



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
June 27, 2012
Bloomington IL 61701
10:00 a.m.**

Members Present:

Betty Harrison, Village of Lake Zurich, President
Robert Tyler, Woodford County, Vice-President
Keith Watson, Village of Bartlett, Region 4 Board Member
Tony Torres, Village of Bolingbrook, Region 3 Board Member
Bob Scott, City of Danville, Region 7 Board Member
Dennis Schmidt, City of Champaign, Region 7 Board Member
Roger Lauder, IEPA, Emergency Response
Tom Casson, Menard County, Region 6 Board Member
Barb Stiehl, City of Urbana, Secretary/Treasurer

Members Present by Phone:

Gary Holm, Village of Batavia, Region 3 Board Member
Don Wenzel, City of Rolling Meadows, Region 4 Board Member

Others Present by Phone:

Ed Markison, McHenry County Department of Transportation
Sgt. Bruce Bone, Village of Bannockburn

A. Call to Order:

The meeting was called to order by President Betty Harrison at 10:00 a.m.

B. Roll Call/Introductions:

Roll was called. A quorum was present.

C. Minutes of Previous Meeting:

Dennis Schmidt moved to approve the minutes from the February 15th meeting. Bob Scott seconded the motion. The minutes from the February meeting were approved by voice vote.

D. Report of Officers:

1. President's Report:

Betty Harrison reported that Joliet is in the process of joining IPWMAN. She said that she has been meeting with Cook County representatives to discuss their membership in IPWMAN.

Betty Harrison reported that IPWMAN representatives have been and will be attending Vision 2020 meetings held throughout the state to discuss the future needs for emergency management within the state. She thanked those who are representing IPWMAN at those meetings.

2. Treasurer's Report:

Barb Stiehl mentioned that we had \$1600 in revenue and \$700 in expenditures for the period from February to June. She mentioned that the Directors and Officers Liability Insurance has not been paid since the bill has not been received. The Board has approved paying \$2,670 for three years to receive a lower annual rate from Travelers Insurance.

E. Report of Standing Committees

1. Operations Committee:

Keith Watson had no business to report. Keith asked for more members to serve as Duty Officer.

Keith Watson received a call from Pam Donnelson of IML Risk Management about a group interested in forming an organization. He said that the person had a concern about the indemnification section of our agreement. He wanted us to be aware of the concern that stemmed from a lawsuit following the Virginia Tech shooting incident and mutual aid response from law enforcement and that each member of the mutual aid organization was part of the lawsuit.

a. SIRC Representative

Barb Stiehl said that Tom Casson is our representative at the State Incident Response Center (SIRC) monthly meetings.

Tom Casson said that they have a set up a computer at SIRC for IPWMAN. He said that those who will be representing IPWMAN there will need training. He added that we need a notebook so we have paper copies of information in case the computers are down.

Barb Stiehl asked we could be informed of any SIRC training. She said that she would be willing to serve as a backup for Tom if needed.

Keith Watson asked if Tom Casson could review our operations plan to see if there are any changes needed to change the SEOC to SIRC.

b. ITTF Committee Assignments

Barb Stiehl said that Larry Lux had expressed concern about the lack of IPWMAN representation on Illinois Terrorism Task Force (ITTF) subcommittees. She said that we have members attend the ITTF meetings, but not many are serving on the subcommittees.

Bob Tyler said that he would be willing to attend ITTF meetings.

Roger Lauder said that there is representation on the Transportation Subcommittee.

Barb Stiehl will ask Larry Lux for suggestions about subcommittee meetings that IPWMAN should attend. She said that he had mentioned the Training Subcommittee would be a good subcommittee should sit on.

2. Management Committee:

a. Membership Letter

Tony Torres said they had drafted a membership letter to encourage participation on committees and subcommittees. He will make any changes before sending it out.

b. Retirees Reclassification

Tony Torres presented a draft of the reclassification for membership for retirees. Since this will require by-law changes, it will go to our membership.

He is still working with the southern area of American Public Works Association (APWA) to provide a training opportunity with communications and tabletop exercise followed by a field exercise. They are currently looking for a location in Wilmington, Illinois for that event.

Keith Watson said that they really appreciated Illinois Emergency Management Agency (IEMA) speakers who helped with previous sessions.

Barb Stiehl mentioned that IPWMAN still has money from the ITTF grant that need to be used by the end of the year. She said that one of our goals was to offer training in each one of our training. She asked if Keith Watson and Tony Torres might offer training for Duty Officers so they know what the expectations would be to serve.

Keith Watson said that he would look at that.

Barb Stiehl mentioned that the money needed to be used soon. She said that ITTF has to approve the expense prior to offering the training. She felt that some members are reluctant to serve as Duty Officer without knowing what they would be required to do. Barb Stiehl thought that holding training in the southern region of the state would help encourage membership.

Tony Torres was in favor of that type of training for IPWMAN members sponsored by IPWMAN.

Roger Lauder asked what the time period would be for Duty Officers.

Betty Harrison said that it is one month.

Roger Lauder asked what our average number of requests for assistance was.

Betty Harrison said that our last request was July 2011.

Barb Stiehl said that IPWMAN wasn't called during the clean-up after the tornado hit Harrisburg.

Don Wenzel said that he talked to emergency management personnel from Harrisburg who said that the type of clean-up was on private property and not what IPWMAN would provide.

Tom Casson said that IPWMAN was contacted and was not needed for response following the tornado in Harrisburg.

Keith Watson suggested that members receive notification to let them know whether or not assistance might be needed.

Tony Torres attended the last ITTF meeting. He said that Tom Korty and Geno Koehler were in attendance and mentioned IPWMAN. He added that IPWMAN should sit in on TICPE planning stages. He said that he sat on the Will County TICPE planning and encourages IPWMAN members to sit on the counties' committees when developing those plans.

Tony Torres said that the City of Joliet is working on final paperwork. He said that Chicago Metro APWA donated an exhibition space to IPWMAN. He thanked those who manned the booth:

- Don Wenzel
- Dan Davis
- Betty Harrison
- Frank Munao
- Steve Miller (Bolingbrook)

He asked if we could fast-track membership for those impacted during the disaster.

Barb Stiehl said that FEMA would not recognize our mutual aid agreement if it was signed by an agency following a disaster. She said that if an agency waits until an emergency to join, FEMA and/or IEMA might not recognize the agreement.

Roger Lauder stated that there would be no reason to join if an agency could wait until a disaster to join.

Betty Harrison said that some agencies have joined after being hit by a disaster and realizing how IPWMAN could have helped them.

Barb Stiehl said that IPWMAN would not send members to respond if there were no written agreements defining their responsibilities.

c. Conflict of Interest Statement

Betty Harrison said that all board members need to sign the Conflict of Interest Statements and sent to Barb Stiehl. Since IPWMAN received funds from ITTF, she said that we need to sign the statements.

d. Open Meetings Act Training

Barb Stiehl said that she had received some certificates for those, but all board members need to complete those by December 31, 2012.

Barb Stiehl said that she would look at the quorum requirements to determine how the Open Meetings Act applies to electronic attendance.

Bob Tyler asked if board members could be required to attend a certain number of meetings.

Barb Stiehl said that the board could look at reducing the number of meetings per year but they could require board members to attend a certain number of members.

Don Wenzel asked if at least one board member be required to attend.

Keith Watson said that there were some regions that have limited membership and not all have board members.

Barb Stiehl said that she would review it to see if there needed to be a quorum present or a quorum of the quorum present. In other words, IPWMAN needs to have 9 members present for a quorum; 5 members would need to be physically present to have a quorum of the quorum present.

Gary Holm asked for the annual meeting schedule in advance.

Betty Harrison said that we are only required to meet once a year.

Bob Scott asked if the board could meet quarterly.

Betty Harrison said that the December meeting was a difficult meeting for board members to attend.

Tony Torres asked if a survey could be sent out to see if quarterly meetings would be acceptable.

Dennis Schmidt asked if the location would vary.

Barb Stiehl asked if some of the meetings could be held in southern Illinois.

Bob Tyler asked if the meetings could be January, April, July and October.

Don Wenzel asked if the membership meeting at the annual conference could be change to encourage more participation.

Betty Harrison said that the membership meeting will at the beginning of the conference.

Don Wenzel said that he wondered if we would consider partnering with IESMA for the conference in April since both have similar goals in emergency response.

Betty Harrison said that IPWMAN could look at that after this year's conference.

e. Ethics Training (ITTF Representatives)

Barb Stiehl said that anyone who serves on a committee or subcommittee for ITTF should complete the training and send the certificate to Deb Clark by August 1, 2012.

3. Finance Committee

a. ITTF Funds

Barb Stiehl presented a draft budget. She mentioned that over \$100,000 of the grant was unspent. She said that she would try to get a better break-down of expenses. Barb Stiehl mentioned that the money needs to be spent by December 31, 2012.

b. Status of 501 3 c

Barb Stiehl said that the IRS did approve 501 3 c status for IPWMAN.

i. E-Filing

Barb Stiehl said that IPWMAN has electronically filed a return with the IRS.

ii. State Tax Exemption

Barb Stiehl said that paperwork needs to be completed and submitted to the State of Illinois to obtain tax exempt status with the State. She is in the process of sending the paper work. She mentioned that even though the IRS recognizes us as a not-for-profit, tax-exempt organization, we are not exempt from sales tax until we file the paperwork with the State of Illinois.

Bob Tyler asked if we could plan to submit the budget for next year instead of approving one for this year.

Barb Stiehl would like some input from the committees to determine the amount to spend for training. She asked if we could start preparing the budget for next year to present in October.

Betty Harrison suggested Barb Stiehl talk with the Finance Committee to develop a budget.

Bob Tyler recommended using this as a working budget and presenting at the annual meeting in October.

c. Exhibitors' Booths

Barb Stiehl said that we paid for a booth at the Rural Public Health conference in Effingham. She said that Steve Miller manned the booth.

Tony Torres organized a booth at the Chicago Metro APWA Conference.

Bob Scott, Steve Miller, Bob Tyler and Barb Stiehl manned the booth at the Illinois Chapter APWA Conference.

Barb Stiehl spoke to township supervisors in Tazewell County and will speak at a meeting in southern Illinois in August.

Betty Harrison will speak in Peoria at Transportation Summit in September.

Tony Torres said that the northern region needs a display.

Barb Stiehl said that she borrows one from ILEAS. She said that the table covers and carry bags are in.

Tony Torres asked about a stand up display for conferences.

Keith Watson moved to purchase the display.

Barb Stiehl said that the IPWMAN account has enough to pay for the displays.

Bob Tyler seconded the motion.

Motion was approved by voice vote.

4. Training Committee

Betty Harrison mentioned that the training credits for some certifications, in particular the Operator's license, require pre-approval before being submitted. She will discuss this with Sharie Tinsley to make sure the conference is approved for credits.

a. Training Session—Highway Incident Management Training

There was no additional information about the training session.

b. Annual Conference

Sharie Tinsley reported via e-mail that conference planning was on-going and will be ready soon.

5. Membership Committee

Barb Stiehl said that there were 141 members. She added that Ed Markison from McHenry County Highway Department has been meeting with agencies in McHenry County and many of those townships and cities have joined.

Betty Harrison added that Ed Markison attends a monthly meeting of McHenry County agencies and talks to those agencies about IPWMAN.

a. Website

Barb Stiehl reported that the Directors have been given their access information for looking at the “Members Only” portion of the website. She asked that each representative go to their profile page to make sure their contact information is correct. She added login information will be given to member agencies by region. She mentioned that it is very helpful when others let her know

Betty Harrison asked that the IEMA/IPWMAN agreement be placed on the general information page so prospective members know what the agreement says.

b. Non-agency Members

Marc Small suggested the IEMA trailer would be a piece of equipment that could be on display.

Sharie Tinsley will work with Barb Stiehl to have the contracts signed.

Dan Smith suggested that the lunch break for the Tuesday session break before noon so the attendees don't compete with other lunch.

Betty Harrison said that ILEAS is working on the web site to avoid hacking.

Tony Torres asked if we could add the information from the orange cards to the website.

Marc Small asked about credentialing with the ITTF standards.

Chris Isbell said that ITTF has not finalized the details for credentialing. He said that key staff may be credentialed and they would have to be on-site and identify their staff.

Dan Smith said that MABAS' infrastructure is in place so that may be the way the process is run.

Chris Isbell said that the system uses bar codes which could be used to track equipment and personnel.

E. Other Business

Roger Lauder asked if IPWMAN had approached TOIRMA, the insurance carrier for each township, to determine whether our agreement allows townships to respond.

Barb Stiehl mentioned that Chris Isbell served a township and thought that he was aware of it.

Roger Lauder said that some townships are strict about that. He said that work can be exchanged, but he didn't think that they could do work in another area without offering any help in exchange.

Barb Stiehl will ask Chris Isbell about it.

Barb Stiehl mentioned that there is a need for a Nominating Committee to be formed to nominate candidates to serve as board members from Regions 2, 7, 9. Also, Region 11 has one vacancy; the other member asked to serve until someone else could be elected. Region 8 has no board members, but they have member agencies.

Betty Harrison said that if no one volunteers to represent a region, members from another region could represent them. Betty Harrison asked that anyone interested in serving contact Barb Stiehl.

F. Adjourn

Dennis Schmidt moved to adjourn the meeting.

Tony Torres seconded the motion.

The motion to adjourn was approved by the members present.

The meeting adjourned at 11:44 a.m.

The next meeting will be held on Wednesday, June 22, 2012 in Bolingbrook, Illinois.