ed motion graham second.

Motion was made by Ed Markison to approve the purchase of member book materials not to exceed \$550. Printing of the inside materials will wait until the by-laws and operation manual have been updated.

Graham Strebler seconded the motion.

Voice vote was taken. Motion passed unanimously.

- e. Secretary Resignation
 - i. Words from Mark D.
- f. Appointment of interim Secretary – Joe Cronin was sworn in as the new interim Secretary. Joe will step down from his Region 3 Director position.

Motion was made Gary Holm for Mark Doerfler to act as the IPWMAN Administrative Liaison to handle the conference, attend meetings, etc.

Graham Strebler seconded the motion.

Voice vote was taken. Motion passed unanimously.

- g. Appointment of new Marketing Committee Chair – Chester Gorecki was voted in as the new marketing committee chair. Voice vote was taken and passed unanimously.
- i. IPWMAN will cover the cost of a hotel stay for attending a conference/exhibiting event when the distance is 45 minutes or longer or multiple days prevents that person from returning home.

Motion was made by Graham Strebler for IPWMAN to cover the cost of a hotel stay for attending a conference/exhibiting event when the distance is more than 45 minutes away or multiple days are required which prevents that person from returning home.

Vince Kilkullen seconded the motion.

Voice vote was taken. Motion passed unanimously.

- ii. IIMS Credentialling. Illinois Incident Management System (IIMS) no longer recognizes the 300 and 400 level classes from command in general staff. You will need to redo the 300 & 400 MIMS training.

J. Next Meeting Date and Location

- a. Next Board of Directors Meeting Tuesday, October 24, 2023 @ 9:00 a.m. at DoubleTree Hotel, Bloomington, IL.

K. Adjournment 12:01pm

Motion was made by Ed Markison to adjourn the meeting at 12:01pm.

Joe Cronin seconded the motion.

Voice vote was taken. Motion passed unanimously.

August 10, 2023, Meeting Minutes

BOARD PRESIDENT APPROVAL

Signature & Date _____

BOARD SECRETARY APPROVAL

Signature & Date _____