



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
June 22, 2011
Bloomington, IL 61701
10:00 a.m.**

Members Present:

Chris Isbell, Stephenson County, President
Betty Harrison, Village of Lake Zurich, Vice President
Geno Koehler, IDOT
Sharie Tinsley, IDPH
Jim Karch, City of Bloomington
Tony Torres, Village of Bolingbrook, Region 3 Board Member
Roger Lauder, IEPA
Bob Tyler, City of Peoria, Region 6 Board Member
Bob Scott, City of Danville, Region 7 Board Member
Dennis Schmidt, City of Champaign, Region 7 Board Member
Keith Watson, Village of Bartlett, Region 4 Board Member
Tom Casson, Menard County, Region 6 Board Member
Dan Smith, IEMA
Ken Miller, APWA
Steve Miller, City of Effingham, Region 9 Board Member
Toby Reinhart, City of Flora, Region 9 Board Member
Gary Holm, City of Batavia, Region 3 Board Member
Barb Stiehl, City of Urbana, Secretary/Treasurer

A. Call to Order:

The meeting was called to order by President Chris Isbell at 10:06 a.m.

B. Roll Call/Introductions:

Roll was called. A quorum was present.

C. Minutes of Previous Meeting:

Tony Torres moved to approve the minutes from the February 16th and April 20th meetings. Bob Scott and Dennis Schmidt seconded the motion. The minutes from the February and April meetings were approved by voice vote

D. Report of Officers:

1. President's Report:

Chris Isbell asked the Board to move the Board of Directors' Vacancies agenda item up for discussion. Dennis Schmidt moved to change the order of the agenda. Betty Harrison seconded the motion.

a. Board of Directors' Vacancies

Chris Isbell recommended Tom Casson, County Highway Engineer of Menard County to fill the vacancy in Region 6 that resulted from the retirement of Walter Burnett. Dennis Schmidt moved to approve Tom Casson as a Board of Director representative for Region 6. Bob Scott seconded the motion. The motion was approved by unanimous vote.

Chris Isbell recommended Steve Miller, City Engineer for the City of Effingham and Board of Director representative for Region 9, as the At-Large representative for the Executive Board. Dennis Schmidt moved to approve Steve Miller as the At-Large representative for the Executive Board. Toby Reinhart seconded the motion. The motion was approved by unanimous vote.

Chris Isbell recommended Keith Watson, Assistant Public Works Director of the Village of Bartlett to fill the vacancy in Region 4 that resulted when Betty Harrison assumed the duties of Vice-President. Betty Harrison and Tony Torres moved to approve Keith Watson as a Board of Director representative for Region 4. Bob Tyler seconded the motion. The motion was approved by unanimous vote.

b. Proposed Change to By-Laws

Chris Isbell discussed changing the by-laws to provide more continuity to the leadership of IPWMAN. He recommended after the term of office was complete that the position of Vice-President move to President and that the position of President move to Immediate Past President. He mentioned that the leadership positions would have experience to assist as people transitioned from one office to another. He added that the people would have to be elected, but that they would be aware that their positions would involve a time commitment of possibly 6 years. Chris said that Article XII of the IPWMAN By-Laws allowed the Board of Directors to amend the by-laws with a 3/5th majority vote. He asked that the Board consider this for a vote at the August or October board meeting.

Geno Koehler said that other organizations had benefitted from having the president of that organization remain after the term was over to help with the transition of the new officers.

Dan Smith said that if the officers had one-year terms it might be difficult to get anything accomplished. He recommended two-year terms.

Sharie Tinsley said that the transition of officers would keep continuity and provide training for officers as they changed roles. She agreed that one-year terms would keep the organization in a constant state of flux and that longer terms would provide more stability.

Keith Watson moved to carry this item onto the August agenda after the proposal was reviewed by the Management Committee.

Tony Torres seconded the motion.

Chris Isbell explained that he would not seek another term as President of IPWMAN, but that he would like to stay involved to help with the transition either as the Immediate Past-President or as a member of the Board of Directors. He added that he had been elected as the representative for the State of Illinois to the National County Engineers Board of Directors.

Keith Watson said that placing this on the August agenda would allow enough time to seek candidates for positions and to know that officers would usually move up to provide continuity.

The motion was approved by voice vote.

Dan Smith asked if the proposed change would go into effect immediately.

Chris Isbell said that the Management Committee would make that recommendation to the Board.

2. Treasurer's Report

Barb Stiehl presented the Treasurer's Report. For the period from February 17, 2011 through April 13, 2011, revenues totaled \$10,387; expenditures totaled \$250; for the period from April 13, 2011 through June 15, 2011 revenues totaled \$1,100; expenditures totaled \$1,489.04. The current balance was \$37,077. Barb reported that the bill for Directors and Officers Liability Insurance was a major expense during the last reporting period. She also mentioned that IPWMAN presented an award to Mike Chamness upon his retirement from the Illinois Terrorism Task Force (ITTF).

Dennis Schmidt moved to accept the Treasurer's Report for the periods presented. Keith Watson seconded the motion. The motion passed by voice vote.

Chris Isbell stated that Mr. Chamness had been extremely supportive of IPWMAN from its inception and that he was deserving of the acknowledgement from IPWMAN.

Barb Stiehl reported that IPWMAN had 110 members.

E. Report of Standing Committees

1. Operations Committee:

a. Changes to the Operations Plan

Keith Watson discussed changes to the Operations Plan that would reflect some of the procedural aspects of the SEECOM (Southeast Emergency Communications) agreement. He mentioned that duty officers and alternates needed to be assigned. He said that the duty officer on-call and the alternate on-call should not be from the same region to avoid both being involved in a local emergency at the same time. He explained that the duty officer would serve for a specific time frame, maybe a month, and evaluate requests for assistance. It was recommended that the Secretary/Treasurer maintain the list of duty officer assignments.

Keith stated that the agencies had not been completing the resource lists so he recommended making requests for specific teams and equipment be done via e-mail request.

Sharie Tinsley said that she would send Keith information about duty officer assignments.

Geno Koehler said that he would send Keith a liaison manual.

Bob Tyler recommended that the Operations Plan include a definition of the duty officer and the responsibilities of that position.

It was suggested that this item be included on the August agenda.

b. SEECOM Agreement

Keith Watson reported Ken Miller and he meet with SEECOM to discuss details of implementing SEECOM as the call center for IPWMAN. Keith said that SEECOM would receive the phone bill for the 800 number and bill IPWMAN for phone charges.

Chris Isbell asked if the phone number would belong to SEECOM or to IPWMAN.

Keith said that the phone number would belong to IPWMAN. He said that there would be no charge for the 800 phone number. Ken Miller said that SEECOM agreed that the phone number would remain with IPWMAN.

Chris Isbell asked if Keith could check with SEECOM to which phone number listed would be the one available for IPWMAN.

Tony Torres moved to approve the phone number (855.479.6261—855.IPWMAN1 or 855.147.9626—855.1IPWMAN) based upon Keith's clarification of the number. Bob Scott seconded the motion.

Ken Miller asked that the Secretary/Treasurer draft a letter of understanding from the President stating that SEECOM will bill IPWMAN every 3 months for phone charges and that the phone number would be the property of IPWMAN.

Dennis Schmidt moved to approve the amended motion. Bob Scott seconded.

The motion was approved by voice vote.

Keith Watson said that he would need to know each person's carrier to avoid viewing the notification as spam.

Ken Miller said that the members will be grouped by region to focus notifications to areas where assistance is needed.

Keith Watson said that he would provide an update at the August meeting.

2. Management Committee:

There were no items to report.

3. Finance Committee:

a. Marketing Materials

Barb Stiehl said that she had purchased sticky notepads to hand out at conferences since all of the pens, notepads and brochures had been distributed. She said that she was hesitant to reprint the brochures since they list the names of the officers and that list would change in October.

Keith Watson asked if the brochures were necessary since the information could be placed on the web site.

Chris Isbell suggested holding off on printing brochures until the toll free number was finalized.

Sharie Tinsley said that the brochures, pens and notepads should be ready in September so that information can be included with the conference materials.

Chris Isbell asked Barb to seek printing costs for the brochures.

b. Exhibitor Booths

Barb Stiehl said that there were several conferences where IPWMAN could have a booth.

Sharie Tinsley said that she would contact IEMA (Illinois Emergency Management Agency) and IESMA (Illinois Emergency Services Management Association) to get information about exhibitors.

Barb Stiehl said that she would contact IML (Illinois Municipal League).

Chris Isbell said that he had been asked to attend the Illinois Township Officials Highway Commissioners Conference to answer any questions about IPWMAN. He mentioned that he would not be available at that time. Bob Tyler said that he could attend. Barb Stiehl said that she would send information to Bob about the conference.

c. Radio Purchase

Chris Isbell said that the radios had been purchased and delivered. The ITTF Communications Committee must grant final approval before the radios can be programmed, so once that approval is granted the radios will be programmed and placed in caches in the northern, central and southern regions.

Dan Smith asked where the radios would be located specifically.

Chris said that they would be located in the back-up IDOT/IPWMAN Mobile Emergency Trailer in Stephenson County for the northern region and in the ITEC (Illinois trailers for the central and southern regions. He added that he would like to have the southern region's radios located in the IDOT trailers and perhaps the central region's radios located in region 7.

Dan Smith said that the radios could be used even if they hadn't been programmed yet.

d. Travel Reimbursement

Betty Harrison said that she submitted a policy but she had not received any input as yet. She said that the policy reflects the State's policy and added that she would discuss it with the Management Committee.

Dan Smith said that it would be advisable to have the policy in place for reimbursing the resource coordinator and duty officer.

Chris Isbell asked that the Management Committee review the policy and determine what approval process was needed.

Dan Smith suggested that a policy be formulated after Betty Harrison and Barb Stiehl attend the Grant Management Workshop at the beginning of August. He mentioned that some of the procedures for reimbursement might be covered in the workshop.

4. Training Committee:

a. Training Session—Resource Management

Sharie Tinsley reported that 26 people attended the Resource Management course in Schaumburg on June 13th. She reminded us that the training will be available on October 18th, the day before the IPWMAN Annual Conference. Sharie mentioned that enrollment for the class

could be as many as 60 people and that two nights of lodging were approved to attend the training and conference.

b. Annual Conference

Sharie Tinsley reviewed the tentative schedule for the IPWMAN Conference to be held in Bloomington at the Doubletree Conference Center. She said that the resource management course would be held on Tuesday, October 18 from 9:00 a.m. to 4:00 p.m.; a reception would be held that evening from 6:00 p.m. to 8:00 p.m. in the exhibitors' area. Sharie mentioned that the facility had a large outside area for equipment display. She outlined the conference schedule for Wednesday, October 19, which will begin at 8:30 a.m. and end around 4:45 p.m. with a business meeting. Sharie said that registration for the resource management course would go through IEMA, which would be possible once the information was placed on the web site by mid-July.

Tony Torres said that he attended the class in Schaumburg and it provided a global picture of how to assess damages and obtain resources.

Keith Watson said that the course went beyond what one would learn in the 100 and 200 level NIMS courses.

Sharie Tinsley asked if there were any topics that the Board would like to see on the program.

Geno Koehler said that a deployment presentation would be good.

Tony Torres said that a communications presentation would be good.

Sharie said that basic STARCOM radio operations were being researched as a topic.

5. Membership Committee:

a. Presentations

Tony Torres said that Don Wenzel provided materials for a tabletop display at the Illinois Public Health conference in Lombard on June 15th. He said that a display was set up for the Chicago Metro Expo held May 25-26 in Schaumburg.

Tony suggested that the Membership and Management committees hold joint meetings to coordinate training and recruitment of members.

Geno Koehler said that IDOT was promoting IPWMAN while responding to flooding along the Mississippi River.

Keith Watson asked if IPWMAN was doing a presentation at IEMA.

Chris Isbell said that IPWMAN was. He mentioned that it was important to let ILEAS and MABAS know what our role would be during an emergency.

b. Website Presentation

Barb Stiehl said that the website should be moved over to a new server by the beginning of July.

Sharie Tinsley said that the conference registration would be available on the web and registration could be done on-line. She explained that the site would have features for members and non-members that would inform them of our training and resources.

c. Banner Display

Tony Torres suggested the purchase of a banner to be used at exhibits to draw attention to our booth.

Jim Karch asked to have some information sent to him and he would discuss design with one of his interns.

d. List of Potential Exhibitors for Conference

Tony Torres recommended we suggest some vendors who we would like to see at the conference.

Chris Isbell encouraged the Board to contact vendors they know and ask them to attend the conference. He said that the venue for this year's conference would be better for outdoor displays and for meeting with the conference attendees.

I. Other Business.

Betty Harrison will be giving a presentation to the Lake County Highway Commissioners on July 14th.

Barb Stiehl will be giving a presentation to the Village of Manlius on July 5th.

Geno Koehler sent a link to Barb Stiehl to distribute about NIMS compliance.

Geno Koehler said that the State-wide training exercises had been scaled down markedly due to funding restrictions. Dan Smith said that many responders had already had field experience with disaster response during the flooding in southern Illinois.

Ken Miller said that he was serving on a board for APWA (American Public Works Association) to look at a national mutual aid organization. He said that IPWMAN was the first of its kind in

the country (a mutual aid organization run by public works agencies) and had received national attention.

H. Adjourn

The meeting adjourned at 12:30 p.m.

The next meeting will be held on Wednesday, August 17, 2011 at 10:00 a.m. in Bolingbrook, Illinois.