



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
April 14, 2010
Carterville, IL
10:00 a.m. to 3:00 p.m.**

Members Present: Ken Miller, Village of Mundelein, Vice President
David Bloodworth, City of Carterville, Region 11 Board Member
Bob Tyler, City of Peoria, Region 6 Board Member
Dennis Schmidt, City of Champaign Region 7 Board Member
Sharie Tinsley, IDPH
Geno Koehler, IDOT
Roger Lauder, IEPA
Walter Burnett, City of Macomb, Region 6 Board Member
Joe Cluchey, Village of South Elgin, MABAS
Gary Holm, Village of Batavia, Region 3 Board Member
Betty Harrison, Region 4 Board Member
Keith Watson, Village of Bartlett, Operations Committee Chair
Barb Stiehl, City of Urbana, Secretary/Treasurer

A. Call to Order:

The meeting was called to order by Vice President, Ken Miller at 10:30 a.m.

B. Roll Call/Introductions:

Roll was called.

C. Minutes of Previous Meeting:

There were no additions or corrections to the minutes. Geno Koehler moved to approve the minutes. David Bloodworth seconded the motion. The minutes of the February 17, 2010 meeting were approved as submitted by unanimous voice vote.

D. Report of Officers:

1. President's Report:

a. Indemnification

Barb Stiehl mentioned that there was a suggested change in the Indemnification section of the IPWMAN Agreement (Section XIII, Second Paragraph). She added that the suggested changes

were reviewed by the Special Counsel for the City of Urbana, who felt that it would eliminate any doubt in who is responsible for any claims made.

Ken Miller asked that more information be given to the Board before they make a decision. He asked that the memo from the Special Counsel be included along with the discussion from the meeting when the last amendment was made. He also recommended placing this on the June meeting agenda and ask for input from MABAS and ILEAS.

Walter Burnett agreed that an explanation should be included.

Joe Cluchey said that the proposed amendment did not require any structural changes. He added that changes would be needed in the document from time to time.

Ken Miller suggested that more research be provided before a decision was made.

Walter Burnett moved to table this item until the next meeting.

David Bloodworth seconded the motion.

The motion was approved by voice vote.

b. MOU with ILEAS

Walter Burnett asked about the status of the agreement with ILEAS.

Barb Stiehl said that Chris Isbell would present a Memorandum of Understanding to ILEAS in May to ask them to handle the administration of ITTF grant money.

2. Treasurer's Report

Barb Stiehl reported that the current balance is \$26,515.37.

Geno Koehler moved to accept the Treasurer's Report.

Dennis Schmidt seconded the motion.

The motion passed by voice vote.

a. Petty Cash Fund

Barb Stiehl reported that the Petty Cash fund was being replenished as needed for postage and office supplies.

E. Report of Standing Committees

1. Finance Committee:

a. Status of 501c3 Application

Walter Burnett reported that he was working on the application and planned to submit a report at the next board meeting.

b. External Hard Drive for Document Storage

Barb Stiehl discussed the need to purchase a backup for information being stored on the computer. She said that the City of Urbana provided a backup of the information on her computer, but that the external hard drive would make it easier to transfer historical information and to provide protection with an additional backup. She mentioned that there was not a need to purchase an external hard drive with a large amount of memory at this point so it would cost less than \$200, but she wanted approval from the Board before purchasing the item.

Dennis Schmidt moved to approve the purchase of an external hard drive for document storage and protection.

Geno Koehler seconded the motion.

The motion was approved by voice vote.

2. Operations Committee:

a. ITTF Training

Mr. Watson asked that the President consider appointing Resource Coordinators and Managers for each of the regions. He said that he would work with Vydas Juskelis to write guidelines for the positions. He stressed that it is important to have these people within each regions to provide adequate coverage and training. He recommended that the training be made available at the IPWMAN annual meeting.

Keith Watson reported that there will be an exercise held in Champaign at the Illinois Fire Services Institute in October. He said that he would bring recommendations to the Board in June for the October exercise. He will work with the Training Committee to discuss training needs for coordinators and managers.

Walter Burnett suggested that they have logistics training.

Sharie Tinsley mentioned that the Illinois Fire Services Institute (IFSI) had various training programs for logistics, incident command and liaison positions.

Geno Koehler recommended that Sharie Tinsley contact Richard Jaehne or Mike McKinney to design a training program for coordinators.

Keith Watson said that he would talk to Mr. Jaehne at the ITTF Transportation Training Subcommittee meeting next month.

Geno Koehler asked whether the training should be a class separate from the annual meeting or a session that is part of the meeting.

Mr. Watson said that information about the role of the coordinators should be presented to all in attendance at the annual meeting.

Sharie Tinsley suggested that a session on resource management be offered as a session for the October meeting and then have training set for a later date. She said that the Training Committee hoped to have a training calendar available at the October meeting.

Keith Watson said that the basic information needed to be available at the conference so those attending the conference would know who to send to the classes. He said that Board members needed to have the training.

Bob Tyler agreed that the Board of Directors needed to have the training necessary to coordinate resources within their regions.

Ken Miller suggested that Keith Watson and Sharie Tinsley work together to determine the training needs and what to offer at the annual conference.

Geno Koehler said that since IPWMAN had a chair for ITTF, they need to have ICS-300 and ICS-400 trained personnel at the State Emergency Operations Center. He added that those people need to have resource and management training.

b. JULIE Call Center

Ken Miller said the attorneys for JULIE were preparing an agreement. He said that he would forward the agreement to Barb Stiehl as soon as he receives it so it can be distributed to the Board of Directors.

3. Membership Committee:

Tony Torres had submitted a mission statement for the Membership Committee.

Barb Stiehl moved to approve the mission statement.

Dennis Schmidt seconded the motion.

The motion was approved by voice vote.

a. Annual Meeting (October)

Barb Stiehl reported that she had received quotes for Save the Date cards and brochures. She asked for approval from the Board to spend approximately \$800 to print 1,000 copies of each. She said that they would be mailed to all member agencies. She mentioned that an electronic version had been sent to all members.

Sharie Tinsley said that having a paper copy of the card would be an additional reminder to keep the times available.

Geno Koehler said that he would try to distribute the Save the Date cards through Local Roads. He asked that an electronic version be sent to him.

Walter Burnett suggested that IPWMAN ask to set up a booth at the Illinois Municipal League conference.

Barb Stiehl said that ILEAS had a tabletop display that IPWMAN could use.

David Bloodworth moved to approve the cost for printing the Save the Date cards and brochures.

Dennis Schmidt seconded the motion.

The motion was approved by voice vote.

Betty Harrison reported that she recently attended a conference where they mentioned that IEPA would recognize the IPWMAN Conference for credits towards IEPA recertification

Sharie Tinsley said that they would work to have professional development units for the conference.

Ken Miller said that the registration materials for the conference should include information about the credits available.

b. Outreach Presentations

Barb Stiehl said that the Membership Committee was keeping a record of IPWMAN presentations. She asked members to let Tony Torres or her know if they have presented to any groups.

Joe Cluchey forwarded some contact information to Barb Stiehl regarding the Illinois Municipal League conference. He suggested that someone could talk about the deployment to Carterville and the growth of the organization.

Barb Stiehl reported that IPWMAN now had 82 member agencies.

Walter Burnett said that the IML Conference would be held September 23 through September 25, 2010.

c. Advertising

Barb Stiehl mentioned that the Membership Committee was looking at some possible venues for advertising IPWMAN. This will be discussed in more detail at the next meeting.

d. Website

Barb Stiehl reported that some proposals for web sites have been submitted to the Membership Committee. She mentioned that Tony Torres would present a recommendation to the Board at the next meeting.

e. Printing Brochures and Save the Date Cards

See discussion under a. Annual Meeting.

4. Management Committee:

a. Policy and Procedure Manual

Betty Harrison reported that she has forwarded all of the policies to Barb Stiehl.

Walter Burnett stated that a Conflict of Interest policy needed to be written.

Barb Stiehl said that a NIMS policy was suggested. She mentioned that Mark Griffeth from ILEAS said that he could provide a copy of their policy if that would be helpful.

Roger Lauder said that IPWMAN should consider an Environmental policy. He offered to put together a model policy.

Ken Miller asked that a copy of the Environmental policy be sent to him when Mr. Lauder finished it.

5. Training Committee

Sharie Tinsley said that she was compiling a list of NIMS training courses completed by the Board of Directors to include with the NIMS policy. She added that she was preparing a needs assessment survey to send to each agency to determine what type of training would benefit IPWMAN member agencies so the committee could set training goals. She intends to have a training calendar available for the Annual Conference in October. Sharie also mentioned that she was preparing a list of core values for IPWMAN. She asked members to contact her if they had any training goals that should be included. She said that she would mail the needs assessment survey and core values to the member agencies.

Geno Koehler mentioned that Local Roads provides training that IPWMAN might be able to add to its training lists, especially if the training pertains to emergency response.

Sharie Tinsley said that she would like to provide links to training opportunities provided by organizations so IPWMAN members could benefit from those courses.

Bob Tyler asked if IPWMAN would be verifying NIMS compliance for agencies.

Sharie Tinsley said that IPWMAN would provide a listing of training opportunities for its member agencies, but the agencies would be required to maintain their own records.

Bob Tyler said that the Emergency Management Agency has the authority to determine whether an agency is compliant, not IPWMAN.

Ken Miller said that fire departments determine compliance for some agencies.

Barb Stiehl mentioned that IPWMAN does not require an agency to be NIMS-compliant.

Sharie Tinsley said that IPWMAN should encourage agencies to become NIMS-compliant since it is tied to reimbursement from FEMA in a disaster.

Roger Lauder said that county emergency management agencies were only responsible for those who report to them.

Sharie Tinsley said that IPWMAN would need to keep track of NIMS training at some point to be able to deploy as a State asset.

Ken Miller suggested that IPWMAN include a form to allow member agencies to report NIMS training when membership dues are sent.

Sharie Tinsley suggested that IPWMAN establish a NIMS policy and then work on training.

Geno Koehler mentioned that there may be some new NIMS training requirements. He said that he would let the Barb know and she can e-mail the requirements to members.

F. Unfinished Business

Ken Miller asked that Chris Isbell, Tony Torres and Vydas Juskelis submit summaries if there were any items that were not covered in the meeting.

Geno Koehler said that the Annual Conference Subcommittee would meet with IDOT to discuss the room and food contracts for the Annual Conference in October.

Sharie Tinsley asked that members send any ideas for speakers, topics, etc. to Tony Torres, Geno Koehler or her.

Sharie Tinsley asked if the June meeting could be moved to Oak Brook instead of Bolingbrook since Geno Koehler would be able to attend if held there. She said that she would look at possible locations for the meeting.

G. Adjourn

Dennis Schmidt moved to adjourn.

Geno Koehler seconded the motion.

The motion passed by voice vote.

The meeting adjourned at 12:00 p.m. The next meeting will be held on Wednesday, June 16, 2010 at 10:00 a.m. The location will be announced at a later date.