



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
September 21, 2010
Macomb, IL
10:00 a.m. to 3:00 p.m.**

Members Present: Bob Scott, City of Danville, Region 7 Board Member
Tony Torres, Village of Bolingbrook, Region 3 Board Member
Chris Isbell, Stephenson County, President
Ken Miller, Village of Mundelein, Vice President
Bob Tyler, City of Peoria, Region 6 Board Member
Geno Koehler, IDOT
Walter Burnett, City of Macomb, Region 6 Board Member
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
Ryan Buckingham, Franklin County, Region 11 Board Member
Carole Prudent, IDOT

A. Call to Order:

The meeting was called to order by President Chris Isbell at 10:08 a.m.

B. Roll Call/Introductions:

Roll was called.

C. Minutes of Previous Meeting:

There were no additions or corrections to the minutes. Ken Miller moved to approve the minutes. Walter Burnett seconded the motion. The minutes of the June 16, 2010 meeting were approved as submitted by unanimous voice vote.

D. Report of Officers:

1. President's Report:

Chris Isbell reported that a keynote speaker was needed for the IPWMAN Conference. He requested suggestions from other members. Walter Burnett, Sharie Tinsley and Chris Isbell will work together to find someone.

President Isbell announced that the City of Freeport had joined IPWMAN. He recommended Denise Ihrig as a member of the Board of Directors from Region 2.

Walter Burnett moved to approve the recommendation of Denise Ihrig as a member of the Board of Directors from Region 2.

Betty Harrison seconded the motion.

The motion was approved by voice vote.

2. Treasurer's Report

Barb Stiehl mentioned that the Illinois Terrorism Task Force would be preparing its budget for 2011 and asked the Board to consider requests that would sustain our operations. One item she mentioned was a request to help with travel expenses for those who travel to promote the organization.

Chris Isbell mentioned that ITTF would vote on a request from the Transportation Committee to provide funding to IDOT to purchase 4 FEMA trailers using money from FY 2008. He said that IDOT would locate one unit in the northern region, one in the central region and one in the southern region. He mentioned that the fourth unit could be housed at an IPWMAN facility for use during an emergency response. He thought that IPWMAN should look at a mission support trailer (front part is a living quarter, the back is equipped with a tools for a mobile mechanic station) and locate them in the northern, central and southern regions of the state.

Walter Burnett suggested that chainsaws and other items be included in the trailer.

He also recommended more STARCOM radios. He mentioned that the original intent with the purchase of radios was to give one radio to each member agency and have caches of radios in the northern, central and southern areas of the state.

Geno Koehler said that there was PSEC grant funding available that would cover 90% of the cost of the STARCOM radio if the member agency paid 10% of the cost. The agency would be responsible to recordkeeping for any audit.

Chris Isbell mentioned that training needed to be included in the budget for our conference.

Barb Stiehl mentioned that the Training Committee might need to request money for specific training opportunities for our members.

Walter Burnett asked if a special committee should be established to plan for grants.

Chris Isbell suggested that the Executive Board handle the grant planning with the help of the Committee Chairs. Chris Isbell recommended that a request be sent to each Committee Chair asking if they have any needs that we could request in a grant proposal.

Barb Stiehl reported that the current balance was \$28,010.51 as of September 17, 2010, revenues for the period from June 16 to September 17 were \$1,675.22 and expenditures were \$342.08. She added that \$1,242.50 had been received in registration for the conference and approximately \$700.00 was in the PayPal account and would be transferred into our account. Last year's total revenue from the conference was approximately \$6900.

She asked for direction as far as what information the Board found useful in the report. It was recommended that the full Treasurer's Report be included before the next meeting.

Walter Burnett moved to accept the Treasurer's Report.

Ken Miller seconded the motion.

The motion passed by voice vote.

E. Report of Standing Committees

1. Finance Committee:

a. Status of 501c3 Application

Walter Burnett reported that the process for filing the 501c3 would go to an on-line site has been put on indefinite hold by the federal government. He said that the application was about 90% complete, but he would request a meeting of the Finance Committee to discuss some of the details in the application and then submit the application to the Board of Directors for approval in December.

Barb Stiehl will contact the Finance Committee to schedule a meeting in November so the application can be submitted to the Board in December.

b. Memorandum of Understanding with ILEAS (Grant Management)

Chris Isbell said that he was waiting for ILEAS to send an agreement for administrative services and then we could formulate exhibits to assist with the processing of grant money and other details, such as the web site.

Barb Stiehl will contact them and ask if they can send us an agreement.

2. Operations Committee:

a. Operations Committee Report

Barb Stiehl reported the October ITTF training would not be a full-scale exercise.

b. JULIE Call Center

Ken Miller said that the Board had expressed concern about the annual costs for the JULIE Call Center. He suggested that there were some options that he wanted to discuss with the Board. One option would be that IPWMAN ask JULIE to send out emergency request in the same manner as JULIE sends out emergency locate requests.

Chris Isbell mentioned that many counties and townships were not members of JULIE.

Ken Miller mentioned another option would be to have the IPWMAN member agencies pick up the additional costs. He said that with 100 members it would be approximately an additional \$80 per member. He was not sure that IPWMAN would have the 10 incidents that were included in the pricing received from JULIE. He suggested that perhaps the members pick up the message charge.

Bob Tyler said that the Board needed to act quickly since the agreement to use Mundelein as our call center would end soon.

Ken Miller said that the annual cost for the JULIE program would be \$7,900 for up to 10 incidents. He suggested that the number of incidents be reduced or that the members pick up the costs as a way of reducing the annual costs of the program. He mentioned that the cost to each member would be approximately \$80 per year.

Sharie Tinsley suggested that testing of the system be included in the annual costs and not added as an incident.

Ken Miller said that he asked that they include the test on the first Tuesday of each month at 10:00 a.m. would correspond with the typical test of emergency systems.

Bob Tyler said that we need to have an agreement in writing.

Walter Burnett had a concern about the long-term impact on membership dues if used to fund the call center.

Chris Isbell recommended that IPWMAN offer JULIE \$2,000 for 5 incidents per year for a period of two years. He said that the Board could evaluate the program after that time and that current IPWMAN funds could be used to pay for the program.

Walter Burnett said that it may be that some of the money might be reimbursable during a national disaster. He suggested that IPWMAN look for another option in the event that the call center with JULIE did not work.

Walter Burnett suggested that we look at another option in case the program with JULIE does not work. He asked if ILEAS had a call system.

Ken Miller said that the fees are much higher.

Keith Watson said that he had contacted SEECOM (a 9-1-1 system in Crystal Lake) and was awaiting a response from them. He thought that they would not have a problem taking over this program.

Walter Burnett said that he thought JULIE would be the best fit, but that another option was needed.

Chris Isbell directed Ken Miller to approach representatives from JULIE with the proposal of \$2,000 per year for 5 incidents per year for a two-year period to be funded by IPWMAN.

Bob Tyler moved to present the \$2,000 per year for 5 incidents per year for a two-year period to JULIE.

Betty Harrison seconded the motion.

Ken Miller said that an incident means from the beginning of an event to the end of the event, not the number of calls.

The motion was approved by voice vote.

Chris Isbell asked Keith Watson to continue to pursue a program with SEECOM in case the program with JULIE does not work.

3. Membership Committee:

a. Annual Meeting (October)

Tony Torres said that the Membership Committee was putting the finishing touches on the conference details. He stated that he had asked the speakers to send their bios in for inclusion in the program. Tony said that there would be a speaker discussing the Will County radio interoperability program. He mentioned those combined committees have been instrumental in getting the conference put together. He added that the PayPal account had been set up so attendees could pay their registration by credit card if they desired to do so.

Barb Stiehl said that \$1,200 had been processed through the PayPal account.

b. Web Site

Tony said that the committee was still working on a draft agreement to have ILEAS serve as the host for the web site.

c. Marketing

Tony was in contact with an advertising agency to see if they can offer any services that might help promote IPWMAN to other agencies in the state. He said that the costs might be around \$100 to \$200 to purchase space in programs or magazines. Tony asked to be included in the budget meetings so he can invite the advertising representative to the meeting.

Tony mentioned that he gave a short presentation to approximately 100 to 150 attendees at E.J. Equipment's equipment expo in Manteno.

Barb Stiehl asked for permission to spend money to purchase pens and notepads for the conference since the costs exceed the limit for expenditures.

She mentioned that ILEAS would be holding regional meetings with county law enforcement personnel. They asked that IPWMAN send representatives to these meetings so IPWMAN can discuss its program to law enforcement and public works personnel.

Walter Burnett said that it would go along with being a Board member.

Tony Torres said that there would be a representative at IML.

Chris Isbell asked for a motion to authorize Barb Stiehl to purchase pens and notepads.

Walter Burnett moved to authorize the purchase of pens and notepads.

Geno Koehler seconded the motion.

The motion was approved by voice vote.

Geno Koehler mentioned that IEMA was bringing their unified area command trailer to the conference; IDOT was bringing its helicopter; and ITEC was bringing its trailer.

Sharie Tinsley had 7 confirmed exhibitors and 2 sponsors. She was making sure that a tent would be available for exhibitors and that the outside displays would be conveniently located in a parking lot across the street.

Chris Isbell asked if Caterpillar would be there.

Sharie Tinsley said that she had not heard from them. She added that the Peoria Visitor's Bureau was going to prepare packets for our attendees.

Geno Koehler had emergency response guidebooks, maps and other items from IDOT that would be available.

Sharie Tinsley asked IPWMAN to share a table with IDOT. She asked if ILEAS would need a table.

Barb Stiehl said that ILEAS would send representatives, but that they would not have a display.

Sharie Tinsley asked for lodging and registration information for all speakers, exhibitors and sponsors.

Geno Koehler said that Barb Stiehl and Carole Prudent would meet the next day to pick up checks.

Sharie said that the number of attendees at that time was around 100.

Walter Burnett asked if Tony Torres had contacted an emergency person from California he had referred.

Tony Torres said that there was a question about covering travel expenses.

Several suggestions for keynote speaker were presented.

Bob Tyler said that he had contacted someone for the opening prayer.

Ken Miller asked if there were IPWMAN representatives who were going to the Northwest Municipal League meeting.

Tony Torres said that Mark Werksman and Howard Killian would be attending to represent IPWMAN.

Ken Miller said that there was a meeting scheduled for the South Suburban Mayors and Managers Group to set up a mutual aid group. He asked if Tony Torres knew of anyone in the group and if we could talk to them about IPWMAN.

Walter Burnett asked if Keith Watson was available for the IML conference. He said that IDOT offered to share booth space with us.

Sharie Tinsley reviewed the items that would be included in the packets to be distributed at the conference. She asked if any of the speakers had PowerPoint presentations that they wanted included in the packet.

Tony Torres said that he would ask the speakers.

Geno Koehler said that the PowerPoint could be downloaded if people bring their own zip drive.

Sharie Tinsley said that the Convention and Visitor's Bureau would distribute the information to those staying at the hotel.

Tony Torres suggested included the IPWMAN tri-fold brochure.

Sharie said that she would distribute the same packet for both ITTF and IPWMAN. She said that there would be some extra visitor packets for those who aren't staying at the hotel.

4. Management Committee:

a. Policy and Procedure Manual

Betty Harrison presented the policies drafted by the Management Committee.

Bob Tyler moved to approve the Purchasing Policy.

Walter Burnett seconded the motion.

The Purchasing Policy was approved by voice vote.

Walter Burnett moved to approve the Nomination Policy.

Ken Miller seconded the motion.

The Nomination Policy was approved by voice vote.

Bob Tyler moved to approve the Membership Policy.

Betty Harrison and Walter Burnett seconded the motion.

The Membership Policy was approved by voice vote.

Betty Harrison moved to approve the Open/Executive Meetings of the Board of Directors Policy.

Bob Scott seconded the motion.

The Open/ Executive Meetings of the Board of Directors Meeting Policy was approved by voice vote.

Walter Burnett moved to approve the Mailing List Policy.

Bob Tyler seconded the motion.

The Mailing List Policy was approved by voice vote.

Walter Burnett moved to approve the Logo Policy.

Betty Harrison seconded the motion.

The Logo Policy was approved by voice vote.

Ken Miller moved to approve the Job Descriptions Policy.

Bob Tyler seconded the motion.

The Job Descriptions Policy was approved by voice vote.

Walter Burnett moved to approve the Donation Policy.

Betty Harrison seconded the motion.

The Donation Policy was approved by voice vote.

Bob Tyler moved to approve the Committee Policy.

Walter Burnett seconded the motion.

The Committee Policy was approved by voice vote.

Ken Miller thanked the Management Committee for their work in preparing the policies for IPWMAN.

Betty Harrison said that they were working on a policy manual.

Sharie Tinsley said that the Policy Manual should be distributed to the members.

Chris Isbell asked that they be handed out at the business meeting.

Geno Koehler asked Sharie if PDH's would be available for the meeting.

She said that she was working on a draft document for credit.

Betty Harrison said that the State recognized the IPWMAN conference for credit towards water waste water certification.

F. Training Committee

Sharie Tinsley reported on the results of the Training Questionnaire. She said they received 21 responses from approximately 60 members, which she thought was a pretty good response. She will send to Barb Stiehl to be distributed to our members. She would like to have a calendar on

the web site so all members could see links for various classes offered by IDOT, IEMA, and others to help meet the training needs of our members. She has compiled a list of training links that she hopes to put on the web site.

She asked that new members receive a copy of the NIMS spreadsheet so we can keep consistent records of what training needs are.

Barb Stiehl asked if we could put the links on our web site at this point.

Bob Tyler asked if there were some training guidelines available.

Geno Koehler said that he had created a chart about ten years ago and that he would look for it.

Sharie Tinsley asked for a record of all agencies information. She asked how often the listings are updated.

Barb Stiehl said that she updates information every time new member information is sent out. She mentioned that other agencies have been sending updated information.

Betty Harrison suggested sending out contact forms with the membership dues.

Tony Torres asked that the pyramid flier be included in the packets.

Sharie wanted to make sure that she had the newest requirements. She said that she would put that in the packets.

G. Unfinished Business

1. Meeting Calendar

Barb Stiehl confirmed that the next meeting was on Thursday, October 28 in East Peoria and the last scheduled meeting was scheduled for December 15 in Danville. She mentioned that the calendar for 2011 needed to be scheduled. She said that she had sent the meeting calendar with the renewal of membership dues.

Tony Torres asked if the list of Board of Directors could be included.

Ken Miller said that Lake County hosted a drill at their APWA meeting. He mentioned that there was a mock deployment of IPWMAN.

Tony Torres asked how many participants were IPWMAN members.

Ken said that approximately $\frac{3}{4}$ of the participants were members. He reported that the Great Lakes Naval Training would like to have an IPWMAN representative on a panel with FEMA Region 5 to discuss mutual aid at their October 13 meeting. Ken Miller will attend.

Chris Isbell said that the invitation shows how the organization is being noticed at many levels.

Sharie Tinsley asked IPWMAN to consider participating in the Rural Health Institute in Effingham in March. She would like them to do a presentation and have a booth. She thought that it would be a good event since many public health organizations need public works for distribution.

Chris Isbell said that we have not had much exposure with public health agencies.

Barb Stiehl said that it would be a good thing to make public health agencies aware that IPWMAN is available for transportation, distribution and other resources.

H. Information Sharing

Ken Miller announced his retirement as Vice President from IPWMAN effective December 31, 2010. He added that he would be willing to serve the organization in another capacity, but as of February 28 2011 he would no longer be an employee of a member agency. He added that the by-laws require the Vice President to be an employee of a member agency.

Chris Isbell thanked Ken Miller for all of his work. Chris mentioned that Ken had been working on a state-wide mutual aid organization before IPWMAN was created.

Tony Torres said that pricing for magnetic stickers for deployed vehicles was approximately \$20 for each sticker to help identify IPWMAN vehicles.

Barb Stiehl said that not all equipment would be able to use the vinyl clings we gave to our members.

Walter Burnett mentioned that the magnets could go into a trailer.

I. Things to Do

Keith Watson will pursue a call center agreement with SEECOM.

Ken Miller will discuss the proposed agreement with JULIE.

Chris Isbell asked that members register for the annual conference.

Sharie Tinsley asked that anyone needed accommodations take of those soon.

H. Adjourn

Geno Koehler moved to adjourn.

Bob Scott seconded the motion.

The motion passed by voice vote.

The meeting adjourned at 12:30 p.m. The next meeting will be held on Thursday, October 28, 2010 at 11:00 a.m.in East Peoria, Illinois at Stoney Creek Inn.