



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
June 3, 2009
Bolingbrook, IL
10:00 a.m. to 3:00 p.m.**

Members Present: Chris Isbell, Stephenson County
Geno Koehler, IDOT
Bob Tyler, City of Peoria
Ken Miller, Village of Mundelein
Betty Harrison, Village of Wauconda
Vydas Juskelis, Village of Villa Park
Keith Watson, Village of Bartlett
Tony Torres, Village of Bolingbrook
Nancy Sweeney, Southwest Conference of Mayors
Larry Lux, Chicago Metro Chapter of APWA
Dave Christensen, IESMA
Tammy Bennett, Foth and Associates
Joe Cluchey, MABAS
Barb Stiehl, City of Urbana

Guests: Dan Hewitt, City of Naperville

A. Call to Order:

The meeting was called to order by Vice President, Chris Isbell at 10:03 a.m. Mr. Isbell informed the Board of Directors that the IPWMAN President, Rick Marley had resigned and that under the By-laws, the Vice-President, Mr. Isbell becomes IPWMAN President.

B. Roll Call/Introductions:

Roll was called and guests were introduced.

C. Minutes of Previous Meeting:

There were no additions or corrections to the minutes. The minutes were approved as submitted.

D. Report of Officers:

1. Filling Vacancies:

Since a vacancy occurred in the office of President, the Vice-President assumed the office of President, leaving the Vice-President position vacant. There is no line of succession in the By-

Laws (Article 4, Section 4.2), but the President has the authority to fill that vacancy, with the approval of the Board.

Chris Isbell nominated Ken Miller as Vice-President.

A motion was made to approve the nomination.

Barb Stiehl confirmed that a quorum was present.

Ken Miller was approved as Vice-President by voice vote.

2. Treasurer's Report

Barb Stiehl submitted the Treasurer's Report for IPWMAN. Currently, IPWMAN has \$8,402.70. For the month there were \$2,700 in revenue; \$829.83 in expenditures. This was received and placed on file.

Dave Christensen moved to accept the Treasurer's Report.

Larry Lux seconded the motion.

Chris Isbell asked if the money received from Chicago Metro Chapter should have been listed as a loan.

Barb Stiehl confirmed that it was given as a loan.

Mr. Isbell asked when that amount should be repaid.

Vydas Juskelis said that there was no definite time for repayment.

The Treasurer's Report was approved as submitted.

Barb Stiehl reviewed the list of those who are in the process or who have completed the application process to become members of IPWMAN. She mentioned that the list contained only those agencies that submitted paperwork; not those agencies expressing interest in the program.

Nancy Sweeney asked about the status of the Village of Bridgeview.

Barb Stiehl corrected the list to show that the Village of Bridgeview, not Bridgeport, had begun the process to become a member of IPWMAN.

E. Report of Standing Committees

1. Appointment of Committee Chairs

Chris Isbell appointed Keith Watson as Chair of the Operations Plan Committee. He directed Mr. Watson to include the possible use of JULIE resources as an objective of the committee.

Mr. Isbell appointed the following as members to that committee:

Ken Miller
Dave Christensen
Joe Cluchey

Mr. Isbell appointed the members of the Nominating Committee:

Larry Lux
Barb Stiehl
Tammy Bennett
Vydas Juskelis
Betty Harrison

This committee will prepare a slate of officers for the Annual Meeting to be held in October.

He appointed members of the Annual Membership Meeting Committee:

Tony Torres
Tammy Bennett
Geno Koehler
Dave Christensen
Chris Isbell
Ken Miller
Barb Stiehl

Mr. Koehler will look at possible meeting sites in Springfield.

a. Organization Chart and Structure

Larry Lux discussed a proposed organizational chart and duties for IPWMAN committees.

Tony Torres mentioned that having strong committees will help IPWMAN grow. He added that the committees should do the bulk of the work and report to the Board of Directors.

Geno Koehler said that the development of a committee system will get people involved with IPWMAN.

Tammy Bennett said that notifying members about the opportunities and asking them for help will be useful in filling committee positions.

Chris Isbell will contact each member agency and ask on which committee they would like to serve.

Dave Christensen suggested that the President make committee appointments at the annual meeting.

Larry Lux suggested that the chairman positions be filled between this meeting and the next meeting.

Chris Isbell moved to approve the Committee structure as presented by Larry Lux.

Dave Christensen asked about the role that ad hoc members would play in the committees.

Larry Lux said that the advisory and technical expertise would still be needed and the ad hoc members would be valuable assets to committees.

Keith Watson and Vydas Juskelis seconded the motion.

The motion passed by voice vote.

2. IT Committee
a. Web Site Host

Tammy Bennett reported that ILEAS (Illinois Law Enforcement Alarm System) received a DHS (Department of Homeland Security) grant to host web sites for several mutual aid agencies, including IESMA (Illinois Emergency Medical Services Management Agency). Ms. Bennett will set up a meeting with ILEAS to discuss the possibility of ILEAS hosting our web site.

Larry Lux suggested the possibility of discussing the ability to host our site with APWA. He cautioned against giving control of the web site to any other agency.

Joe Cluchey said the MABAS (Mutual Aid Box Alarm System) used a site that allowed them to set up and run their web site. He mentioned that MABAS was able to create its site without needing much knowledge about web design. He said that he would forward information about the site to IPWMAN for review.

Dave Christensen said that the advantage of working with ILEAS would be that DHS would pay for items that are related to deployment and inventory.

Keith Watson said that it was too early to make a decision. He suggested that a decision be made after more options were discussed.

Barb Stiehl mentioned that the City of Urbana had agreed to temporarily host the site until a permanent arrangement could be made.

b. Web Site Design

Larry Lux discussed some information that he received from the person who designed the web site for the Chicago Metro Chapter of the APWA. He said that the cost would be around \$4,000 for the set-up.

3. Membership Committee

Barb Stiehl said that 34 agencies had submitted applications for membership. Of those 34, eight agencies had submitted all of the necessary information.

Tammy Bennett will present at the IEMA conference. They have asked for our participation in a panel discussion about IPWMAN and ILWARN.

Larry Lux will be presenting at the Southwest Council of Mayors in October. Mr. Lux mentioned that the following agencies have shown interest in joining IPWMAN;

District 8
Geneseo
Williamson County
Carterville
South Elgin
Christian County

Barb Stiehl presented an amendment to the mutual aid agreement. She explained that the wording of Section XIII, Indemnification, might allow one responding agency to be responsible for the actions of another responding agency. She mentioned that the Board of Directors has the ability to amend the mutual aid agreement without sending it back to each member agency for re-approval.

Vydas Juskelis moved to remove the words, “or providing,” from the second paragraph.

Tony Torres seconded the motion.

Ken Miller expressed concern about changing the wording since the language was taken from the MABAS’ agreement. He asked the Board discuss the changes with MABAS and ILEAS to determine why the wording was included in their agreements.

Chris Isbell recommended that the amendment be tabled to allow further discussion.

The motion to table the amendment was approved by voice vote.

Barb Stiehl will contact Jim Page from ILEAS and Chris Isbell will contact Joe Cluchey from MABAS to research the rationale for the wording in the indemnification clause.

4. Operations Plan Committee

Keith Watson summarized the results of the committee meeting. He stated that the committee went over some of the issues that need to be resolved in the operations plan. Mr. Watson said that he was working on the development of public works teams that would provide a specialized response to specific incidents.

Larry Lux mentioned that the team concept would make deployment easier since specialized tasks could be identified to respond to specific emergencies.

Chris Isbell said that during our first deployment, the State was uncertain what IPWMAN could bring to the incident and as a result wasn't sure what to request.

Tony Torres agreed that many agencies outside of public works don't know what resources public works agencies can contribute to emergency response.

Keith Watson suggested that the development of teams might help agencies think about what materials, supplies and equipment to bring when responding to a disaster.

Chris Isbell asked Mr. Watson to move ahead with the team concept for response.

Keith Watson will try to develop teams so they can respond at a regional level. He asked that any agency with specialized equipment let him know about the equipment so he can develop plans around that type of equipment.

Larry Lux suggested the development of administrative level teams to assist with logistics when IPWMAN is deployed.

Ken Miller will continue working with JULIE (Joint Utility Locating Information for Excavators) to see if they can provide services to assist as a call center for IPWMAN. He mentioned that JULIE already provides services for the agencies for which IPWMAN would provide service.

5. Planning Committee

a. Annual Meeting (October)

Chris Isbell recommended that the annual meeting follow an outline of one to two presentations, a luncheon and a business meeting.

Members asked that the meeting occur in the last half of the month of October. It was requested that the dates of the 15th and 20th be avoided.

After a meeting time and place are confirmed, it was requested that the committee send out a "Save the Date" reminder to all of the members.

F Unfinished Business

1. Resource Request Form

Ken Miller suggested using the forms available through NIMS and ICS.

2. Insurance Quotes (D & O Insurance) & Telephone

Barb Stiehl reviewed the quotes for Directors and Officers' Insurance.

HUBB	\$1,500
Dimond Brothers	\$1,200
Wells-Fargo	\$865

Ms. Stiehl recommended Wells-Fargo as the carrier for D&O Insurance.

Larry Lux asked if the rate could be pro-rated to correspond with the IPWMAN fiscal year.

Ken Miller moved to approve the selection of Wells-Fargo as the insurance carrier with the pro-rated rate.

The motion was approved by voice vote.

3. Business Plan

Tammy Bennett reported that she would be working on the business plan during the next month. She said that she would include the organizational plan that Larry Lux developed.

4. Policy Manual

5. JULIE Agreement

Ken Miller reported that no information was available from JULIE at this time. He said that the agreement would be discussed at the next Operations meeting.

Mr. Miller said that he would ask about the possibility of JULIE hosting the IPWMAN web site.

G. Presentations

Ken Miller presented at the Township Officials meeting. He said that the biggest concern was the amount of dues.

Tony Torres said that many agencies with which he spoke were amazed at how low the dues were.

There was discussion about whether townships should be included as part of a county's population. Also, the possibility of applying one rate (\$100) for townships was discussed. This will be discussed at a future meeting.

Other members discussed upcoming presentations.

H. New Business

1. IEMA Deployment of IPWMAN

Chris Isbell reported that the activation of IPWMAN to assist in southern Illinois received a lot of positive press. He mentioned that Freeport, Champaign-Urbana, Carbondale and IEMA released information to the media that resulted in stories about the deployment.

Under the activation, IPWMAN sent 27 personnel; 14 dump trucks, 1 endloader, 1 skid loader with grapple attachment, 1 grapple truck, one chipper truck to provide debris clean up in Carterville, Illinois. Crews worked 12-hour shifts from Monday, May 18, 2009 through Thursday, May 20, 2009 and returned on Friday, May 21, 2009. They hauled approximately 7,800 cubic yards of materials during their deployment.

Some lessons learned:

- Send a mechanic along with each deployment
- Have hydraulic hoses prepared ahead of deployment
- Have a logistics team prepare for deployment in advance of crews' arrival

Larry Lux suggested that Regional Coordinators would be helpful in locating resources prior to deployment. Mr. Lux said that once IPWMAN has been fully staffed, those positions could be filled to provide support.

Keith Watson mentioned that the Ops Plan would include procedures for the coordinators.

Larry Lux mentioned that it is important to have a point of contact so IPWMAN knows who is in charge at the local level.

Chris Isbell mentioned that IPWMAN will try to receive close to 100% of costs in reimbursement. He said that IPWMAN will receive reimbursement from the State and distribute it to the responding agencies. Mr. Isbell stated that ILEAS, MABAS and IESMA have enough funds that they reimburse agencies up front, but IPWMAN will have to wait until it receives money from the State before it can reimburse the participating agencies.

Mr. Isbell will be completing an AAR to submit to IPWMAN, Mike Chamness (ITTF) and IDOT.

Geno Koehler said that the people in the area were very appreciative of the efforts of the teams that responded to the request. He mentioned that Mike Chamness thanked IPWMAN for their assistance at the ITTF (Illinois Terrorism Task Force) meeting.

Larry Lux said that he was preparing an update to the presentation to include some of the news footage from the media.

Chris Isbell mentioned that the STARCOM radios that the State had promised IPWMAN were not available.

Geno Koehler said that IEMA had a stockpile of radios and that IPWMAN could have requested them.

Chris Isbell said that IPWMAN was told that they would be available so the request was not made since they were supposedly going to be delivered to IPWMAN.

Larry Lux said that an After Action Report needed to be completed and that information about the lack of communication should be included in the report.

Joe Cluchey stated that IPWMAN needs to let other agencies know what it needs.

Chris Isbell said that the first deployment was a test for IPWMAN to see how it would respond. He felt that the response went quite well overall.

Larry Lux concurred with Geno Koehler that Mike Chamness was very complimentary of the work performed by IPWMAN.

Geno Koehler mentioned that there is an ITECH communications trailer available that has STARCOM radios, phones and satellite available.

Larry Lux said that it would be helpful if IPWMAN knew what resources were available.

Mr. Koehler mentioned that there was a display of equipment at the Capitol Building in Springfield last month. He thought that it might be possible to have an equipment display if IPWMAN asked.

2. Meeting Calendar

Chris Isbell suggested that a calendar be established to provide committees with the ability to do the basic work and that the Board of Directors meet less often with the objective of reviewing the progress of the committees. To accomplish this, he recommended that the Board of Directors meet in the even numbered months and the committees meet in the odd numbered months. The Board of Directors will alternate the meeting between Bolingbrook and Normal.

The next Board of Directors meeting will be August 19 in Normal.

I. Information Sharing

Larry Lux mentioned that ITTF will sponsor Roadway Incident Training in Bloomington, IL on Friday, July 17th at State Farm. If anyone is interested, he should be contacted.

Mr. Lux mentioned that he had been contacted by the underground contractor's association about working with IPWMAN. It was recommended that the group meet with the Operations Committee to see if this organization might work with IPWMAN to coordinate efforts during emergency response.

Mr. Lux will be presenting at the APWA Congress in September. He will discuss IPWMAN as the first state-wide public works mutual aid organization.

Larry Lux showed the Board some samples for shirts with logos. IPWMAN will look at pricing for hats, shirts, and other IPWMAN items.

Dave Christensen mentioned that GIS plotters and software are available in 70 counties in Illinois. Mr. Christensen said that they are available to print maps for IPWMAN during emergency response activities.

Tammy Bennett mentioned that Douglas County had one of the plotters.

Ms. Bennett asked members to send her a list of equipment needs that IPWMAN might have as part of its operations and deployment tasks. She asked that members send her an e-mail as the needs become apparent.

Tammy Bennett asked about the tax-exempt status of IPWMAN.

Chris Isbell mentioned that MABAS has been recognized as a unit of government. He said that obtaining that status required special legislation. Mr. Isbell said that IPWMAN might be able to obtain that status.

It was mentioned that if IPWMAN was considered as a unit of government, there would be specific requirements that would have to be met.

K. Adjourn

Ken Miller moved to adjourn.

Tony Torres seconded the motion.

The motion passed by voice vote.

The meeting adjourned at 3:00 p.m. The next meeting will be held August 19, 2009 in Normal, Illinois.