



**Board of Directors Meeting**  
**October 16, 2017, 6:00p.m.**  
**Double Tree Hotel & Convention**  
**Center – Ironwood Room**  
**Bloomington, IL 61702-3157**

## **BOARD OF DIRECTORS MEETING**

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**Present:**

Don Wenzel, City of Rolling Meadows, President  
Ed Markison, McHenry County, Region 3, Vice President  
Mark Doerfler, Wauponsee Township, Secretary  
Howard Killian, Village of Elmhurst, Treasurer  
Betty Harrison, Village of Lake Zurich, Past President  
Joe Cronin, City of Lockport, 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, Region 6  
Ed Andrews, City of Washington, Region 7  
Dan Bowman, City of O'Fallon, Region 8  
Steve Miller, City of Effingham, Region 9  
Greg Smothers, Williamson County Hwy Dept, Region 11  
Sean Henry, City of Carbondale, Region 11  
Kelly Kerr, Village of Hoffman Estates, Mgmt Committee Chair  
Barb Stiehl, City of Urbana, Nominations Committee Co-Chair  
Sarah Harbaugh, IPWMAN Executive Assistant

**A. Call to Order**

The meeting was called to order by President Don Wenzel at 6:01 pm

**B. Roll Call/Introductions**

Roll was called. A quorum was present.

**C. Approval of Minutes** - Barb sent Sarah some corrections and Ed will send some more and they will be incorporated into the final minutes.

Motion was made by Mark Doerfler to approve the minutes with the changes submitted by Ed and Barb of the August 17, 2017 minutes.

Vince Kilcullen seconded the motion.

Voice vote taken. Motion passed unanimously.

**D. Report of Officers**

- a. President's Report – Don thanked everyone for all of their service throughout his tenure. A lot was accomplished (new website, accumulated new resources, growth of IPWMAN, 35-40

presentations and developed a lot relationships with other Mutual Aid Partnerships) over the past three years.

i. Presentation Requests

1. Township Officials of Illinois – November, 14 – Barb/ Kilcullen/ Doerfler
2. County Engineers Meeting – Spring Meeting – Casson/Markison
3. T.H.E. Conference U of I Champaign – February 2018 – Barb Stiehl

ii. Donation letters – Don sent out about 20 letters to corporations. He got three no responses. Don reached out to a vendor and got a couple of paper towel dispensers and a \$40 donation. He also reached out to an office supply vendor and will get four desk chairs.

b. Treasurer's Report

i. 2016 Audit – Howard will schedule a professional audit.

ii. 2017 Outstand Dues Payments – There are less than 30 outstanding invoices.

iii. 2018 Budget – Howard passed out a copy of the budget. He is working to keep the fund balance above \$80,000. The miscellaneous line item includes radio batteries, most of the payments for the trailers and most of the expenditures for the deployment kits. The dues revenue was bumped up because we keep getting new members. Trailer insurance is carried by IDOT. Howard will check about insurance for the contents of the trailers.

Should we invest some of our extra funds? We need to be careful about keeping funds available for expenditures. We need to have an investment policy. Howard will start working on an investment policy.

We also need to look into having to submit the IRS long form or possibly getting into a tax preparation service since our revenues are increasing.

We need to come up with a capital plan.

iv. 2018 Dues Collection – Need to make sure we have all the agencies from the website in the system.

Motion was made by Sean Henry to approve the 2018 budget.

Tom Casson seconded the motion.

Voice vote taken. Motion passed unanimously.

c. Secretary's Report

i. New Membership Additions – membership total 307

1. Village of Grand Ridge
2. Oswego Township
3. City of Oglesby
4. Village of German Town Hills
5. Village of Glendale Heights
6. Chouteau Township
7. Village of Dalzell
8. St. Anne Township

9. Village of Donnellson

- ii. Mark gave out conflict of interest forms for everyone to sign and return back to Mark.
- iii. There are a lot of extra IPWMAN binders that can be given away.

**E. Report of Standing Committees**

a. Operations Committee – Scott Webber

- i. Duty Officer Assignments are up to date. Scott would like to get new people to help with the Duty Officer assignments. Scott and Kelly both would like some training. Sarah will send via e-mail the Website Duty Officer Manual to Scott and Kelly.
- ii. Duty officer training – Cronin/ Kilcullen/ Koutas
  - 1. Feedback from Naplate/ Ottawa Tornado Hot Wash – A table top drill will be developed in cooperation with Gary Holm, Elias Koutas, Joe Cronin, Vince Kilcullen and Antix (website folks) in December or January and the committee will hold a training shortly after that.

b. Management Committee – Kelly Kerr

- i. By-law changes ready for Annual meeting
  - 1. Changing Regions from two votes to one
  - 2. Annual Meeting Quorum - 20% to 10%
- ii. Reviewing IPWMAN Documents
  - 1. Bylaws – Update from Oct, 2016 annual meeting – An e-mail vote went out. Currently we are short a few votes. Agencies will be contacted to remind them to get those votes in. If we don't get all the votes we need can we open it back up electronically? Yes, we can do that.
  - 2. Bylaws – Proposed change from 2012 related to retired membership – This did not get approved. Seems like a good idea to let retired members continue to be members after retirement for free. Kelly will prepare a by law change for retired members for the next meeting.
  - 3. Operations Plan Review Update/ Proposed changes from 2013 – were these accepted? Keith Watson sent the most current version. Need to check with him to see if they were approved by the board.
  - 4. Policy Manual - Kelly will continue to work on the Policy Manual.
  - 5. Question regarding “other fees” in mutual aid agreement – Doerfler – What are “other fees”? These would be charges incurred for services rendered beyond the 5 days.
- iii. Two new committees - Don Wenzel asked about the two committees that were added (Technical Committee and Conference Committee). Have they been added to the bylaws or the operations plan/policy? The committees do not need to be added to the

bylaws if they are added to operations plan/policy. The board can approve updates to the operations plan/policy.

- iv. Committees - Ed wants to make sure that every committee has a chair and also a couple of members. Ed also wants to make sure each committee has all of the proper subcommittees. For example the technical committee should have social media attached with it. The Board has the ability to update these items in the operating policy.
  
- c. Membership Committee
  - i. Total Number of Members – 307
- d. Finance Committee -- Howard Killian – Send Credit Card receipts to Howard with a note on what you purchased and the reason for the purchase.
- e. Training Committee - Elias volunteered to head this committee.
- f. Technology Committee – Jeff Ruth – Was not present.
  - i. SEECOM – I Am Responding tests – Don mentioned that SEECOM sent out a test to the board. This is how the activation notifications will go out from now on.
  - ii. StarCom radios/ possible grant for additional radios – ILEAS sent out an application for starcom mobile radios. They have 250 of them but whoever takes them may have to cover the monthly service for them.
  - iii. We have 6 radios for the board – Don, Steve, Ed, Mark, MEOC (haven't seen a radio in the MEOC) and 1 other one is missing. Don should give his radio to Howard. We need a list of who has the radios and good contact information for where the cache of radios are so we can dispatch the 3 caches – Champaign Fire, Marion Fire and ILEAS at Mabas.
- g. Nominating Committee -- Betty Harrison
  - i. 2017 Election
    - 1. Positions Up for Election
      - a. President, Vice President, Secretary, Treasurer – All 2 year positions
      - b. Regions 3,6,8 – All 3 year positions
    - 2. Teller Committee (Counts votes) – who are they? Steve and Betty.

## **F. Other Business**

- a. Establishing the Executive Board for 2018, electing 1 regional director to the Executive Board – Currently it is Steve Miller. Joe Cronin will be taking over this position from Steve.
- b. IPWMAN Capital Plan – Markison – Don will get the information of IPWMAN capital assets to Ed so he can get started on a plan.
- c. Investing of IPWMAN Funds – this topic was covered under the treasurer's report.

- d. Grasshopper Update – Readable Voice Mails – Harbaugh – Reading the voicemails is great vs. having to listen to them.  
Sarah will work to update emails and grasshopper accounts for new board members.  
Howard will check with the bank on who has signature authority.
- e. ITTF Update – Juskelis – Vydas gave an update on what ITTF is doing. IPWMAN needs to submit 3 people to attend ITTF (only one person needs to go per meeting). The President, Barb and Sean typically have been involved. The board needs to decide who the three will be and those three will need to have their names submitted and go through the ethics training. There is an APWA member spot open if anyone wants to attend as APWA. The more involved we are, the more input we have in what ITTF is doing.
- f. IPWMAN Resources for Funeral Processions – Killian – Oswego asked if they could send out an activation. Yes, as a non-emergency activation request.
- g. Mobile Response Trailers – The insides of the trailers need to be finished. The committee needs to coordinate getting the trailers outfitted. No one should start anything on the trailers without the entire committee agreeing. The committee will probably meet at the end of the year or the beginning of 2018 to figure out what will happen next.
  - i. Committee members – Kilcullen, Doerfler, Wenzel, Markison, Cronin, Ruth, Steve Miller (Bolingbrook) – The trailers will be stored in Villa Park (Vydas Juskelis), Carbondale (Sean Henry) and the MEOC (Mobile Emergency Operations Center) in Washington. The trailers and their locations need to be added to the operations plan. The board agreed to these storage places.
- h. Update of moving files from ILEAS to Carbondale – Henry – Sean will contact Nancy and get the files to Carbondale. It is just a filing cabinet or two and the cabinets can go with the files. Once files are moved the new member applications will sent down there once a year.
- i. Naming Regional Director for Region 2 for Vacant Position (Marcy Leach) – Wenzel – We have members from Region 2 attending the conference. Don will ask if any of them are interested. Joe Cronin is currently one of the directors and hopefully we can find another.  
-There was a new director appointed Sam Tesreau
- j. Website Update -- Sarah Harbaugh
  - i. Contacts to SEECOM – This is an ongoing process.  
Mark receives the website analytics. He will send out to the board.
- k. Hard copy of “IPWMAN User Manual” – Harbaugh – Printer did not get the books printed in time. Sarah will put together the list of what is in the book right now and will send out to the board for review. It depends on what kind of manual we put together on what items will be included. Need to include list of assets. The idea of an app was brought up. Great idea but not all agencies would make use of that kind of technology.
- l. IPWMAN Magnets – Markison – The design is complete. Ed can’t use the credit card for the county so Ed needs an invoice to submit.

- m. General Promotional Items – Henry – The marketing plan (business cards, letterhead, table cloths, pull up signs, attire, etc.) needs to be consistent. We have a style guide so we need to make sure that it is used. Sean is going to continue to work on a marketing plan.
  - i. Do we want to continue with an ad in the Township Perspective? Yes. Do we want to advertise with APWA Chicago Metropolitan and or Illinois Chapter - yearbook or newsletter ad?

Tom Casson made a motion to approve the advertisements.

Sean Henry seconded the motion.

Voice vote taken. Motion passed unanimously.

- n. IPWMAN online apparel store – Doerfler – We can have someone do an on-line apparel store that doesn't require anything on our part. We pick the items and just give him the logo. When he gets the order he makes it and sends it out. This gets our name out there. There is no minimum. Barb expressed concern that non-members might order apparel and potentially go to an emergency wearing our logo which could cause issues. Mark said we can put the link in the non-member part of the web site. We would not make money on this it was a thought to get our name out as positive advertising. Mark needs to bring back more information, pricing. This guy could also add our logo to any piece of apparel brought to him.
- o. Reorder IPWMAN shirts for board – not doing this again right now.
- p. Business cards, who needs them? – Doerfler – Those that need them send an email to Mark with email address, phone number, title and he will get them printed.
- q. Safety Vests Sizing – Ed Andrews will size board members at the conference.
- r. Restructuring Committees – Wenzel/ Markison – This is a goal of Ed's to get going on after the conference. Ed wants to utilize the committees to take care of a lot of things before the board meetings so the board only needs to vote.
- s. Meeting Dates for 2018 – Mark will ask the hotel if we could hold our board meetings for free at the hotel vs. the Bloomington Gov't Center.
  - i. Thursday, February 22, 2018 – Bloomington Government Center, 10:30
  - ii. Thursday, May 3, 2018 – APWA Conference, Peoria Civic Center, 10:30
  - iii. Thursday, August 16, 2018 – Bloomington Government Center, 10: 30
  - iv. Monday October 15, 2018 IPWMAN Conference Double Tree Hotel, Bloomington
- t. Corporate Memberships – Harbaugh
  - i. Benefits and Value of Renewal - \$250 value. They receive a 2018 membership. In the future if we ever do a newsletter we could give them advertising benefits. They will receive an IPWMAN logo with 2018 on it.
    - 1. Renewal during the first quarter of 2018? No it is good until the next conference.
  - ii. Specific logo for corporate members update for 2018.

u. IPWMAN Conference Discussion -- Doerfler

i. 2017 Conference -- October 17 & 18, 2017

1. Review of 2017 Conference

- a. 87 members registered, representing 64 agencies. We need 62 agencies for a quorum. We had 15 different presentations and 14 vendors at the conference.

2. Costs

3. Comparison of 2016 & 2017

Members 2016 (72)– 2017 (87)

Agencies 2016 (49) – 2017 (64)

Presentations 2016 (16) – 2017 (15)

4. Sponsorships – Harbaugh/ Doerfler

We have 1 Silver sponsor, 6 Bronze sponsors, and 2 cash donations. Hopefully next year we can get more responses and have more coordination to get more sponsorship.

5. Give a way's – Kilcullen – 100 backpacks, loaded with pens and notepads, membership stickers, Municipal Magazine, Public Works Magazine and pocket guides, and conference book will be handed out to the members.

6. Schedule - attachment

7. Merging with another group for 2018 or 2019 – It is too late to merge together for 2018. Do we want to merge with them in 2019? It was mentioned to add a IPWMAN track. IMSA has a five day track in conjunction with APWA. There are a lot of people who attend this so it would be good exposure. There are two APWA sections. The Chicago Metro section has their conference a couple of weeks after so we might lose some people because they can't go to both.

- a. IEMA or IESMA are other options to merge with.

**G. Any additional business**

**H. Adjournment 8:04 pm**

Tom Casson made a motion to adjourn the meeting.

Vince Kilcullen seconded the motion.

Voice vote taken. Motion passed unanimously. Meeting adjourned at 8:04pm.