



**Board of Directors Meeting**  
May 4, 2023, at 10:00 a.m.  
Peoria Civic Center Room 209  
201 SW Jefferson Ave.  
Peoria, IL 61602

## Board of Directors Meeting Minutes

---

---

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

### B. Roll Call/Introductions

**In Person** Mark Runyon, Village of Oswego, President  
Ed Markison, McHenry County, Past President  
Gary Holm, City of Batavia, Vice President  
Mark Doerfler, DuPage County, Secretary  
Joe Cronin, Village of Lockport, Region 3  
Graham Strebler, Village of Rolling Meadows, Region 4  
Clifford Frye, Christian County Highway Department, Region 6  
Barb Stiehl, City of Urbana, Nominating Committee  
Sarah Harbaugh, IPWMAN Executive Assistant

**Zoom** Vince Kilcullen, Village of Algonquin, Region 3  
Brandon Tanner, Johnson County, Region 11  
Chris Drey, Village of Romeoville, Operations Committee

### C. Approval of Minutes

- a. Board of Directors Meeting – February 16, 2023 (*discussion/vote*)

*Motion was made by Graham Strebler to approve the minutes of the Thursday, February 16, 2023, Board of Directors Meeting.*

*Ed Markison seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

### D. Report of Officers

- a. President's Report
- i. Open Positions – There are open positions in Region 6 & 11 along with the membership and marketing committees.
  - ii. IPSI Update – There was one applicant for the Spring session, Jonathon Gascon from Arlington Heights. The Fall session application is on the website.
  - iii. Reaching out to Member Agencies regularly (Regional Directors, Zoom Meetings, IEMA Contacts) – Mark D. suggested Regional Directors should reach out to their members. Joe, Graham, and Brandon will meet and come up with ideas.

- iv. Chicago Metro Chapter APWA Expo – Chris Drey and Graham Strebler are going to man the booth. It is scheduled for May 24th & 25th at the DuPage County Fairgrounds. Chris will coordinate with Mark R. to pick up the supplies for the exhibit booth.
- v. APWA Expo– Mark R. thanked Barb for manning the booth at the event and also giving a presentation about IPWMAN. Should Barb’s hotel room will be covered by IPWMAN.
- vi.

***Motion was made by Vince Kilcullen to approve paying for Barb Stiehl’s hotel room at the Expo in exchange for her time spent at the Expo on behalf of IPWMAN.***

***Graham Strebler seconded the motion.***

***Voice vote was taken. Motion passed unanimously.***

- b. Vice President Report – Batavia had a small tornado in March, and it cost the City about \$20,000. Just an example of what IPWMAN can bring to a member agency.
- c. Treasurer’s Report
  - i. Budget Update – Mark R. will have Aaron send out an updated current budget to the board.
- d. Secretary’s Report
  - i. New Website – Sharp Innovations is putting together a beta site for us to look at. No dates yet but they are hoping for some time in May.
  - ii. Agency & Open Meeting Act - Mark R. asked Mark D. to investigate IPWMAN as it pertains to the Open Meetings Act. Based on Mark’s research he believes we do not need to follow the Open Meetings Act. It did come up that we may be considered a government agency. If we are then we aren’t doing certain things that we should be doing. At this point we can claim ignorance but once we figure it out, we need to make some changes on how we handle meetings and other things. Mark D. suggested we contact an attorney about this. We want to get funding which requires us to be a government agency. Do we want to do that knowing all that that entails. Gary has some experience with this because of another agency he is a member of. Sarah will gather documents from the files and provide them to Gary.
  - iii. SEOC – Mike McPeck, Director of SEOC, would like to be able to deploy us as a state asset. Mike wants to review our MOU with IEMA. He is also including the Chief Legal Counsel. If SEOC deploys IDOT they must pay IDOT. They are interested in deploying us. Hesitation was expressed in that IPWMAN has to be very careful to make sure that we aren’t paying, or our members aren’t paying to help them out so they can save money.
  - iv. New Members – City of Evanston, Henderson County, Village of LaGrange Park, Village of Northbrook, El Paso Township, and City of West Chicago joined since our last meeting.

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

- a. Operations Committee – Chris Drey – A new Duty Officer calendar went out. New duty officers are included on the calendar.

- b. Management Committee – Kelly Kerr - absent
- c. Membership Committee – Barb Stiehl
  - i. Exhibit Booths - Barb manned a booth at the IL Highway Commissioners Conference last week. There was a lot of traffic at the booth. At the IEMA conference in Springfield some counties and their communities showed interest in IPWMAN. Barb is manning the booth at the APWA conference in Peoria. Barb also attended an SEOC meeting.
  - ii. Associate Members - Barb investigated what was needed for retired and unemployed people to be involved in IPWMAN. There is a liability form that would need to be signed that eliminates the liability for IPWMAN for Associate Members.
  - iii. Presentation - Barb is hoping to put a presentation together for communities in the southern portion of the state with Brandon.
- d. Finance Committee – Aaron Howe - absent
- e. Training Committee – Graham Strebler – Graham talked with Mark D. about trying to teach a duty officer training. Maybe training should happen at the conference. The training that was given virtually was not well attended. It might be worthwhile to have people register for the free training, so we know who is interested and who attended. Some kinks need to be worked out as far as screen sharing to show forms, etc.
- f. Social Media Committee – Jeff Ruth - absent
- g. Technology Committee – Colleen Martoccio - absent
- h. Nominating Committee – Barb Stiehl/OPEN
  - i. Trailer Committee – Vince Kilcullen – The 2<sup>nd</sup> response trailer is finished we just need to figure out where it should be stored in central Illinois. We could check with Germantown Hills.
- j. Marketing Committee – Barb Stiehl – Maybe Chester would be interested in joining this committee.
- k. Conference Committee – Mark Doerfler
  - i. 2023 Conference Update – Mark went through the schedule and the current presentations he has planned. We are eliminating breakfast and boxed lunch. IPWMAN will pay the first \$50 for the hotel rooms. Two rooms per agency will be provided. All of this should save us thousands of dollars. The Board members and Committee Chairs rooms will be complimentary. We will also do the \$40 gift certificate again as a giveaway.
- l. APWA Liaison Update – Chris Drey – The President of APWA Chicago Chapter, Allison Swisher, is working on streamlining their paperwork. APWA is interested in putting a article in their newsletter. APWA Southwest Branch would like us to do a presentation about IPWMAN.

## **F. Old Business**

- a. Operation Power Play – Chris D. – Mark D. and Chris worked with Will County. They ran through various scenarios. Chris was in the EOC in Will County. It showed that our members

don't know if they should call. We need to educate our members on what we do so they know whether they should call or not. Crete was upset with Will County because they did not get the information for their part in the drill. Crete & Monee went through various scenarios. They had a great experience and will be at the conference. Attending this helped with our relationship with ComEd. They realized what we do and how well we do it.

- b. Monthly Radio Drill – Mark D. – Graham and Cliff will get an email about the radio test. Mark would like others to do this each month. It would make everyone more comfortable on the radios. Mark D. would also like to do an SEOC test monthly starting next January. There will be a little more involved but these would be great skills to know during an activation.
- c. Regional IEMA Director Meetings – All – Vince will attend Region 3 on May 19<sup>th</sup>.

## **G. New Business**

- c. Duty Officer Training Update – Mark D. and Elias K. – covered above in E.e.
- d. Operation Power Play – Mark D. – Covered in F.a.
- e. Newsletter – Mark R., Sarah H. and Chester Gorecki – Mark R. is wanting to get this newsletter going again. Chester has volunteered to work on the newsletter. If anyone has anything they would like to add to the newsletter send it on to Sarah or Mark R. Some things that can be included are the Conference Save the Date, article about when you can call and when you should call to activate or just borrow materials. Chris Drey said he could ask Ryan from Minooka to write something up about their experience in a recent activation. Barb could provide an article about where we have been presenting. Cliff said he would talk to the County Engineers so we could present at the Western Conference.
- f. Member Survey – Sarah reported that the survey has gone out twice now. Mark D. is going to talk to Don Burr at SEECOM and see if that can't include more information in the title of the blast so people know what it is. Especially when there are multiple messages going out and you want to look back at them.
- g. IPEMA – Mark D. – IPEMA would like to enter into an MOU with them. They used the ILEAS MOU and just changed the name. Kelly will review the MOU.
- h. ITTF Meetings – Mark D. – All meetings are in person now. Mark D. is co-chair of the critical infrastructure committee. Mark D. thought it would be good publicity to attend in Springfield and make IPWMAN known to those in charge down there. Mark would like to get reimbursed for his mileage to attend these meetings. Mark would probably be attending quarterly.

***Motion was made by Graham Strebler for Mark Doerfler to attend the ITTF meetings in Springfield and have his mileage reimbursed.***

***Cliff Frye seconded the motion.***

***Voice vote was taken. Motion passed unanimously.***

- i. ITTF Funding – Mark D. – Mark D. sent emails and texts to Jim Paige and Bob Evans. He finally got a response saying that once they were done with the budget process, they will have money for an administrator for IPWMAN for one year for sure. They will need a job description. Sarah will look for that and send it to Mark D.

## **H. Next Meeting Date and Location**

- j. Next Board of Directors Meeting Thursday, August 10, 2023 @ 10:00 a.m. at DoubleTree Hotel, Bloomington, IL.

## **I. Adjournment 11:52**

*Motion was made by Ed Markison to adjourn the meeting.*

*Joe Cronin seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*