



Board of Directors Meeting
August 12, 2021 at 10:00 a.m.
Double Tree Hotel & Convention
Center – Ironwood Room
Bloomington, IL 61702-3157
&
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
Roger Cruse, Newcomb Township, Region 7
Robert Hancock, City of Troy, Region 8
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

A. Call to Order 10:06 am

B. Roll Call/Introductions

C. Approval of Minutes

- a. Board of Directors Meeting – Thursday May 6, 2021

Motion was made by Sean Henry to approve the minutes of the Thursday, May 6, 2021, meeting.

Vince Kilcullen seconded the motion.

Voice vote was taken. Motion passed unanimously.

D. Report of Officers

- a. President's Report

- i. Smart Owl Purchase – Ed thanked everyone for the quick turnaround on the vote to purchase the Smart Owl. We are using the Owl at this board meeting.
- ii. Woodbridge Tornado – IPWMAN has not done the hotwash yet. IPWMAN had a great response and saved the community around \$157,000 over six days.
- iii. IPWMAN Documents Updates – This will be discussed later in the meeting.

- iv. Director Tate-Nadeau – Ed reached out to the Director’s office. As of this meeting we have not heard back yet on her availability.
- b. Treasurer’s Report – Aaron emailed his report. Sarah Harbaugh gave the report. The email report has been attached to these minutes.
 - i. Dues – Executive Assistant – All dues have been paid except for two agencies. One is planning on submitting payment. Sarah has not heard back from the other agency.
- c. Secretary’s Report
 - i. New Membership – Four new members (Salt Creek Township, Village of Wheeling, city of Greenville and Village Addison) have joined. There have been twelve new members this year. Mark has sent out one hundred seventy membership packets since he became Secretary. DuPage County is going to start asking municipalities in DuPage County to join IPWMAN. IPWMAN currently has four hundred twenty members showing on the website.

E. Report of Standing Committees

- a. Operations Committee – Chris Drey – Chris Drey emailed his report.
- b. Management Committee – Kelly Kerr
 - i. IPWMAN / IAA MOU – The Illinois Arborist Association (IAA) Memorandum of Understanding (MOU) has been prepared and sent to the Executive Board for edits and review. The Executive board has a final version of the MOU. The MOU needs to be voted on.

Motion was made by Mark Doerfler to approve the IPWMAN/IAA MOU.

Gary Holm seconded the motion.

Voice vote was taken. Motion passed unanimously.

The MOU needs to be signed by Ed and then Kelly Kerr will send it to IAA for their signature.

- c. Membership Committee –Kent Cox – Kent represented IPWMAN at the Western Illinois Highway Commissioners Association Annual Conference. Township Officials of Illinois Risk Management Association (TOIRMA) attended and gave a presentation. There was a good turnout at this event. Kent is leaving the City of Malcomb on August 24th. This is his last meeting with IPWMAN.
- d. Finance Committee – Aaron Howe
 - i. IPWMAN PNC Account Access – Aaron is working on getting Mark Doerfler and Sarah Harbaugh as signers on the PNC account.

- e. Training Committee – Elias Koutas – Elias gave a shout out to the duty officers on their help with the Woodridge Activation. Elias is going to have two duty officers work on each activation, one of which would coordinate the resources and the other would take care of the reporting. Elias is waiting for final confirmation from Southeast Emergency Communications (SEECOM).
 - i. Establish another date with SEECOM for in-house training – Elias has scheduled this tour for October 8th.
 - ii. Mission Ready Package Training – This training is scheduled for August 25th from 12:00pm to 3:30pm.
- f. Social Media Committee – Jeff Ruth – Jeff reported that the IPWMAN Facebook page has five hundred fifty page likes. Jeff posted the conference and Woodridge activation information on IPWMAN social media. Jeff is planning on highlighting member agencies on our Facebook page. Jeff will ask them about how they feel being a part of IPWMAN, etc.
- g. Technology Committee – Colleen Martoccio
 - i. Smart Owl – Colleen demonstrated how the Owl is working for our meeting.
 - ii. Past President Computers? – Elias has the past president computers. Vydas Juskelis is planning on giving his computer to Kelly Kerr.
 - iii. UPDATE – Additional Radios for Board Members – Mark Doerfler
 - 1. Starcom 21 Requests – Illinois Law Enforcement Alarm System (ILEAS) will reprogram all our radios. Each duty officer will end up with a radio. Our cache's will now be in Marion, DuPage County and Champaign Fire.
 - iv. Wristband Identification @ a Disaster – Mark outlined how the system works. Tim Littlefield and Kevin from MABAS are going to attend our conference and help us demonstrate how the wristband system works.
- h. Nominating Committee - Barb Stiehl
 - i. New Executive Committee Members for October Meeting – The current slate for 2021-2022 is Elias Koutas, President, Mark Runyon, Vice-President, Mark Doerfler, Secretary and Aaron Howe, Treasurer.
 - ii. 2021 – Nominations – Barb has names for all of the Regional Director spots that are up for election. Sean Henry will be leaving the City of Carbondale at the end of the year. A replacement will need to be found for Sean's position and the President can nominate

someone to assume that position. The files that are stored in Carbondale can remain there.

- i. Trailer Committee – Vince Kilcullen – Vince reported that one trailer is completely renovated and Vince will work on getting the second trailer from Joe Cronin so he can complete it's renovation.
- j. Marketing Committee – Barb Stiehl/Bonnie Woolard
 - i. Committee Ideas – Bonnie took some great pictures and videos of the Woodridge activation. Bonnie is hoping to get the Enews out at the end of August. IPWMAN gave pamphlets to TOIRMA that they are distributing. Bonnie is going to put together a fact sheet about the Woodridge activation. There was a long discussion on how to make members aware of the phone number that they need to call to request assistance. There are documents in the membership book that need to be updated.
- k. Conference Committee – Mark Doerfler – Mark outlined the timeline of the conference. Mark Runyon outlined the speakers that have been lined up so far. It was discussed on whether to continue preparations for an in-person conference and it was decided to continue

F. New Business

- a. Plan together for the IAA , Illinois Department of Natural Resources (IDNR), Trees Forever and IPWMAN – The MOU will be signed.
- b. Update West Central Illinois Highway Commissioner Association (WCIHCA) – Kent Cox – This was discussed under section E.c.
- c. Update 2021 American Public Works Association Chicago Metro Chapter (APWA CMC) Expo & Rodeo – Kelly Kerr & Vince Kilcullen – IPWMAN was able to put up a small display. There was not much traffic at the booth. The Rodeo event had less competitors compared to other years most likely due to COVID.
- d. State Emergency Operations Center (SEOC) Liaison – Barb Stiehl – There is a position open because Kent Cox is leaving IPWMAN.
- e. Retired Membership – Barb Stiehl – Barb will work on this when she is no longer on the IPWMAN board which will occur in October.
- f. Illinois Public Service Institute (IPSI) Update – Mark Runyon – The fall IPSI conference will be held on October 3rd to October 8th. Mark has three applications for the scholarship and will narrow it down to one recipient by the end of the month. Mark congratulated Dave Clark who is a recent graduate of IPSI. Vince reported that the Road Scholar training will be held on

August 23rd to August 27th. The IPWMAN conference banner needs to be updated with more current numbers. IPWMAN also needs to track down where all the conference banners are located/stored.

A. Old Business

- a. MEOC Update – Mark Doerfler – Mark is hoping to have the MEOC at the conference. The MEOC needs to be reviewed to make sure everything is in working order. Mark would like to have the MEOC closer to central Illinois so that it can be reviewed on a regular basis.
- b. Illinois Terrorism Task Force (ITTF) Full Membership & Critical Infrastructure – Barb Stiehl & Ed Markison – Barb gave a report on the current events for ITTF.
- c. Regional Illinois Emergency Management Agency (IEMA) Director Meetings – The Region 7 meeting was held today on August 12th. Region 3 will be holding theirs on November 5th.

B. Next Meeting Date and Location

- a. Next ZOOM or Bloomington Board of Directors Meeting Tuesday October 19, 2021 @ 10:00 a.m.
- b. Full IPWMAN Membership Meeting? – The full IPWMAN membership meeting will be held on Wednesday October 20, 2021 at 9:15am at the IPWMAN Annual Conference.

C. Adjournment

Motion was made by Roger Cruse to adjourn the meeting at 11:54am.

Joe Cronin seconded the motion.

Voice vote was taken. Motion passed unanimously.

Treasurer's Report

Operations Committee Report