



Board of Directors Meeting
October 15, 2018 at 6:00 p.m.
Double Tree Hotel & Convention
Center – Ironwood Room
Bloomington, IL 61702-3157

Board of Directors Meeting Minutes

Present: Ed Markison, McHenry County, President
Barb Stiehl, City of Urbana, Vice-President
Howard Killian, City 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
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
Steve Miller, City of Effingham, Region 9
Sean Henry, City of Carbondale, Region 11
Kelly Kerr, Management Committee
Scott Weber, Village of Hanover Park, Operations Committee

Present by Phone: Ed Andrews, City of Washington, Region 7
Greg Smothers, Williamson County Highway, Region 11

A. Call to Order 6:02 pm

B. Roll Call/Introductions

C. Approval of Minutes:

Motion was made by Barb Stiehl to approve the minutes of the August 16, 2018 meeting.

Sean Henry seconded the motion.

Voice vote was taken. Motion passed unanimously.

D. Other Items Needing Approval

- a. Board of Directors 2019 Meeting Calendar
 - i. Thursday February 21, 2019 @ Bloomington Double Tree
 - ii. Thursday May 2, 2019 @ Peoria – Civic Center
 - iii. Thursday August 15, 2019 @ Bloomington Double Tree
 - iv. Monday October 14, 2019 @ Bloomington Double Tree
- b. Membership Meeting – Tuesday October 15th, 2019

Motion was made by Barb Stiehl to approve the 2019 Board of Directors/General meeting calendar. Joe Cronin seconded the motion. Voice vote was taken. Motion passed unanimously.

E. Report of Officers

a. President's Report

- i. Completion of Ethics Training – A couple of people still need to get this done.
- ii. Executive Assistant contract – The contract is valid through Ed Markison's term.
- iii. Anttix contract – IPWMAN has a monthly maintenance (for the website) contract with Anttix that can be cancelled at any time.
- iv. SEECOM contract expires April 30, 2019. – SEECOM was not happy with how the most recent activation (September 25th) worked out. Our mistake was that we didn't have more than one secondary duty officer. An easy fix would be to have one primary duty officer and have more secondary duty officers, so that an agency can always get a hold of one of duty officers. Elias' training went well and we picked up a couple of new duty officers. Another thing that occurred at the September activations, was that we couldn't find a tub grinder so we went straight to the state. It is important to go through the county EMA and follow the proper protocol. We can have discussions with the agencies that are coming to the conference, MABAS, ILEAS, IEMA, IESMA, IDOT, about exact procedures if the county EMA cannot be reached. For example, can the duty officer call the county EMA and if you can't reach them then go to the IEMA regional director?

b. Treasurer's Report

- i. Audits – Needs to be scheduled.
- ii. Budget – Howard Killian presented the proposed budget and reviewed budget items.
- iii. Dues – Sarah Harbaugh presented that Anttix can develop a dues billing system that will be linked with our website database. This will enable us to have all dues and membership information in one spot. The dues revenue can then be entered as lump sum amounts into the treasurer's system. Anttix thought the cost to develop this system should be under \$5,000.

Mark Doerfler motioned to get a proposal from Anttix and enter into a not to exceed \$5,000 contract to create this invoicing system. If the proposal exceeds \$5,000 it will go to an email vote.

Kent Cox seconded the motion.

Voice vote was taken. Motion passed unanimously.

Howard brought up the idea of rewarding agencies that respond/help in an activation with a reduced yearly dues amount. It was discussed that this would be hard to quantify and monitor and decided that it would be better to provide them with some sort of thank you versus a monetary adjustment.

- iv. EZ Tax Filing – In order to file the EZ Tax Filing our gross receipts must be \$50,000 or less. We will need to go to a regular tax return because our revenue is increasing.
- v. IPSI Scholarships – Sean Henry presented the idea of formalizing a scholarship program for IPSI. IPSI does not offer emergency management courses so maybe we shouldn't provide scholarships for the courses. How can we help IPSI as a sponsoring agency if we decide to not provide scholarships? Maybe we should work with the Road Scholars. Vince is involved with them. We need to look at minutes to see what we have discussed previously.

Excerpt from February 22, 2018 meeting minutes: “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.”

- vi. Directors & Officers Liability Insurance – This policy is updated yearly and we went through a new underwriting.

c. Secretary's Report

- i. New Membership – We have had four new memberships for a total of thirty-three for the year. Last year we had forty-five new members and twenty-six new membership the year before that.
- ii. MABAS MOU – MABAS has a board meeting on October 17th and they will vote on the MOU.
- iii. ILEAS MOU – Jim Page sent MOU to us and if we are happy with it they will vote at next meeting. Yes, we are happy with it.

F. Report of Standing Committees

- a. Operations Committee – Scott Webber – Picked up two more duty officers from Elias' training. Hopefully we will get a few more from future training. If a duty officer is gone/unavailable he/she needs to let the other duty officers know.
- b. Management Committee – Kelly Kerr – nothing new to report
- c. Membership Committee – Kent Cox – nothing new to report
- d. Finance Committee – Howard Killian – Howard looked into this and created an IPWMAN membership in Sourcewell. As an example, office supplies are something we could purchase through their contracts. Sometimes going through Sourcewell is not always the best deal.
- e. Training Committee – Elias Koutas – Held a training up north in Region 4 on September 26th. Twenty-six people signed up. Two people committed to being duty officers.
A duty officer training is being held tomorrow as part of the conference. If anyone wants to host a training, Elias will come down and train. It was noted that rookie duty officers should be on the schedule jointly with a veteran duty officer. Kent Cox would be happy to host a duty officer training in Macomb.
Elias went to the IEMA Region 4 meeting. Region 4 is interested in partnering with IPWMAN. IEMA will host the duty officer training and send out the eblasts, all we have to do is our training presentation.
- f. Technology Committee – Jeff Ruth – not present – Ed has an inventory of IPWMAN computers and printers.
- g. Nominating Committee – Barb Stiehl – People agreed to run again for the regional officers in Regions 2, 7, and 9. Ballots were sent out via email twice. Three ballots total have been returned. Based on past years if we didn't have enough votes, we have the option to do another electronic vote. If we still don't get the votes the President has the ability to appoint people to the director positions.
- h. Trailer Committee – Vince Kilcullen – Most of the supplies and other materials have been purchased for the two response trailers. The trailers will be a winter project for Vince and Joe. The MEOC is here for display.
- i. Marketing Committee – Barb Stiehl/Bonnie Woolard – Several people have volunteered to be on the marketing committee. The displays (small and large) have been created and they are fantastic and very portable/easy to carry and set up. After the conference Bonnie will start working on a brochure, and other marketing items.
- j. Conference Committee – Mark Doerfler

- i. Our numbers (exhibitors and attendees) are very close to last years. Sponsorship is better than last year. Reception – we are not serving breakfast this year. Instead we are offering more hearty appetizers/sandwiches to keep people around to network. We have a survey going out a couple of days after the conference. Hopefully we will get some good feedback. We have two sets of nametags one for each day to try to get an understanding of how many people attend the second day. Please encourage people to grab their new tags on the second day. Joe Cronin, Vince Kilcullen and Gary Holm volunteered to be a moderator for each of the breakout rooms.
- i. 2019 Conference – Mark is working on signing a contract for the same dates as this year.
- ii. Operation Power Play – Mark was asked to be involved and/or how much IPWMAN wants to be involved. Joe Cronin, Vydas Juskelis and Mark Doerfler will be the main contacts.

G. New Business

- a. TOIRMA Discussion
 - i. \$100 Flat Rate Approval – We are waiting to hear back from TOIRMA.
- a. ITTF update – Vydas Juskelis – Critical Infrastructure – They are waiting to finalize the hiring of a consultant. Vydas will be attending a CI protection training (four courses). The Council of Chairs toured the IL Dept. of Public Health in Chicago. Cook County OEM has a lot of meeting space, generators, pumps, Hi Trucks (water rescue) that could be helpful to IPWMAN.
- b. September 25, 2018 IPWMAN Activation – Hotwash – Vince Kilcullen – Yes Vince will look into organizing a hot wash.

B. Old Business

- a. IPWMAN Apparel – Kelly Kerr – Titan Images, the apparel company will be here tomorrow. Laptops will be set up at their booth. The website apparel store is open from the 15-25th of the month to order then orders go out on the 30th.
- b. IPWMAN Book – Sarah Harbaugh – Board members will take books that they can hand deliver and Sarah will mail the rest.
- c. APWA License Plate – Don Wenzel – Don sent a request to the Secretary of State. The Secretary of State is unable to issue license plates without it being authorized by the Senate. Don reached out to his Senator. Don will forward the emails that he sent and received so

others can send similar emails to their Senators. Our goal is to issue a first responder license plate for public works and a memorial for public works.

- d. Regional IEMA Director Meetings – All – Barb attended the most recent meeting in her region. Sean hasn't been notified of his region's meetings.
- e. Follow up on ILEAS files – Barb Stiehl – Barb will check to make sure ILEAS doesn't have anything more of ours. Howard has the incorporation papers.
- f. IPWMAN Magnets – Ed Markison has the magnets. How do we want to distribute them?
- g. IPWMAN Capital Plan – Ed Markison – Ed is waiting for a listing of all of the trailer assets.
- h. Tom Casson - WEB EOC has an area on their website for our documents; policy manual, operations plan, and MOU's. Tom will upload our documents onto their website. WEB EOC wants a position description form filled out for a SEOC liaison. Who needs to see this form before Tom turns it in? Tom and Barb will work on the form then send to the board for approval. The board voted on regional directors and board position job descriptions previously.
- i. Sean Henry - Interest in trying to combine with II APWA conference. Sean and Mark will talk.

C. Next Meeting Date and Location

- a. Next Meeting Thursday February 21, 2019 @ Bloomington – Double Tree Hotel & Conference Center, Bloomington, Illinois

D. Adjournment

Motion was made by Mark Doerfler to adjourn the meeting.

Sean Henry seconded the motion.

Voice vote taken. Motion passed unanimously.

Meeting adjourned at 7:44pm.

October 15, 2018 Meeting minutes

BOARD PRESIDENT APPROVAL

Signature & Date _____

BOARD SECRETARY APPROVAL

Signature & Date _____