



Board of Directors Meeting
February 21, 2019 at 10:00 a.m.
Double Tree Hotel & Convention
Center – Foxcreek Room
Bloomington, Il 61702-3157

Board of Directors Meeting Minutes

Present: Ed Markison, McHenry County, President
Barb Stiehl, City of Urbana, Vice-President
Howard Killian, City of Elmhurst, Treasurer
Mark Doerfler, Wauponsee Township, Secretary
Don Wenzel, City of Rolling Meadows, Past President
Sarah Harbaugh, IPWMAN Executive Assistant
Joe Cronin, City of Lockport, Region 2
Vince Kilcullen, Village of Algonquin, Region 3
Vydas Juskelis, Village of Villa Park, Region 4
Elias Koutas, Village of Palatine, Region 4
Tom Casson, Menard County Highway Department, Region 6
Kent Cox, City of Macomb, Region 6
Ed Andrews, City of Washington, Region 7
Jeff Ruth, Information Technology Committee
Kelly Kerr, Management Committee

Present by Phone: Gary Holm, City of Batavia, Region 3
Greg Smothers, Williamson County Highway, Region 11
Sean Henry, City of Carbondale, Region 11
Scott Weber, Operations Committee

A. Call to Order 10:05 am

B. Roll Call/Introductions

C. Approval of Minutes

Motion was made by Vydas Juskelis to approve the minutes of the October 15, 2018 meeting.

Joe Cronin seconded the motion.

Voice vote was taken. Motion passed unanimously.

D. Report of Officers

a. President's Report

Vydas Juskelis is retiring March 31st. According to the IPWMAN bylaws, a board member must represent a member agency. If Vydas is not representing an agency he cannot be a voting member. He would like to stay on as a non-voting member at the very least.

- i. House Bill (HB) 0305 – HB 0305 was pulled. This bill would prohibit municipalities from using funds to send staff or representatives to conferences. There is a new similar bill HB 2075 that affects home rule communities.
 - ii. Anttix Contract – IPWMAN only has a maintenance contract right now. The contract is a month to month agreement.
 - iii. SEECOM Contract – The SEECOM contract expires on April 30, 2019. The original contract from 2011 was for \$2500 per year. The contract has been at \$3000 for the last three years. SEECOM would like to raise it to \$3500 for a three to five-year contract. They have updated their system. Should we add in a \$100 increase for the next five years to get them to \$3500? Can we include a monthly test that the system is working? Ed will touch base with Jason at SEECOM.
- b. Treasurer’s Report
- i. Audits – Howard is finishing up a reconciliation of 2018. Howard has someone to help him with the audit.
 - ii. Budget – Howard passed out a new budget. IPWMAN spent more this year with the trailers, member books, and a call-in speaker system for board and other meetings.
 - iii. Dues – Executive Assistant – Anttix is working on a system to automate the billing process for membership dues. Hopefully the system will be ready to send out invoices for dues early in March.
 - iv. EZ Tax Filing – IPWMAN is exceeding the \$50,000 limit to file the e-card tax return form. Howard contacted Alan Kolosh, the tax preparer that Sarah referred him to that takes care of Illinois Association for Floodplain and Stormwater Management’s (IAFSM) taxes. Alan is going to send an estimate for his services after Howard sends some information to him. IPWMAN needs an address above and beyond the P.O. Box for 1099 and other tax items. It was agreed to use Sarah’s address.
 - v. Directors and Officers Liability Insurance – Discussed under Finance Committee (E.d.).

E. Report of Standing Committees

- a. Operations Committee – Scott Weber – There have been no requests for assets since early December 2018. The duty officer list is up to date.
 - i. SEECOM Activations – IPWMAN can set up the grasshopper system so that SEECOM always calls the same number versus calling the current duty officer’s phone number. The new duty officer will need to log into grasshopper and change the system to ring

their number. This should prevent SEECOM from having issues of not being able to reach the duty officer. We can set up the system to have a specific extension be the duty officer extension and just not have that extension be part of the opening message recording. Elias and Vydas volunteered to test this operation with Sarah.

- b. Management Committee – Kelly Kerr – Kelly has been working on the Memorandum of Understanding (MOU) with the Illinois Emergency Services Management Association (IESMA). Kelly should have it done in the next week and he will send it out to the board. Kelly is going to use same language as the Illinois Law Enforcement Alarm System (ILEAS) MOU. It would be desirable to get the MOU to ILEAS before their March meeting.
- c. Membership Committee – Kent Cox – No report
- d. Finance Committee – Howard Killian – Howard is working on the audit. The bank suggested we move some of our money into another account in case our account gets hacked the hackers would then not have access to all of our funds. This account could also be used as a capital replacement funding account. Don suggested we get a Certificate of Deposit. Howard will check to make sure that we can do that or what the best option is. Do we need to have insurance for trailers? IPWMAN only has Directors and Officers Liability insurance. Do we have coverage if a civilian or someone gets hurt? Howard is going to check on all of these issues.
- e. Training Committee – Elias Koutas – Elias continues to work with the Illinois Emergency Management Agency (IEMA) on some cooperative trainings. When trainings are scheduled they will be posted on the website calendar. Elias gave kudos to the new duty officers. Elias wants to try and get the new duty officers to shadow the seasoned officers as an additional learning tool. There is a duty officer manual getting finalized. Mark will send Elias an asset location sheet. Tom requested a copy of the completed manual for the State Emergency Operations Center (SEOC) and the alternate SEOC. Don shared his duty officer folder that contains information that can be added to the duty officer manual.
- f. Technology Committee – Jeff Ruth – Jeff can update laptops if needed. Jeff requested everyone share IPWMAN’s social media. Agencies can send Jeff public works day-to-day projects that could be interesting to add to IPWMAN’s social media. Tornado season starts next week. Jeff is going to start putting out information about tornados.

- g. Nominating Committee – Barb Stiehl – This year regions 4, 11 and the executive officers are up for election. Betty and Barb will contact people to see if anyone is interested in any of those positions.
- h. Trailer Committee – Vince Kilcullen – Vince is hoping to start construction of the back half of the trailer that he has. They are going to add some rubber mats, shelves, etc. The trailer should be completely done in a week or two once started. Don has three first responder flags that we can add to the trailers if the trailers have a flag pole.
- i. Marketing Committee – Barb Stiehl/Bonnie Woolard – Bonnie is going to have an ad going out in the Township Perspective magazine. This ad might give the townships exposure to us. IPWMAN has a free booth at the APWA conference. Bonnie is doing a survey to see what drew our current members to join. Bonnie would like a list of places where we have presented. Mark said we are out of marketing materials. We have a bunch of emergency response booklets. Should we order replacement tablecloths and other marketing material? Bonnie was going to create a second booth. Barb will follow up with Bonnie on all of these items.
- j. Conference Committee – Mark Doerfler
 - i. 2019 Conference – The conference is scheduled for October 14-16 at the Doubletree in Bloomington. Mark strongly requested some help for conference planning. There was a lot of positive feedback on last year’s conference. Some suggestions for the upcoming conference: start the 2nd day earlier, ask the new IEMA director and Governor to speak. Mark is trying to get Trooper Tracy, the social media director for the Illinois State Police (ISP) to speak. Ed will send new letters to VIPs for the conference. Ameren will do a presentation on live down lines at our next conference. There was a suggestion for NICOR Gas to do a presentation about one of their largest natural gas storage facilities that is only 18 miles from here.

F. New Business

- a. Illinois Department of Transportation (IDOT) – Gene Felchner – Gene is responsible for homeland security infrastructure at IDOT. Gene organized the IEMA conference for sixteen years. If there are any informational subjects the IPWMAN board wants IDOT to present at our conference Gene can help with that. If there are any other agencies, for example the Illinois Environmental Protection Agency (IEPA), that we would like to participate he can help coordinate that.

Future conferences – IDOT used to receive money from Illinois Terrorism Task Force (ITTF) for conferences. IDOT and IPWMAN do the same thing just at different levels. IDOT and IPWMAN need to work together to be more effective. Is IPWMAN interested in doing a joint conference? The IDOT conference was about 1400 people in 2016. This would be a more focused group. It is important to get a large venue with room to grow. IDOT would be starting a new conference. IDOT needs to ask their districts what would be beneficial to them so they will be encouraged to attend like we do for IPWMAN members. For a successful conference you need to reach out and figure out good ideas for sessions such as legislative presentation, lessons learned and training presentations for attendees. Gene will check with his boss that we could start working on this regardless of getting money from ITTF. Gene will check about IDOT's printing capabilities, potential funds and speakers at no cost. A letter would be nice showing IPWMAN support of a combined conference. IPWMAN will revisit this discussion in May.

Motion was made by Vydas Juskelis for Ed to send a letter to Gene expressing out support of a combined 2020 conference.

Don Wenzel seconded the motion.

Voice vote was taken. Motion passed unanimously.

IEMA MOU – Ed asked a question about an IEMA process. Gene provided contact information for Darryl Drago who can provide clarification.

IDOT is very positive about IPWMAN and recognizes IPWMAN as a critical asset that not many states have. Gene emphasized the importance of members to stay connected with other agencies also.

- b. Township Officials of Illinois Risk Management Association (TOIRMA) Discussion – IPWMAN got an email from Jim that TOIRMA has/had a board meeting. They are in favor of having their members join IPWMAN and will add a line item in their budget for membership dues. IPWMAN proposed that TOIRMA pay \$100 for the first year in dues for the township(s) that join IPWMAN and then the township(s) would be responsible to pay their yearly dues after that. TOIRMA countered with \$100 until June 1st and then from June 1st to December 31st TOIRMA would pay \$50 for the first year dues for the joining township(s). This situation would be revisited with TOIRMA in late 2019. TOIRMA and IPWMAN need to provide a lot of training. Will townships continue the membership? It will be difficult to get some of the smaller townships to join. IPWMAN will need to enlighten the townships about the advantages of IPWMAN. This will be time consuming and costly. Mark pointed out that we

should encourage TOIRMA to pay for the township(s) all the time not just the first year.

IPWMAN should have a two-part presentation – why an agency should join IPWMAN and once a member what IPWMAN can do for you. Elias will work on this type of presentation.

Motion was made by Vince Kilcullen to allow for the proration of the TOIRMA membership dues to \$50 in June.

Vydas Juskelis seconded the motion.

Voice vote was taken. Motion passed unanimously.

- a. ITTF update – Vydas Juskelis – ITTF’s Council of Chairs needs to meet and hopefully a new chair will be designated. The idea was brought up to create an annual report and provide it to ITTF. We could provide that annual report to our membership also. Vydas will continue his association with ITTF after his retirement as a representative of APWA so he can continue to represent IPWMAN also. Mark suggested we have a list of IPWMAN needs prepared so when the call for funding is issued by ITTF we are ready and able to submit. An example of an IPWMAN need is Ipads for duty officers. Barb will look for the old ITTF submittal form so we know what information we need to gather.
- b. Operation Power Play – Mark Doerfler – Operation Power Play is scheduled for May 22nd. Operation Power Play is a statewide disaster exercise organized by ComEd and includes the FBI, Secret Service, Rails, etc. The scenario is: Three weeks prior to the event forty-two inches of snow had fallen. The weather turns warm and there is a snow melt, a rain storm and then tornado activity going from Minooka to Midway Airport. The tornado knocks out the Chicago weather service. Utilities and everything are affected. Then there will be a cyber-attack. Mark, Vince & Joe are going to identify twelve IPWMAN agencies who will create activations with SEECOM. Don will be point duty officer. Three other duty officers, Vydas, Gary and Dan, will help to mitigate these twelve communities. The drill is only four hours long. Our goal is to test the call-in, the call-out and the website. This will also test the Mobile Emergency Operations Center (MEOC). IPWMAN will need to liaison with the SEOC.
- c. Federal & State Surplus – Kent Cox – Kent signed up for this. There are state and federal assets (Starcom radios, generators, vehicles, trailers, military items, light trailers, etc.) located in any state. IPWMAN can request these assets for purchase/donation. Central Management Services (CMS) site also a good place to look for assets.
- d. Urban Forest Strike Team (UFST) – Sarah Harbaugh – UFST requested us to make information available about their training. They are going to send the finalized information about the training and Sarah will make sure it gets on the website.

- e. Mutual Aid Box Alarm System (MABAS) Conference – Mark Doerfler – Mark is presenting on Tuesday.
- f. Illinois Section – American Water Works Association (ISAWWA) Conference – Barb Stiehl – Ed & Barb are presenting an IPWMAN power point March 19, 2019.
- g. Illinois Chapter of the American Public Works Association (APWA) Conference – Barb Stiehl – IPWMAN has a free booth in May.
- h. APWA Chicago Metro Chapter Expo & Conference – Kelly Kerr – Kelly made initial contact with Kevin McCullen. Kevin is sending the paperwork. The conference is being held on May 22nd. Kelly requested the booth display.
- i. University of Illinois Extension Office Webinar – Ed Markison – There is an extension office in every county. Ed requested them to push out information about IPWMAN. The extension office wants Ed to help with a webinar.
- j. April 25th IESMA Summit – Ed Markison – Ed will follow up about the Summit that is being held in Springfield.

B. Unfinished Business

- a. APWA License Plate – Don Wenzel – Don is working on a Public Works first responder license plate. His contact was not reelected so he is starting over. The State is doing license plates for organizations. Do we want to try and get a recognition plate without a memorial fund? Numerous board members stated that it would be easier to proceed without a memorial fund. Don will proceed on trying to get the plates issued.
- b. Regional IEMA Director Meetings – All – Region 7 has a meeting today so Barb couldn't go. Region 4 met in January. Region 3 was cancelled due to weather.
- c. IPWMAN Magnets – Markison – Ed needs to send an invoice to Howard.
- d. IPWMAN Capital Plan – Markison – Ed is still working on this and will finalize it once the trailers are done.

C. Next Meeting Date and Location

- a. Next Meeting Thursday May 2, 2019 @ Peoria Civic Center

D. Adjournment

E. Motion to adjourn

Motion was made by Vince Kilcullen to adjourn the meeting.

Tom Casson seconded the motion.

Voice vote taken. Motion passed unanimously.

Meeting adjourned at 12:23pm.

February 21, 2019 Meeting Minutes

BOARD PRESIDENT APPROVAL

Signature & Date _____

BOARD SECRETARY APPROVAL

Signature & Date _____