



Board of Directors Meeting
May 6, 2021 at 10:00 a.m.
Virtual ZOOM Meeting

Board of Directors Meeting Minutes

Present: Ed Markison, McHenry County, President
Barb Stiehl, City of Urbana, Vice-President
Mark Doerfler, Wauponsee Township, Secretary
Gary Holm, City of Batavia, Region 3
Vince Kilcullen, Village of Algonquin, Region 3
Elias Koutas, Village of Palatine, Region 4
Kelly Kerr, Village of Hoffman Estates, Region 4
Kent Cox, City of Macomb, Region 6
Dave Clark, City of Champaign, Region 7
Robert Hancock, City of Troy, Region 8
Dan Bowman, City of O'Fallon, Region 8
Toby Rinehart, City of Flora, Region 9
Sean Henry, City of Carbondale, Region 11
Mark Runyon, Village of Oswego, Region 11
Colleen Martoccio, McHenry County, Technology Committee
Sarah Harbaugh, IPWMAN Executive Assistant
Jeff Ruth, Village of Bolingbrook, Social Media Committee
Bonnie Woolard, Woolard Marketing
Michael Brunk, IDNR
Debbie Fleigel, IAA
April Toney, IAA

A. Call to Order 10:02 am

B. Roll Call/Introductions

C. Approval of Minutes

- a. Board of Directors Meeting – Thursday February 18, 2021

*Motion was made by Kent Cox to approve the minutes of the Thursday, February 18, 2021, meeting.
Elias Koutas seconded the motion.*

Voice vote was taken. Motion passed unanimously.

D. Report of Officers

- a. President's Report

- i. Ed mentioned that Christine Bajor, from the Village of Wheeling, would like to volunteer to work on an IPWMAN committee. If committee chairs want to reach out to her, Sarah has her contact information.

- ii. IPWMAN Newsletter – Ed was excited about how great the newsletter was. Ed particularly liked the information about leadership transition.
- iii. 2021 Nominations – Barb was still looking for nominations for October. If interested or know of anyone who would like to serve as a director please let Barb Stiehl know.
- b. Treasurer’s Report – Aaron was on vacation, so Sarah reported the account balance. She mentioned that there are only four agencies that have not paid their annual dues. Sarah spoke with each of the four agencies, and they all anticipate renewing.
- c. Secretary’s Report
 - i. New Membership – IPWMAN had five new member agencies join since our last meeting.
 - ii. Business Cards – Mark will pick up the cards and mail them to the respective board members.

E. Report of Standing Committees

- a. Operations Committee – Chris Drey – not available
 - i. Resource Typing – It was asked whether IPWMAN used Federal Emergency Management Agency (FEMA) Codes or state codes when completing FEMA paperwork. All who responded agreed that they used FEMA codes.
- b. Management Committee – Kelly Kerr – Nothing new to report.
- c. Membership Committee – Kent Cox – Nothing new to report.
- d. Finance Committee – Aaron Howe not available
 - i. IPWMAN PNC Account Access – Sarah reported that Howard was the only signer for the PNC checking account when he was treasurer. Steve Miller then took over the account. Before Steve retired, he put Aaron on the account and removed himself. Currently, Aaron is the only signer for the account. Aaron will work on getting Sarah Harbaugh and Mark Doerfler as signees on the account so there will always be someone available to access the account.
- e. Training Committee – Elias Koutas
 - i. Elias reported that he another date had been established with Southeast Emergency Communications (SEECOM) for in-house training – Elias contacted SEECOM. SEECOM was open to host a tour of their operations. They were also interested in participating in a tabletop exercise. Elias was going to work on this and to get it scheduled for the fall.

- ii. Elias gave a shout out to the May duty officers and announced who the June duty officers would be.
- f. Social Media Committee – Jeff Ruth – Jeff asked everyone to let him know if their agency was doing anything for Public Works Week and he would post it on social media. Thank you to Barb for all the information she had sent. Jeff requested a copy the newsletter in a format that he could post on IPWMAN’s social media. Bonnie said that she would get that to Jeff. IPWMAN Facebook page reach is up 1000%. Jeff is going to start adding more to the Twitter account.
- g. Technology Committee – Colleen Martoccio – Colleen asked if Don Wenzel had turned in his computer since he retired. Elias had been in contact with Don and would check on the two computers that he has. Kelly mentioned that he thought that Vydas Juskelis still had a computer.
 - i. Additional Radios for Board Members – Mark Doerfler
 - 1. Starcom 21 Requests – Mark investigated purchasing eight Starcom radios. He said it would cost \$52,000 so Mark reached out to various entities to see if he could acquire some unused radios from them. He was able to get six radios from the cache in Marion and six from the cache in Champaign to give to who we thought was best, specifically duty officers and those in command posts in the field. Mark found a lost IPWMAN radio and Elias volunteered to get it from that individual. Mark said that IPWMAN needed to get all radios updated. There were quite a few agencies that were claiming ownership of the radios. Mark was going to work with Chris Drey to distribute the radios to the twelve duty officers.
- h. Nominating Committee – Betty Harrison/Barb Stiehl
 - i. August – New Executive Committee Members for October Meeting – Barb reported that there will be open positions for President and Vice President in October. There are candidates for these two positions. Sam Tesreau is talking with someone from Region 2 to take over his position. There is a possible candidate for a Region 9 Director in Effingham to take over for Steve Miller and Barb is going to reach out to the Region 9 Directors for input.
- i. Trailer Committee – Vince Kilcullen – Nothing new to report.
- j. Marketing Committee – Barb Stiehl/Bonnie Woolard

- i. Survey Results – Based on the survey results the board decided to pursue an in-person conference this fall. The biggest requests for topics for the conference were, how do I request assistance from IPWMAN and how do I fill out the FEMA paperwork. There was a large request for training at the conference. 98% of the responses said they liked the vendor booths.
- ii. Other Conferences/Webinars – Kelly Kerr, Ed Markison and Beth Skowronski represented the IPWMAN booth at the IL American Public Works Association (APWA) Expo on July 28 & 29, 2021 along with McHenry County and the Village of Algonquin who had staff that conducted the rodeos. Barb and Mark presented to the Township Officials of Illinois on July 12, 2021. The City of Springfield seems very interested in joining. Kent will be working at a booth for the West Central Illinois Highway Commissioner Association (WCIHCA).
- iii. Brochures – Township Officials of Illinois Risk Management Association (TOIRMA) is going to have their field representatives and the people that go out to appraise a claim distribute IPWMAN brochures. IPWMAN will need to print brochures and flyers for TOIRMA.

Motion was made by Vince Kilcullen to approve an expenditure of up to \$1000 to print brochures and flyers for TOIRMA to distribute.

Sean Henry seconded the motion.

Voice vote was taken. Motion passed unanimously.

- k. Conference Committee – Mark Doerfler – Mark was very happy with the number of responses and the information the conference survey provided.
 - i. Illinois Department of Transportation (IDOT)/IPWMAN Conference Meeting – It was discussed and finalized to hold a two-day conference but only a half day each day to allow people to maximize the benefit of the conference without missing too much work.
 - ii. IDOT Employee Innovation – The thought is to plant the seed for doing an innovation event at the 2022 conference.

F. New Business

- a. Plan together for the Illinois Arborist Association (IAA), Illinois Department of Natural Resources (IDNR), Trees Forever and IPWMAN – Tony Dati
Michael Brunk works for IDNR. Michael’s program goal is to enhance the vitality of forests throughout the state and to provide tools for communities to build their urban forest vitality.

The Urban Forest Strike Team concept was developed by the US Forest Service. Illinois was one of the first states to take advantage of federal assistance to establish this task force in our state. The purpose of the joint venture will be to enhance public safety and provide a disaster-stricken community a free damage risk assessment by a certified arborist. This provides direction for a community to try and preserve trees in their disaster recovery plan. He would like to discuss a structure where IPWMAN, IAA, and IDNR's combined expertise can enhance urban forests across the state. He said that a goal would be to develop and provide training for IPWMAN communities for their workers' safety as a start. They are hoping to come to an agreement or plan with IPWMAN. IAA would like to recruit some IPWMAN arborists to obtain training or possibly after IPWMAN helps a community maybe IAA could then go into the community and help them with their tree plan. Kelly Kerr will investigate developing a Memorandum of Understanding (MOU)--maybe a three or four-entity MOU. The board seemed very interested in this potential partnership. It was agreed that Jeff Ruth and Joe Cronin as certified arborists would be the best representatives from IPWMAN to spearhead this venture.

- b. West Central Illinois Highway Commissioner Association (WCIHCA) – Kent Cox will man a booth for IPWMAN at this conference. There is a \$55 fee for the booth.

Motion was made by Vince Kilcullen to approve an expenditure of \$55 to exhibit at the WCIHCA conference. Mark Doerfler seconded the motion.

Voice vote was taken. Motion passed unanimously.

- c. 2021 APWA Chicago Metro Chapter (CMC) Expo & Rodeo – Kelly Kerr will man a table at the Expo in July 2021.
- d. SEOC Liaison – Barb Stiehl and Kent Cox are the current liaisons for the State Emergency Operations Center (SEOC). IPWMAN needs three people at a minimum to participate as liaisons by July 15th. The liaisons need to have National Incident Management System (NIMS) 100, 200, 700 & 800 training and work within one hour of Springfield. Contact Barb if you have any ideas for representatives.
- e. Retired Membership – Barb Stiehl will be working on involving retired public works people with IPWMAN. The board was very receptive to getting this going.
- f. Illinois Public Service Institute (IPSI) Update – Mark Runyon reported that the spring session will be in July and IPWMAN provided scholarships to two IPSI applicants and added that IPWMAN will be awarding one scholarship because the other person already had a credit available to pay for his registration.

- g. Meeting In-Person in August – Mark Doerfler reported that, yes, the Board of Directors would be meeting in person at the Doubletree Hotel in Bloomington at 10:00am. He added that a Zoom option would be available for those that cannot travel. Colleen will test how to use Zoom in conjunction with the in-person meeting. A monitor and Internet capabilities will be needed in the room.

A. Old Business

- a. Apparel Update – IPWMAN will purchase shirts for the board members and committee chairs. Please provide Sarah with the style, size, and color of the shirt you would like, and it will get purchased and sent to you.
- b. MEOC Update – Mark Doerfler reported that he was still looking for a centrally located spot to store the Mobile Emergency Operations Center (MEOC).
- c. Illinois Terrorism Task Force (ITTF) Critical Infrastructure Committee Meeting and SEOC meeting – Barb Stiehl reported that the State Terrorism and Information Center (STIC) presented at both meetings. STIC deals with security information from the state and federal level. She reported that as first responders IPWMAN members needed to be flexible. Currently, there was training on the black market showing how to jam radios. There was a device like a cigarette lighter that could jam phones. She mentioned some other concerns discussed at the meetings. Fake vaccination cards were going to be an issue. Since it may become required to have a card to attend an event, this may need to be addressed. Police attacks were on the rise. There was a high military affiliation with people that stormed the US Capitol. There was concern about the vulnerability of water systems. Unknown entities had hacked into the water system and change the chemical distribution. The Illinois Terrorism Task Force updated their suspicious package check list to reflect current concerns. Incidents of vehicle ramming were on the rise. She noted that the STIC deals with so many bad things happening out there right now that we were not typically aware of. SEOC would like IPWMAN to help update hazard cards by identifying hazards in our area. The SEOC would also like a listing of what IPWMAN can provide in an emergency.
- d. Regional Illinois Emergency Management Agency (IEMA) Director Meetings – Have there been any meetings? The regions have all been quiet because of COVID.

B. Next Meeting Date and Location

- a. Next ZOOM or Bloomington Board of Directors Meeting Thursday August 12, 2021 @ 10:00 a.m.

C. Adjournment

Motion was made by Mark Runyon to adjourn the meeting at 11:57am.

Kent Cox seconded the motion.

Voice vote was taken. Motion passed unanimously.