



Board of Directors Meeting
October 12, 2020 at 10:00 a.m.
Virtual ZOOM Meeting

Board of Directors Meeting Minutes

Present: Ed Markison, McHenry County, President
Barb Stiehl, City of Urbana, Vice-President
Mark Doerfler, Wauponsee Township, Secretary
Steve Miller, Village of Bolingbrook, Treasurer
Joe Cronin, City of Lockport, Region 2
Gary Holm, City of Batavia, Region 3
Vince Kilcullen, Village of Algonquin, Region 3
Elias Koutas, Village of Palatine, Region 4
Kelly Kerr, Village of Hoffman Estates, Region 4
Dave Clark, City of Champaign, Region 7
Mark Runyon, Village of Oswego, Region 8
Sean Henry, City of Carbondale, Region 11
Aaron Howe, Village of Hoffman Estates, Finance Committee
Jeff Ruth, Village of Bolingbrook, Social Media Committee
Sarah Harbaugh, IPWMAN Executive Assistant
Bonnie Woolard, Woolard Marketing
Don Kauerauf, Illinois Terrorism Task Force (ITTF) Chairman

A. Call to Order 10:06 am

B. Roll Call/Introductions

C. Swearing in Ceremony

- a. IPWMAN Treasurer Steve Miller was sworn in.

D. Approval of Minutes

- a. Board of Directors Meeting – Thursday August 13, 2020

Motion was made by Barb Stiehl to approve the minutes of the Thursday, August 13, 2020 meeting.

Joe Cronin seconded the motion.

Voice vote was taken. Motion passed unanimously.

E. Don Kauerauf, ITTF Chairman

Don attended the IPWMAN Board meeting to introduce himself to the IPWMAN board and to better understand what IPWMAN does and how ITTF can help IPWMAN. Don started off by telling the board that he is all about having a strategy in place. When funding comes in money can then be distributed based upon the strategy. Don's main two strategies include a statewide strategy and a prevention strategy. Don wants to be active in all ITTF committees and will be available in any way IPWMAN would prefer.

Ed gave a brief overview of IPWMAN. Money was approved by ITTF in 2020 for the IPWMAN conference. The IPWMAN conference was cancelled due to COVID. Don stated that he would support our 2021 conference.

Ed requested Don to mention IPWMAN to Illinois Emergency Management Association (IEMA) Chairman Alicia Tate-Nadeau to try and have IPWMAN be activated as a state asset so that IPWMAN can help communities that are not members. IPWMAN has had communities reach out for help after a storm/flooding but IPWMAN was unable to help because they were not members. Many of those communities have joined after the fact. If the state could activate IPWMAN we could help those communities with the intent being that those communities would then join IPWMAN and be covered for any future activations. Don suggested that Eric Hodges, IEMA Chief of Operations, would also be a very valuable contact for IPWMAN. Don will make that introduction for IPWMAN and is sending Ed Eric's contact information.

Mark thanked Don for attending our meeting. Mark then stated that IPWMAN is always trying to acquire assets to help IPWMAN respond quicker, easier, and better. Could ITTF help us with funding some of these items? Don stressed that he is all about strategies. Don suggested we be active in the Critical Infrastructure Committee. IPWMAN should understand the committee's strategies and figure out how IPWMAN fits into those strategies. Don said that fund matching is the way of the future. Don suggested that we learn how fund matching will affect us and how we can get the funds to match.

Don is planning on creating an approved list of projects identified and prioritized so when IEMA is ready to distribute funds the project can be completed by the end of June 2021. Don suggested IPWMAN identify projects that fit into the Critical Infrastructure Committee strategies so that when funding becomes available the project can receive funding and be completed.

F. Report of Officers

a. President's Report

i. Approval of 2021 IPWMAN Meeting Calendar

1. February 18, 2021 (Board Meeting – Virtual)
2. May 6, 2021 (Board Meeting – Bloomington)
3. August 12, 2021 (Board Meeting – Bloomington)
4. October 18, 2021 (Board Meeting – Bloomington)
5. October 19, 2021 (Annual Membership Meeting – Bloomington)

Motion was made by Barb Stiehl to approve the minutes of the 2021 IPWMAN Meeting Calendar.

Steve Miller seconded the motion.

Voice vote was taken. Motion passed unanimously.

b. Treasurer's Report

Steve is getting caught up on his treasurer duties. Steve gave the IPWMAN account balance. Steve went to the bank with Howard. The IPWMAN credit cards are now under Steve's name. Steve closed out the old credit cards and new credit cards will be issued to those that had them before (Steve and Mark - \$5,000 limit, Vince & Ed - \$2,500 limit).

Mark suggested that Sarah help Steve with some of his more routine duties. Steve fully supported Sarah taking over duties with Steve and Aaron providing oversight. Sarah suggested getting an upgrade to QuickBooks to allow for multi-users. Mark suggested that Steve, Aaron, and Sarah figure out the best procedures for all of the IPWMAN financial duties. Gary asked that we make sure that we have checks and balances in place to protect IPWMAN funds. Mark requested that standard reports be submitted for the quarterly board meetings. A formal outline

of duties will be reported at the next board meeting.

Motion was made by Barb Stiehl for the Finance Committee to purchase a multi-user QuickBooks license with a maximum of \$500.

Vince Kicullen seconded the motion.

Voice vote was taken. Motion passed unanimously.

c. Secretary's Report

- i. New Membership – There have been no new members since the last board meeting. Sarah mentioned that the City of Chenoa has sent in an application, but the application fee has not been received yet. Once the check is received the Chenoa application will be sent to Mark. This is the first time that Mark has not been able to report a new member.

G. Report of Standing Committees

- a. Operations Committee – Scott Webber – Not Present
- b. Management Committee – Kelly Kerr – Kelly has some minor changes to the By-Laws. Kelly complimented Bonnie on the Newsletter.
- c. Membership Committee – Kent Cox – Not Present
- d. Finance Committee – Aaron Howe – Aaron is looking forward to developing specific duties for his position. Steve suggested that the board provide input on what duties Aaron can accomplish. Barb suggested that Aaron be the lead for the IPWMAN budget and Steve would then implement the budget. Ed suggested that Aaron can also develop strategies for future funds from ITTF. Steve, Aaron and Sarah will meet to discuss these ideas.
- e. Training Committee – Elias Koutas

Elias is working on scheduling a duty officer #2 training. This training would provide a quick review of what happens when an activation request comes in. Then this session would concentrate on the website side of things along with the documentation requirements. Elias requested that the duty officer training attendees have access to the website so that they can view the discussion points firsthand. Elias is looking at December 11th as the date for this training.

The last duty officer training that Elias held on August 28th was well attended.

The IPWMAN SEECOM monthly tests are occurring every month. Elias asked if there is any reporting or documentation on this. Sarah receives updates from agencies. This is important for our activations.

Any training that IPWMAN has will go on the website and in the newsletter.

Elias/Barb FEMA sent out a listing of new resource types in positions and materials and requested feedback. The deadline for this national engagement for comments is due November 6th. Ed suggested that the board of directors would be the best people to review this listing for an IPWMAN perspective. Barb mentioned that the original FEMA distribution was probably sent to the Emergency Management part of agencies. Barb thought it might be worthwhile for us to send the request to our membership which would expose the information to the public works part of agencies. Mark suggested a three-prong approach: First, the IPWMAN board of directors would review and develop an IPWMAN list of recommendations. Second, IPWMAN would then send our recommendations to our membership for their review and ask that the agencies send any of their comments to FEMA.

www.ipwman.org

Third, IPWMAN would send our recommendations to the agencies that have been involved in activations for their review and ask that those agencies send any comments to FEMA also. Elias will take the lead on this project.

- f. Social Media Committee – Jeff Ruth – Jeff wanted to thank Barb for her input on items to add to our social media. Bonnie also gave Jeff the newsletter so that has been posted. This month is Cyber Security month, so Jeff has been posting some related items. Jeff encouraged everyone to post links to our posts. If anyone has any big projects or information that they want to share, please forward them to Jeff. Mark suggested that Bonnie add an item in the next newsletter requesting our membership to also forward things to Jeff for posting. Elias is going to ask his duty officers for pictures from recent events that he will be able to share with Jeff for posting. Jeff will also post information about the next duty officer training.
- g. Technology Committee – Colleen Martoccio –Not present
- h. Nominating Committee – Betty Harrison – Barb Stiehl reported.
 - i. Regions 3 (Gary Holm, Vince Kilcullen), 6 (Kent Cox and an open position) and 8 (Rob Hancock and Mark Runyon is holding a temporary spot) are up for re-election.
 - ii. Regions 6, 7 & 8 have an open board position. Barb is going to reach out to members of the ITTF Critical Infrastructure Committee that are in Region 6 to see if they would be interested in holding a director position and also be a liaison for the State Emergency Operations Center (SEOC).
- i. Trailer Committee – Vince Kilcullen – COVID is preventing him from finishing the second trailer.
- j. Marketing Committee – Barb Stiehl/Bonnie Woolard
 - i. 2021 Goals – One goal is to try and have at least one, member agency, from every county in the state. It might help grow membership knowing that there are neighboring communities that are members and can assist.
 - ii. TOIRMA Discussion – Bonnie is going to contact Jim Donelon to request assistance in sending out information to their membership. It would be worthwhile to target the beginning of the year so that the townships could get their membership fees included in their upcoming budget.
 - iii. Township of Illinois – The organization suggested that IPWMAN could do some webinars for them.
 - iv. Illinois Arborist Association – Barb is going to give a virtual presentation on December 4th about IPWMAN at their conference.
 - v. Chenoa Video – Bonnie went to Chenoa and recorded a video about how their organization had been talking about joining IPWMAN but hadn't gotten around to formally joining and then they got hit with a terrible wind storm which created a lot of damage. IPWMAN was unable to help because they were not members. They are in the process of joining IPWMAN and they wanted to convey in the video that it is important to join and their hope is that other agencies do not get caught without protection like they did.
 - vi. Introductory Meeting of Marketing Committee - The advertising committee is going to meet next week.

- vii. Bonnie is coordinating with the U of I Extension to coordinate mutual distributions.
- k. Conference Committee – Mark Doerfler – The IPWMAN 2021 conference will be held in Bloomington on October 19 & 20th. The Board meeting will be on Monday October 18th and the general membership meeting will be on Tuesday, October 19th. Planning will be an ongoing process.
 - i. IDOT/IPWMAN Conference Meeting – Mark will work with Gene to verify if the ITTF grant money will still be available.

H. New Business

- a. ITTF Full Membership & Critical Infrastructure – Barb Stiehl & Ed Markison – Barb stated that it seemed like the money ITTF had earmarked for the IPWMAN 2020 conference will again be earmarked for our 2021 conference.

The ITTF full membership meeting, one point that struck Barb more than anything were the number of internal threats that they discuss at the meetings. The See Something Say Something campaign is very important. It is one of our jobs as we are out and about on our jobs it is important to notice unusual behavior and report them.

The ITTF Critical Infrastructure committee would like to have all of the members be involved in at least one sub-committee. At the national level they have identified all of the infrastructure that if a major catastrophe happened what infrastructure is absolutely necessary and what would need to be done to get that infrastructure back up and running. What they haven't identified are those critical infrastructures at the state and local level. Illinois has received a grant to look at those items on a state level. They hope to be able to bring it further down to a local level. Ed talked about Steve Lydon who is a Protective Security Advisor (PSA) and he is looking at resources that are available from Homeland Security. Steve talked about the active shooter training. He mentioned that they are looking into a new training to complement the active shooter training. This new training is a behavioral assessment training.

Bonnie asked if any of the individuals that talked at the meeting might be available to talk at our conference. Barb and Ed discussed that a couple of them may be a possibility.

I. Old Business

- a. FAST/IPWMAN – Barb/Mark/Ed – Barb and Mark sat in on another meeting with FAST and Scott Gavin. Essentially everything that was talked about in the previous two or three meetings was talked about again. After some discussion it seemed that FAST would probably not be a good fit for IPWMAN. An example is that they have private membership and we only have public membership. FAST is too big of a variance from where IPWMAN stands right now. Sean is familiar with a similar organization down in his area and he agreed that it is a completely different type of organization than IPWMAN. The ball is in their court to come back to us with a proposal.
- b. Regional IEMA Director Meetings – All – Barb has not heard from her region since they cancelled their last one. Elias reached out to Region 4. It is scheduled for 10/20 at their regional office. Sean has not heard anything in his region. Region 3 is 11/13.
- c. IPWMAN Capital Plan – Markison – Nothing new to report.
- d. IPSI Scholarship – Mark Runyon received the first scholarship application.

J. Next Meeting Date and Location

- e. Next ZOOM Meeting Full Membership Monday November 16, 2020 @ 10:00 a.m.

How will we do roll call for our items that need to be voted on? Elias is on another committee that has a lot of members. When people sign on to Zoom, we need to record the members and then we will have the information to do roll call. Sean said there are analytics within Zoom. We can also ask everyone to put the agency they are with in the chat part of the zoom. Mark will talk with Colleen, Elias, and Sean to figure out our best option.

Barb will try and get the slate of candidates to the board for approval and then she will send out the slate to the membership for a vote.

- f. Next ZOOM Board of Directors Meeting Thursday February 18, 2021 @ 10:00 a.m.

K. Adjournment

Motion was made by Steve Miller to adjourn the meeting at 11:51am.

Mark Runyon seconded the motion.

Voice vote was taken. Motion passed unanimously.

October 12, 2020 Meeting Minutes

BOARD PRESIDENT APPROVAL

Signature & Date _____

BOARD SECRETARY APPROVAL

Signature & Date _____