



Board of Directors Meeting
May 5, 2022 at 10:00 a.m.
Peoria Civic Center Room TBD
201 SW Jefferson Ave.
Peoria, IL
and Virtual ZOOM Meeting

Board of Directors Meeting Minutes

A. Call to Order – 10:00am

B. Roll Call/Introductions

- In Person:** Mark Runyon, Village of Oswego, Vice President
Mark Doerfler, Wauponee Township, Secretary
Joe Cronin, Village of Lockport, Region 3
Vince Kilcullen, Village of Algonquin, Region 3
Gary Holm, City of Batavia, Region 6
Dave Clark, City of Champaign, Region 7
Jeremy Heurman, City of Effingham, Region 9
Brandon Tanner, Johnson County Highway Dept., Region 11
Barb Stiehl, City of Urbana, Region 11
Sarah Harbaugh, IPWMAN Executive Assistant
- Zoom** Ed Markison, McHenry County, Past President
Tim Isley, City of Rochelle, Region 2
Sam Tesreau, City of Rochelle, Region 2
Kelly Kerr, Village of Hoffman Estates, Region 4
Graham Strebler, Village of Rolling Meadows, Region 4
Dan Bowman, City of O'Fallon, Region 8
Brandon Tanner, Johnson County, Region 11

C. Approval of Minutes

- a. Board of Directors Meeting – Thursday, February 17, 2022

Motion was made by Vince Kilcullen to approve the minutes of the Thursday, February 17, 2022 Dave Clark seconded the motion.
Voice vote was taken. Motion passed unanimously.

D. Report of Officers

- a. President's Report & Vice President Report - Elias was unable to be present. Mark Runyon presented.
- i. Webstore – Mark Runyon had a meeting earlier this week with Imagination Print. The new apparel store should be up and running on the website by the end of the month.

- ii. IPSI Scholarship Update – The Illinois Public Service Institute (IPSI) applicant for the Spring session was unable to attend. IPWMAN will now offer two scholarships for the fall session.
 - iii. Wisconsin Public Works Mutual Aid Network Update (WPWMAN) – Mark Runyon spoke with Barry Pierce. WPWMAN is having monthly meetings and they will contact IPWMAN if they need any help.
- b. Treasurer’s Report – Aaron was unable to attend. Report attached.
 - i. Dues – Executive Assistant – Sarah reported that there are three agencies that still need to pay their 2022 dues. Two are in the process of paying and one, Virginia Township, has not paid. Sarah has sent numerous emails, snail mail letters and left voice messages and still no response. Sarah will send a certified letter giving them a drop-dead date to respond or they will no longer be considered an IPWMAN member.
- c. Secretary’s Report – Mark Doerfler
 - i. New Membership – Five agencies have joined since the February meeting: Compromise Township, Clay County, City of East Moline, Village of Coalton, and the City of Braidwood.
 - ii. Two Way Radios – Almost all of the radios have been distributed. Mark Doerfler will get the last four sent out. Mark Doerfler will come up with a plan on how to test the radios monthly.

E. Report of Standing Committees

- a. Operations Committee – Chris Drey not present Mark Doerfler presented –
 - i. The leaders of IPWMAN and Mutual Aid Box Alarm System (MABAS) need to meet and see how we can help each other out; Rapid Tag, etc.
 - ii. Operations Plan Revision – Mark Doerfler – Vince, Joe, Mark D. and Gary did a once through of the plan. Gary had a lot of updates. Those updates need to be added into the current version. Mark is planning on restructuring the layout of the Operations plan. There is the possibility to add a “Drone Team.”
 - iii. Operation Power Play – Mark Doerfler went to the first planning meeting. This year’s drill will be shrunk down compared to the last drill. IPWMAN is not going to be a strong participant in the drill. IPWMAN will advertise the drill and if any of our member agencies want to participate, they can then follow their plan which would include calling a duty officer and initiating a simulated activation.

- iv. IPEMA – Mark Doerfler – The Illinois Professional Emergency Managers Association (IPEMA) is going to take over some or all of what Illinois Emergency Services Management Association (IESMA) is doing. Illinois Emergency Management Agency (IEMA) Director Tate-Nadeau has endorsed and is funding this new organization to provide emergency planning and professionalism in the state. IPEMA would like IPWMAN to be on the board. IPEMA wants public works people to be integrally involved in emergencies.
- b. Management Committee – Kelly Kerr - Kelly is continuing to work on revising the by-laws.
- c. Membership Committee – OPEN
- d. Finance Committee – Aaron Howe – Not present
- e. Training Committee – OPEN
- f. Social Media Committee – Jeff Ruth – Jeff provided an email stating that if anyone had anything they would like posted to send it to him and he will take care of it.
- g. Technology Committee – Colleen Martoccio – Not present
- h. Nominating Committee - Barb Stiehl/OPEN– Regions 4 & 11 are up for election for a three-year term.
- i. Trailer Committee – Vince Kilcullen – The second trailer has been built out and has most of the supplies. IPWMAN needs to figure out where the trailer will be stored. The Mobile Emergency Operations Center (MEOC) is in Oswego. Mark D. needs to have someone go out to look at the internet setup for the MEOC.
- j. Marketing Committee – Barb Stiehl – Barb sent the old marketing plan out to the committee. Pens and paper and flyers have been delivered to Barb and Kelly to go with the banners. The banners have been updated. Kelly Kerr will house the exhibition supplies in the north and Barb will store them in the south. On May 19th Barb and Brandon are hosting an event to encourage membership in region 11.
- k. Conference Committee – Mark Doerfler – Several speakers have been lined up. There will be five tracks; Emergency Management, Forestry (IAA will provide these speakers), Fleet, Illinois Terrorism Task Force (ITTF) and Illinois Department of Transportation (IDOT) (Barry Kent will provide these speakers). Waffle House will be presenting. Mark D. is looking into someone who will talk about cybersecurity. We will have a virtual presentation on the Government Emergency Telecommunications Service (GETS) Cards. Another presentation that is in the works is “How to give an interview to the media during an event.” The

conference committee will continue to work on sponsorships. The committee is working with our new apparel vendor to see if we can get them to bring down a mobile printing truck so we can have t-shirts printed on-site.

- l. State Emergency Operations Center (SEOC) Committee Meeting– Barb Stiehl reported various topics that were discussed; focus on Ukraine/Russia event, forecasting a fuel shortage this summer, ISIS attack was thwarted (one teenager from Chicago and separate adults and kids were plotting killing adults in a mosque, concerned about food processing facilities being subject to arson. They are planning ahead for the Eclipse in Carbondale on April 8, 2024. September 8-11 is the IEMA Summit in Springfield and they are looking for people to present. The emphasis will be on continuity in government and focus on critical infrastructure.
- m. IPWMAN Credit Card Usage– Ed stated that the IPWMAN credit cards can be used to do some things: okay to use card to purchase meals if used while conducting IPWMAN business. Alcohol should not be charged to IPWMAN. It is okay to use the card and then fill out a form after the fact. This will be the policy unless it gets abused then it will need to be revisited. Aaron will come up with a form so that these incidents can be tracked.

F. Old Business

- a. ITTF Full Membership & Critical Infrastructure–Mark Doerfler – They provide a ton of information at these meetings. They are pushing the dual authenticity of accessing web accounts for cybersecurity. The Critical Infrastructure Committee shared what they are doing to protect our state’s infrastructure. They are looking into what the wastewater and water industries are doing to protect that infrastructure. ITTF has provided funding to Western Illinois University to try and create a database of all the drones and their uses in the state.
- b. Regional IEMA Director Meetings – Vince reported Region 3 is on May 20th.

G. New Business

- a. Illinois Road Scholar (IRS) – Vince Kilcullen had questions on the process of the IRS scholarship. How do we approve who gets the scholarship? What is the process to pay for the scholarship? Mark Runyon said for IPSI he collects the applications, decides on the recipient, and then coordinates with IPSI to provide payment directly to IPSI for the recipient.
- b. Website – Our website people have been bought out by larger company. The people that we have been dealing with were hired by the new company so that will remain pretty much the same. IPWMAN is looking into giving the website a refresh. We have a credit balance with the website company. We will use that credit for the website folks to provide us with a couple

of drafts for an updated website and then we will choose what we like best and then they will provide an estimate on what the update will cost.

- c. Federal Surplus Program – Mark Doerfler. Mark needs some signatures from board members.
- d. GETS/WPS (Wireless Priority Service) cards. 90% of our board members and duty officers have these cards.
- e. Grant Assets – Ed Markison – IPWMAN has a printer that was purchased from a grant. What do we do with a printer/asset that doesn’t work anymore that was purchased through a grant. IPWMAN needs to let the agency that provided the grant know that the equipment is no longer functional.

H. Next Meeting Date and Location

- a. Next Board of Directors Meeting Thursday August 11, 2022 @ 10:00 a.m. at DoubleTree in Bloomington.

I. Adjournment

Motion was made by Vince Kilcullen to adjourn the meeting at 11:03.

Barb Stiehl seconded the motion.

Voice vote was taken. Motion passed unanimously.