



**Illinois Public Works Mutual Aid Network  
Board of Directors Meeting  
October 23, 2012  
Bloomington, IL 61701  
5:30 p.m.**

**Present:** Betty Harrison, Village of Lake Zurich, President  
Robert Tyler, Woodford County, Vice-President  
Chris Isbell, Stephenson County, Past President  
Tony Torres, Village of Bolingbrook, Region 3 Board Member  
Gary Holm, City of Batavia, Region 3 Board Member  
Keith Watson, Village of Bartlett, Region 4 Board Member  
Don Wenzel, City of Rolling Meadows, Region 4 Board Member  
Tom Casson, Menard County, Region 6 Board Member  
Bob Scott, City of Danville, Region 7 Board Member  
Toby Rinehart, City of Flora, Region 9 Board Member  
Steven W. Miller, City of Effingham, Region 9 Board Member  
Marc Small, Village of Long Grove, Training Committee Chair  
Dan Davis, Winnebago County  
Steve Miller, Village of Bolingbrook  
Tony Pericone, Village of Bolingbrook  
Scott Weber, Village of Hanover Park  
Joe Cronin, City of Lockport  
Vydas Juskelis, Village of Villa Park  
Ed Markison, McHenry County  
Roger Lauder, Illinois EPA  
Barb Stiehl, City of Urbana, Secretary/Treasurer

**Present by Phone:** None

**A. Call to Order:**

The meeting was called to order by President Betty Harrison at 5:30 p.m.

**B. Roll Call/Introductions:**

Roll was called. A quorum was present.

**C. Minutes of Previous Meeting:**

Marc Small moved to approve the minutes from the August 22, 2013 meeting. Bob Scott seconded the motion. The minutes from the August meeting were approved by voice vote.

**D. Report of Officers:**

**1. Appointment of Board of Director, Region 8, Jeff Soland, City of Troy:**

Betty Harrison asked for a motion to approve the appointment of Jeff Soland from the City of Troy to fill one of the vacant Region 8 Board of Director positions.

Gary Holm moved to approve the appointment.

Bob Scott seconded the motion.

The motion was approved by voice vote.

**2. Slate of Candidates for Election:**

Betty Harrison presented the slate of candidates for the 2012 IPWMAN Elections

Region 2

Dan Davis, Winnebago County  
Richard Westmoreland, City of Moline

Region 7

Dennis Schmidt, City of Champaign  
Bob Scott, City of Danville

Region 9

Steven Miller, City of Effingham  
Toby Rinehart, City of Flora

Tony Torres moved to accept the Slate of Candidates.

Barb Stiehl seconded the motion.

Betty Harrison explained that only member agencies within each region can vote for their candidates. She asked for assistance with the elections.

The members of the Nominating Committee offered to assist with the election.

**3. Treasurer's Report:**

Barb Stiehl reported that \$500 was collected between August 22<sup>nd</sup> and October 8<sup>th</sup> in revenues from membership applications; \$1,544.96 was expended primarily for purchases to be used for the conference and future marketing. She added that \$220 was sent to the Illinois Municipal League to purchase a booth space for the IML Conference.

## **E. Report of Standing Committees**

### **1. Operations Committee:**

Keith Watson reported that DuPage County was working with IPWMAN to develop protocols for responses. He added that DuPage County was encouraging those agencies within the county to join IPWMAN. He mentioned that there would be no special agreement made with DuPage County, only clarification of our standard procedures.

Don Wenzel suggested that IPWMAN offer to present to those agencies so they know what is available through IPWMAN.

Barb Stiehl mentioned that she would be addressing the DuPage County Mayors and Managers at a meeting on November 14<sup>th</sup>.

Keith Watson reiterated that most of the Operating Manual was based upon DuPage County's plan.

### **2. Membership Committee:**

Chris Isbell suggested that a committee be organized to look at corporate sponsorship of the annual conference. He mentioned that finding corporate sponsors would be essential to the success of our conference since grant money will not be available for our 2013 conference. He asked for volunteers to work exclusively on finding vendors for the 2013 conference. He wanted these volunteers devote their energy to this segment of the conference and allow others the opportunity to work on the training program, speakers, and etc. aspect for the conference.

### **3. Management Committee:**

#### **a. By-Law Changes**

Tony Torres mentioned that there were two by-law changes to go the IPWMAN General Membership.

He said that many experienced public works leaders have retired who have valuable emergency management experience. He asked to board to consider language that would allow retired public works employees to join IPWMAN.

Betty Harrison said that those individuals could petition to become members and not pay dues.

Barb Stiehl said that they could be on subcommittees as voting members, but they could not be able to vote on general membership items nor could they serve on the Board of Directors since they don't represent an agency.

#### **b. Membership Duties Letter**

Tony Torres mentioned that a letter was prepared to send to members asking for their help to make IPWMAN a successful organization. Some of the areas where members could help were by manning a booth at a conference, attending meetings representing IPWMAN at other agencies' meetings or giving presentations.

He said that other agencies have given IPWMAN positive feedback. He mentioned that the Illinois Public Service Institute (IPSI) allowed members an opportunity to discuss IPWMAN at the conference.

### **c. Change in the Secretary/Treasurer Position**

Barb Stiehl said when IPWMAN first organized there were three member agencies, which made the combined roles of secretary and treasurer easy to fulfill. She said that since the membership has continued to grow, fulfilling the responsibilities of the Secretary/Treasurer office has become more time-consuming and worth review. She asked the board to approve sending a motion to the General Membership which would separate the position of Secretary/Treasurer into two positions. She said that timing the motion for this general membership meeting would allow the general membership an opportunity to elect officers for those two positions at the end of the current term, which ends in October 2013.

Chris Isbell moved to take these items to the General Membership.

Bob Tyler seconded the motion.

The motion was approved by voice vote. This item will be brought before the general membership at the October 24, 2012 meeting.

## **4. Finance Committee**

### **a. 2013 Budget**

Barb Stiehl presented a budget prepared by Dennis Schmidt. She stated that with no ITTF grant money available for the conference next year, IPWMAN would need to determine whether the conference would be covered by corporate sponsorship or increases in the costs for participants. She added that currently ITTF funds help defray costs for lodging and some food. She added that IPWMAN pays about \$7,000 for the conference, which is covered by conference/registration fees.

Chris Isbell asked if IPWMAN could discuss its relationship with ILEAS after the grant expires.

Barb Stiehl said that she had discussed some issues with Jim Page at ILEAS. Jim Page said that IPWMAN could continue to use their offices as our mailing address and receive assistance with the development of our website.

Tony Torres asked what the corporate sponsorship covered.

Barb Stiehl said that the corporate sponsorship covered the reception held the evening before the conference and the breaks during the conference and pre-conference training.

Don Wenzel stated that work still needed to be done on the website.

Barb Stiehl mentioned that resources were not going to be listed on the website since IPWMAN preferred that members go through the duty officers to seek assistance instead of looking on the website to “shop” for agencies that had equipment that they thought might be useful. She said that she was trying to get general membership information into the website.

Don Wenzel moved to approve the 2013 Budget.

Tony Torres seconded the motion.

#### **b. Audit**

Barb Stiehl mentioned that she had polled the Board of Directors by e-mail to determine if they would like to have an audit done internally or externally. She said that the majority of the board had recommended using an external audit. She said that she spoke with the firm that performs audits for ILEAS and they said that a professional audit would cost at least \$5,000, which would be approximately 10% of our current available funds. The person said that once it was done, it would have to be done on a regular basis and any suggestions made would be considered deficiencies that needed to be rectified.

Chris Isbell asked if a university or college would be interested in performing an audit as part of a class project.

Barb Stiehl said that she would investigate that possibility.

#### **c. Future Plans for Marketing**

Barb Stiehl asked members to consider where IPWMAN should pursue opportunities to set up booths. She mentioned that many have suggested setting up at different conferences, but that there was more involved than just purchasing space. She said that Steve Miller from the City of Effingham and Doug Ahrens from the City of Danville had manned the booth at the Illinois Municipal League. She asked that there be an organized effort to determine where to promote IPWMAN and to find people to man the booths.

Steven Miller said that he felt that the response from IML was very good, but he wasn't sure about the effectiveness of having a booth at the Rural Healthcare Conference in Effingham. He thought IPWMAN should focus on conferences where they could reach those who would benefit from IPWMAN membership.

Barb Stiehl mentioned that a display was needed for northern Illinois so it would be easier to set up at conferences in that area.

Bob Tyler suggested that IPWMAN invite other agencies to the IPWMAN conference in exchange for booth space at their conferences.

Chris Isbell suggested attending ILEAS and IEMA conferences.

## **5. Training Committee**

### **a. Training for the remainder of 2012**

Marc Small discussed co-hosting a training program at Harper College with North Emergency Management Agencies Consortium (NEMAC) to provide a Highway Incident Management Course. He said that IPWMAN's share would not exceed \$300 to cover refreshments during the training.

Don Wenzel said that training was one part of what IPWMAN wanted to provide its membership.

Bob Tyler moved to approve expenses for the Highway Incident Management Course at Harper College not to exceed \$300.

Steven Miller seconded the motion.

The motion was approved by voice vote.

Barb Stiehl suggested that IPWMAN consider hosting the program in other areas of the state.

Marc Small presented a curriculum proposal by a contractor who had previous experience in emergency management training. He said that the contractor could fashion that program to train the trainer or to be taught as self-instruction.

Barb Stiehl mentioned that the deadline for use of 2010 grant money was December 31, 2012. She said that the preparation of the materials and instruction would need to occur before that deadline.

Marc Small said that the contractor had worked with ITTF and would ask for the money upfront and then prepare the instructional materials.

There was discussion on the process and timing for the program.

Tony Torres said that the time frame seemed very tight to put together the materials, have them approved by ITTF and actually train the personnel.

Keith Watson did not want to spend money just to keep from losing it.

Chris Isbell said that ITTF typically wants training to go through the Illinois Fire Service Institute for development. He said that he wasn't comfortable making a decision this quickly.

Keith Watson suggested that this proposal would have been easier to review had it been brought to the Board earlier.

Bob Scott asked if IFSI could perform the training for the amount of the grant remaining. He said that classroom training for basic NIMS classes would end in June of 2013.

Marc Small said that he would ask the consultant to develop a program and send it out for review.

Betty Harrison asked for a recommendation from the board.

Bob Tyler moved to ask for more information.

Tony Torres seconded the motion.

The motion was approved by voice vote.

#### **F. 2013 Meeting Calendar**

Betty Harrison recommended that the December meeting be cancelled. She recommended a calendar with quarterly meetings instead of bi-monthly meeting.

Barb Stiehl asked that an additional location in the southern Illinois area, such as Effingham.

The calendar will be sent to Board members for review and approval.

Chris Isbell said that he would actively pursue vendors for the 2013 conference. He added that the Mobile Emergency Operations Center would be on display for the conference.

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#### **G. Adjourn**

Don Wenzel moved to adjourn the meeting.

Steven Miller seconded the motion.

The motion to adjourn was approved by the members present. The meeting adjourned at 7:06 p.m. The next meeting will be determined at a later date.