



**Board of Directors Meeting**  
**February 20, 2020 at 10:00 a.m.**  
**Double Tree Hotel & Convention**  
**Center – Ironwood Room**  
**Bloomington, IL 61702-3157**

## **Board of Directors Meeting Minutes**

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**Present:** Ed Markison, McHenry County, President  
Barb Stiehl, City of Urbana, Vice-President  
Mark Doerfler, Wauponsee Township, Secretary  
Don Wenzel, City of Rolling Meadows, Past President  
Joe Cronin, City of Lockport, Region 2  
Vince Kilcullen, Village of Algonquin, Region 3  
Elias Koutas, Village of Palatine, Region 4  
Kelly Kerr, Village of Hoffman Estates, Region 4  
Dennis Schmidt, City of Champaign, Region 7  
Sarah Harbaugh, IPWMAN Executive Assistant  
Jeff Ruth, Social Media Committee  
Colleen Martoccio, Technology Committee  
Bonnie Woolard, Woolard Marketing  
Sie Maroon, City of Peoria  
Mark Runyon – Village of Oswego  
Gene Felchner, Illinois Department of Transportation (IDOT)

**Present by Phone:** Gary Holm, City of Batavia, Region 3

**A. Call to Order** 10:00 am

**B. Roll Call/Introductions**

**C. Approval of Minutes**

*Motion was made by Dennis Schmidt to approve the minutes of the Monday, October 14, 2019 meeting.*

*Vince Kilcullen seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

**D. Report of Officers**

a. President's Report

Sie Maroon with the City of Peoria Public Works, Supervisor of Operations attended. Sie would like to get involved in the organization.

b. Treasurer's Report – Howard Killian (not present)

Howard Killian submitted via email an unaudited breakdown of IPWMAN 2019 Revenues and expenditures.

Audits

- i. Budget
  - ii. Dues – Executive Assistant – Sarah Harbaugh

Sarah let everyone know that out of the 383 2020 invoices only 41 remain outstanding. That is significantly better than previous years. Murphysboro decided not to maintain their membership. Ed reached out to Murphysboro but they have yet to return his calls.
  - iii. EZ Tax Filing
  - iv. Directors & Officers Liability Insurance
  - v. Marketing Annual Budget #
- c. Secretary's Report
- Mark reviewed who needed new nametags based on changing/new positions. He will get this taken care of. Three people need to send Mark their Conflict of Interest Form.
- i. New Membership – IPWMAN picked up four new members this year, ten new members since our last meeting.

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

- a. Operations Committee – Scott Weber (not present) – Mark Doerfler reported that there are two gentlemen from Shorewood, IL (although one of them will be working for Romeoville soon) that are very interested in joining the Operations Committee. Scott does a great job taking care of the Duty Officer assignments. Mark thought these two gentlemen could work with Mutual Aid Box Alarm System (MABAS) with their ID system. This is done with a hospital bracelet. Information (contact information, capabilities, etc.) is typed into a program and then a bar code is created and can be added to a hospital bracelet. When IPWMAN is deployed and we have people helping at the deployment site IPWMAN creates the bracelets and then IPWMAN scans their bracelets when they come in and when they leave. This type of information is part of the reporting process for a deployment. We would not need to purchase this equipment. With our Memorandum of Understanding (MOU) with MABAS they could make that equipment available to us. This could be a great asset and it would be a great opportunity for new people to get involved with IPWMAN. The three Shorewood members that attended the conference are: Chris Ebner, Steven Mack and Chad Schwartz.
- b. Management Committee – Kelly Kerr – Dennis Schmidt introduced Mark Runyon, Assistant Public Works Director for the Village of Oswego. Dennis would like to have Mark be appointed as the IPWMAN representative on the Illinois Public Service Institute (IPSI) Board. It needs to be discussed if IPWMAN wants to have a representative on the IPSI Board. Mark Runyon is already planning on attending the IPSI training (two weeks) he would be looking for IPWMAN to cover his hotel room. Kelly Kerr passed out the IPWMAN travel policy. Kelly stated that the training at IPSI is great and also has a great potential for IPWMAN to gain new members. The decision makers of agencies are the people that typically attend this training. Can IPWMAN promote ourselves at the training? In the past the IPWMAN representative was given a minute or two at the beginning of the training to introduce themselves and say that they would be around for the entire training and people can approach him/her if they have any questions. It was brought up that IPSI training does not apply to what we do. It would be desirable for us to be able to give a one-hour presentation at the training. This would provide us with more exposure. Mark would be willing to exhibit and/or give a presentation. Dennis

will approach IPSI at their April meeting asking if IPWMAN can give an hour presentation each year. If we cannot, IPWMAN will not take the board seat.

- c. Membership Committee – Kent Cox (not present) – Vince Kilcullen reported that he gave the Village of Elk Grove a membership package. Hopefully they join. Barb reported that she gave presentations to the Eastern Illinois Highway Commissioners Association in Gifford, IL and Salem, IL. Barb also presented to the McLean County Mayors.
- d. Finance Committee – Howard Killian (not present)
- e. Training Committee – Elias Koutas – Elias reported that it has been six months since the last training. He would like to do an informal Duty Officer training in the April-May timeframe.
  - i. Establish another date with SEECOM for in-house training.
- f. Social Media Committee – Jeff Ruth – This is a new Committee. The Technology Committee was split into the Technology Committee and the Social Media Committee. IPWMAN’s recent Facebook posts have reached six thousand people. We currently have 415 Facebook page links. The National Weather Service just celebrated their 150-year anniversary. IPWMAN is a National Weather Service Ambassador so Jeff will be posting information about the anniversary. Severe Weather Preparedness week starts March 1<sup>st</sup> so Jeff will be sending information about that. He again requested everyone to send him information they would like posted.

Technology Committee – Colleen Martoccio – Colleen introduced herself. Ed reported that a couple of projects he would like to see Colleen tackle are: Secure the wristbands mentioned in E.a., work with Illinois Law Enforcement Alarm System (ILEAS) on updating the workbooks and getting every board member a Starcom radio and work on getting four iPads for the duty officers and making them compatible with the website system. Elias and Colleen will work together on the iPads.

  - i. Additional radios for Board Members
  - ii. Wristband Identification @ a disaster – This was discussed under E.a.
- g. Nominating Committee – Betty Harrison (not present)
- h. Trailer Committee – Vince Kilcullen – One trailer is complete. Vince will be getting the other trailer from Joe and will work on getting it completed. Vince thinks he has all the supplies necessary to get the trailer completed. Ed requested that Vince check with the City of Washington to verify that we can continue to store the Mobile Emergency Operations Center (MEOC) there. It was also discussed that the MEOC needs to be double checked to ensure that it is in good working order.
- i. Marketing Committee – Barb Stiehl/Bonnie Woolard – Barb complemented Bonnie on keeping us on track and continuing to move forward with our marketing efforts. We have two smaller and two larger displays for presentations and exhibiting.
  - i. 2020 Goals? – Bonnie discussed ideas that could be implemented. She needs direction on what ideas to pursue and she will then come up with a budget to get those items taken care of. Bonnie’s hand out outlines these ideas.

- ii. Barb and Bonnie would like to have a committee to get feedback on some of these marketing ideas. Bonnie will send a sample budget on what some of these items would cost. The ENews was discussed. Some topics brought up are: how often should it be distributed, should board members provide articles, have a guest column, highlight a community.
- j. Conference Committee – Mark Doerfler
  - i. 2020 IPWMAN/IDOT Conference – Mark deferred to Gene to cover this topic.

## **F. New Business**

- a. IDOT/IPWMAN Conference Meeting – Gene Felchner – Illinois Terrorism Task Force (ITTF) has twenty thousand dollars available for the conference but the money can only be used for speakers and those speakers need to be speaking about terrorist based subjects. Gene said that the most important thing is to get people to the conference. What can be done to get people there and continuing to attend? More attendees will lead to more exhibitors, etc. The key to getting people to attend is to convince them/their agency that they need to attend, whether it is the presentations, training, vendors, etc. Are there other organizations we can approach about getting their members to attend or have their organization be involved in the conference? Are there areas of IDOT that would have relevance to IPWMAN’s conference? Presentation ideas included; winter plowing and how IDOT is going to improve their operations, cell phone targeting and how people in the field can protect themselves, have a public works person from another state that had a terrorist attack, have a question and answer session with IDOT where the audience identifies a problem and IDOT helps with a solution, public health training.
- b. Open Board Member Positions – There are two positions in Region 8 and one position in Region 7 that need to be filled.
- c. Committees need goals to achieve this year – Numerous goals were discussed throughout the meeting.
- d. IPSI & Road Scholar – IPWMAN Representation and Scholarship – covered in E.b.
- e. Membership Drop - Outs – There have been two agencies that dropped out of our membership so far this year.
- f. Illinois Emergency Management Agency (IEMA)/ Federal Emergency Management Association (FEMA) Disaster Building Safety Guidance – There is training on how to determine if a building is safe structurally, electrically, etc. IEMA/FEMA is trying to create a group of building inspectors for disasters. Would IPWMAN be willing to coordinate building inspectors, structural engineers, architects or building code professionals as an asset in an activation? These professionals would not necessarily be an employee of one of our agencies but a private/professional entity. These professionals would not be reimbursed it would be strictly volunteer oriented.

## **A. Old Business**

- a. American Public Works Association (APWA) License Plate – Don Wenzel – Don has done as much as he can do. The next step is for the board members to reach out to their state representatives and request the license plate. Don is working with APWA and FEMA on updating the equipment types and rates.

- b. Regional IEMA Director Meetings – These dates needed to be added to the Google calendar.
- c. IPWMAN Capital Plan – Markison – The plan has not moved forward yet. Ed is still waiting for the trailers to be complete.
- d. TOIRMA Discussion – N/A
- e. Illinois Terrorism Task Force (ITTF) Update – Barb Stiehl – Gene reported from the Critical Infrastructure Committee. There is a database with hospitals, etc that would be a great asset if we have a deployment. This is a free asset you just need to sign up for it.

**B. Next Meeting Date and Location**

- a. Next Meeting Thursday May 7, 2020 @ 10:00 a.m. Peoria Civic Center Room 222? TBD  
Peoria Illinois Room

**C. Adjournment**

**D. Motion to adjourn**

*Motion was made by Mark Doerfler to adjourn the meeting.*

*Joe Cronin seconded the motion.*

*Voice vote taken. Motion passed unanimously.*

Meeting adjourned at 12:30pm.

**February 20, 2020 Meeting Minutes**

**BOARD PRESIDENT APPROVAL**

**Signature & Date** \_\_\_\_\_

**BOARD SECRETARY APPROVAL**

**Signature & Date** \_\_\_\_\_