



Board of Directors Meeting
May 7, 2020 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
Howard Killian, Village of Elmhurst, Treasurer
Mark Doerfler, Wauponsee Township, Secretary
Don Wenzel, City of Rolling Meadows, Past President
Joe Cronin, City of Lockport, Region 2
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
Dennis Schmidt, City of Champaign, Region 7
Robert Hancock, City of Troy, Region 8
Steven Miller, City of Effingham, Region 9
Greg Smothers, Williamson County Highway Department, Region 11
Sean Henry, City of Carbondale, Region 11
Colleen Martoccio, Technology Committee
Mark Runyon – Village of Oswego
Sarah Harbaugh, IPWMAN Executive Assistant
Bonnie Woolard, Woolard Marketing

A. Call to Order 10:02 am

B. Roll Call/Introductions

C. Swearing Ceremony

- a. Region 8 Director Rob Hancock was sworn in.

D. Approval of Minutes

Motion was made by Dennis Schmidt to approve the minutes of the Thursday, February 20, 2020 meeting.

Vince Kilcullen seconded the motion.

Voice vote was taken. Motion passed unanimously.

E. Report of Officers

- a. President's Report

Tom Casson retired on April 30th from Menard County. Tom was a board member since 2011. Tom was IPWMAN's first representative in the State Emergency Operations Center (EOC).

He was a great asset for IPWMAN and will be hugely missed. If anyone can fill Tom's spot in the EOC please let Ed know.

Joe Victor, Douglas County Emergency Management Association (EMA) Director died. Joe was always very supportive of IPWMAN.

i. COVID-19

Attendees shared how their agencies are handling staffing and workload.

- ii. IPSI Representative – Dennis Schmidt – There is a vacant chair on the Illinois Public Service Institute (IPSI) Board for an IPWMAN representative. At the February board meeting, Dennis requested the board to appoint Mark Runyon to that chair. Mark has been an active member of IPSI. Dennis also requested a financial commitment for this appointment, paying Mark's hotel costs for both training programs that IPSI organizes. The board suggested that Dennis approach IPSI and request that IPWMAN be able to present a one-hour training at each of the two training programs. Dennis has not been able to get IPSI to commit to that yet. In lieu of that commitment Dennis suggested appointing Mark to the chair without any financial commitment. Don suggested committing scholarship funds to cover Mark's hotel. Dennis said he would prefer to keep those funds for scholarships as there is a big need for scholarships do to the COVID-19 situation. Barb brought up that changes need to be made to really train emerging leaders in how to act/respond in emergencies.

Motion was made by Sean Henry to appoint Mark Runyon to the IPWMAN's chair on the IPSI board with no financial commitment.

Gary Holm seconded the motion.

Voice vote was taken. Motion passed unanimously.

b. Treasurer's Report

Howard reported on the recent revenues and expenditures.

- i. Audits – Howard closed the 2019 books. He is holding off on an audit of the 2019 books until things settle down from COVID-19.
- ii. Dues – Executive Assistant – There are only four agencies with outstanding 2020 dues. The new dues system has helped tremendously to make sure that all agency's dues are collected.

Barb asked if IPWMAN could help communities next year with their dues that were severely hit financially by the COVID-19 pandemic. The board discussed various options and decided that this would be handled on a case by case basis.

- iii. Tax Filing – 2019 taxes have been filed. IPWMAN is at a level where an accountant is needed to complete the taxes. That has been taken care of.
- iv. Directors & Officers Liability Insurance – This bill gets paid around June/July.
- v. Marketing Annual Budget # – This was discussed under F.j.

c. Secretary's Report

Mark receives daily incident situation reports from the Illinois Communications Group, which is operating out of the state EOC, along with National Incident Management System (NIMS) forms that talk about which channels are being assigned to which testing sites and the state police for extra communication needs for protests and things like that. Mark monitors this for IPWMAN.

- i. New Membership – Sarah reported that IPWMAN has had twelve new agencies join so far in 2020.

F. Report of Standing Committees

- a. Operations Committee – Scott Webber (not present)

Christian County contacted IPWMAN on behalf of Taylorville concerning a facility with COVID. It was decided that IPWMAN could not help because Taylorville is not a current member and cannot join IPWMAN while they are requesting assistance.

IPWMAN received a request for barricades for COVID tent testing but nothing came of it.

IPWMAN received a request for electronic sign boards but the request was later cancelled.

It is possible that agencies may reach out to IPWMAN to supplement their staffing.

Elias thanked Scott and Tim for their duty officer work in April and he also thanked Betty and Gary for May.

Don asked about whether our trailers should have PPE items as standard equipment. It was decided that 100 pairs of gloves, 100 disposable masks, 100 N95 masks and some face masks with shields should be added to the trailers. Ed will look into requesting those supplies. Based on the COVID-19 situation Elias suggested that IPWMAN have a protocol on what IPWMAN responders need to wear/do.

- b. Management Committee – Kelly Kerr – Nothing to report
- c. Membership Committee – Kent Cox – Nothing to report
- d. Finance Committee – Howard Killian – Nothing additional to report. Everyone congratulated Howard on his American Public Works Director of the Year award.
- e. Training Committee – Elias Koutas
Elias wants to hold a Zoom training or maybe a virtual tour of SEECOM.

Elias is mentioned that he is always on the lookout for duty officers.
- f. Social Media Committee – Jeff Ruth (not present)
- g. Technology Committee – Colleen Martoccio
 - i. ZOOM purchase – Colleen outlined the different ZOOM packages that are available and the pricing. Some discussion ensued.

Motion was made by Don Wenzel to allow Colleen to review the different ZOOM options and purchase the package she deems appropriate.

Dennis Schmidt seconded the motion.

Voice vote was taken. Motion passed unanimously.

- ii. Additional radios for Board Members – Colleen requested more guidance. Action on this will be postponed until post-COVID-19.
- iii. Wristband Identification @ a disaster – Action on this will be postponed until post-COVID-19.
- h. Nominating Committee – Barb Stiehl reported that Regions 3, 6 and & 8 are up for election. Vince Kilcullen and Gary Holm agreed to be the Regional Directors for Region 3 again. Kent Cox and Robert Hancock also agreed to be the Regional Directors for Region 6 & 8 respectively. Region 6 & 8 each have a Regional Director vacancy. Bonnie will include a blurb in the newsletter requesting anyone that would be interested in filling either of these vacancies to please let a board member know. It would be great to get someone from Sangamon County, near Springfield to fill the Region 6 vacancy.
- i. Trailer Committee – Vince Kilcullen
- j. Marketing Committee – Barb Stiehl/Bonnie Woolard
 - i. 2020 Goals – Bonnie suggested that the board set a goal for the number of new agencies that IPWMAN would like to have join in 2020 and also how many counties IPWMAN would like to have represented by a member agency in 2020.
 - ii. Mark Doerfler said he would talk to Township Officials of Illinois Risk Management Association (TOIRMA) about having TOIRMA send out some eblasts about IPWMAN to their members.
 - iii. Bonnie provided a proposed 2020 budget for the board’s review. After some discussion, the board requested Bonnie to revise her budget based on the items that the board felt were the most important items to try and accomplish this year.
 - iv. Bonnie requested information for the May newsletter.
- k. Conference Committee – Mark Doerfler
 - i. 2020 IPWMAN/IDOT Conference –There was a lot of discussion about the conference because of the current COVID-19 situation. Items discussed were:
Do we wait until the end of the month to see how the COVID-19 situation is and then decide if we need to cancel the conference? It might be difficult to get speakers if we wait until after June. Will people want to attend the conference because of COVID-19 and social distancing. The longer we wait to decide about holding the conference the larger the financial commitment will be with the Doubletree Hotel. Should we send out a survey to see what members could travel/attend the conference? Can we do virtual training? Can we hold a virtual Annual Meeting? Will we be able to get Illinois Terrorism Task Force (ITTF) funds for our 2021 conference? A majority of the board members would not be able to travel based on their agency’s canceling employee travel for the 2020 year.

Motion was made by Greg Smothers to cancel the in-person 2020 conference but look into on-line training and a virtual annual meeting.

Joe Cronin seconded the motion.

Voice vote was taken. Motion passed unanimously.

Barb and Ed will look into whether ITTF will provide us with any funding in 2021.
Mark will talk to Gene Felchner and let him know that IPWMAN decided to cancel the in-person conference for 2020.

G. New Business

- a. IPSI & Road Scholar – IPWMAN Scholarships

A. Old Business

- a. IDOT/IPWMAN Conference Meeting
- b. Open Board Member Positions
- c. Committees need goals to achieve this year
- d. APWA License Plate – Don Wenzel – Nothing to report.
- e. Regional IEMA Director Meetings – All –Are the regions still having these meetings? Region 7 & 4 were cancelled.
- f. IPWMAN Capital Plan – Markison
- b. TOIRMA Discussion
- c. ITTF update – Ed Markison – There was a virtual meeting to vote on the budget.

B. Next Meeting Date and Location

- a. Next Meeting Thursday August 13, 2020 @ 10:00 a.m. @ Bloomington – Double Tree Hotel & Conference Center, Bloomington, Illinois

C. Adjournment

Motion was made by Sean Henry to adjourn the meeting at 11:44am.

Barb Stiehl seconded the motion.

Voice vote was taken. Motion passed unanimously.

May 7, 2020 Meeting Minutes

BOARD PRESIDENT APPROVAL

Signature & Date _____

BOARD SECRETARY APPROVAL

Signature & Date _____