



**Illinois Public Works Mutual Aid Network
Business Meeting
October 28, 2010
East Peoria, IL**

A. Call to Order:

The meeting was called to order by President Chris Isbell at 11:00 a.m.

B. Recognition of President's Awards Recipients:

Chris Isbell recognized Ken Miller for his contributions to IPWMAN. Mr. Miller has served as founding member of IPWMAN and as Vice-President of the organization since its inception.

Chris Isbell recognized Geno Koehler for his contributions to IPWMAN. Mr. Koehler has served a liaison between IPWMAN and the Illinois Department of Transportation as a founding member.

C. Report of Officers:

1. Treasurer's Report:

Barb Stiehl presented a report on the IPWMAN account. The balance as of October 25, 2010 was \$30,866.29. Expenditures for the period of September 18, 2010 to October 25, 2010 were \$1,786.69; revenues were \$4,642.47. She added that the Treasurer's Report did not include grant money from the Illinois Terrorism Task Force in the amount \$650,000, which will be used to fund the call center, communications, training and the web site. She said that the revenues included membership dues, conference fees and merchandise sales; revenues included conference costs, recruitment, and insurance for Directors and Officers. She reported that a PayPal account was created this year to make payment of conference fees with a credit card possible.

Dennis Schmidt moved to accept the report of the Treasurer.

Walter Burnett seconded the motion.

The motion was unanimously approved by voice vote.

D. Report of Standing Committees

1. Operations Committee:

a. Operations Plan

Keith Watson stated that the Operations Plan encourages agencies to work with county emergency management agency to make sure that resources are coordinated during a response.

b. Update on Call Center

Keith Watson summarized the work done to secure a call center for IPWMAN. He mentioned that IPWMAN representatives had been working with JULIE, but that the costs were higher than what was anticipated. He mentioned the importance of training resource managers for each of the regions to assist with requests for assistance from the call center. The cost for the JULIE call center would be an initial cost of \$80,000 and \$10,000 per year. The costs might increase as the membership increases.

Currently, Mr. Watson has been working with SEECOM for an alternate proposal for a call center. SEECOM quoted an initial cost of \$11,000 and \$2,500 per year.

He asked for guidance and for advice about how to contact legal counsel.

Don Wenzel asked if we needed an 800 number for the center.

Barb Stiehl said that we have researched the costs of an 800 number before and that she would find the information to report to the Board.

Ken Miller said that IPWMAN needed to decide whether to go with JULIE or SEECOM.

Robert Mitchard moved to draft a letter of commitment with SEECOM.

Bob Tyler seconded the motion.

Larry Lux asked what was included in the cost.

Keith Watson said that training, legal costs and database input would be included.

Walter Burnett said that part of the costs could be grant eligible.

Don Wenzel asked if the funds from ITTF could be reallocated if not all of the amount marked for the call center were used.

Chris Isbell stated that the money could be moved to another line item.

Ken Miller said that with SEECOM, IPWMAN would not have to buy software.

Keith Watson said that they can send phone messages, pages and mass e-mail alerts.

Tony Torres asked if the calls could be regional.

Ken Miller said that SEECOM had the capacity to break down the messages into regions. He also said that they had staff on call 24 hours a day, 7 days a week and that they had redundancy

with other 9-1-1 call centers. He added that SEECOM was self-contained underground with a generator backup, located in Crystal Lake.

Bob Tyler called for the question.

The motion was unanimously approved by voice vote.

2. Management Committee
a. Policy Manual

Vydas Juskelis presented the updated IPWMAN Policy Manual to the body.

3. Finance Committee
a. 501 (3) c

Walter Burnett reported that the 501 (3) c application for a not-for-profit organization was 80% complete. He said that the Finance Committee would meet in November to finalize the application and present it to the Board of Directors' meeting in December. He mentioned that after its submission to the IRS, it would take approximately 6 months for approval.

4. Training Committee

Sharie Tinsley discussed the training information included in the packets. She mentioned that there were several links to training programs included, which she hoped to include on the new web site. She outlined the goals for the training committee to include a calendar on the new web site with training opportunities listed. She asked for suggestions and ideas about training for members and resource coordinators.

Discussion followed about possible training opportunities within the next year.

Walter Burnett suggested that the call center be tested once it is operational and that IPWMAN representatives receive training for participating at the State Emergency Operations Center.

4. Membership Committee
a. Web Site Development

Tony Torres stated that there was a subcommittee of the Membership Committee working on a list of functions for the web site.

b. Presentations

Tony Torres mentioned that he would be presenting at the conference for the Midwest Institute of Parks Executives. He asked that members contact him with ideas about other presentations or conferences.

Keith Watson recommended targeting MABAS and ILEAS since they work with public works agencies in their communities.

Barb Stiehl mentioned that she would try to coordinate representatives to attend regional ILEAS meetings.

Don Wenzel suggested setting up a booth at the MABAS conference.

Sharie Tinsley suggested having a presence at the Public Health conference in Effingham.

Chris Isbell said that IPWMAN should make contacts to set up booths at IESMA, ILEAS, MABAS, APWA, County Highway Association and IML conferences.

Howard Killian asked if there could be additional talking points added to what is currently listed on the web site. He asked if more information about resources could be included.

John Sauter asked if information about the Lake County drill could be included on the web site.

c. Vacancies

Chris Isbell asked members to consider participating on a committee. He said that the terms for Executive Board and several Board positions expire next year.

d. Nomination for 2011

Chris Isbell asked for volunteers to serve on the Nominating Committee to nominate candidates for the positions that will be open next year.

F. Adjourn

Chris Isbell moved to adjourn.

Ken Miller seconded the motion.

The meeting adjourned at 12:25 p.m. The next annual meeting will be in October 2011 as determined by the Board of Directors.