



Board of Directors Meeting
August 13, 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
Mark Doerfler, Wauponsee Township, Secretary
Don Wenzel, City of Rolling Meadows, Past President
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
Rob Hancock, City of Troy, Region 8
Mark Runyon, Village of Oswego, Region 8
Greg Smothers, Williamson County Highway Department, Region 11
Colleen Martoccio, McHenry County, Technology Committee
Scott Webber, Village of Hanover Park, Operations Committee
Aaron Howe, Village of Hoffman Estates, Finance Committee
Sarah Harbaugh, IPWMAN Executive Assistant
Bonnie Woolard, Woolard Marketing

A. Call to Order 10:00 am

B. Roll Call/Introductions

C. Swearing in Ceremony

- a. IPWMAN Treasurer Steve Miller – Postponed until October
- b. Region 7 Director Dave Clark was sworn in.

D. Approval of Minutes

- a. Board of Directors Meeting – Thursday May 7, 2020

Motion was made by Vince Kilcullen to approve the minutes of the Thursday, May 7, 2020 meeting. Greg Smothers seconded the motion.

Voice vote was taken. Motion passed unanimously.

E. Report of Officers

- a. President's Report
 - i. COVID-19 – Ed has been attending weekly Zoom meetings with District 1. The main topic of discussion concerned winter operation scenarios if COVID ramps up this

winter. A discussion was had about how IPWMAN could help if members have personnel issues.

- b. Treasurer's Report – Steve Miller (not present)
 - i. Audits
 - ii. Budget
 - iii. Dues – Executive Assistant
 - iv. EZ Tax Filing
 - v. Directors & Officers Liability Insurance
 - vi. Marketing Annual Budget #
- c. Secretary's Report
 - i. New Membership – Two new agencies have joined since May 2020.

F. Report of Standing Committees

- a. Operations Committee – Scott Webber – Scott sent out an updated Duty Officer Schedule for the rest of the year. Six agencies requested assistance for the recent windstorm.
- b. Management Committee – Kelly Kerr – Kelly is revising the Policy Manual and By Laws so that they parallel each other.
- c. Membership Committee – Kent Cox – No report
- d. Finance Committee – Aaron Howe – Aaron introduced himself.
- e. Training Committee – Elias Koutas
 - i. A virtual duty officer training is scheduled for August 28th. It should last less than an hour. A lot of duty officers are scheduled to attend.
 - ii. Elias was the duty officer for August and received six requests: Grant Park, Spring Valley, Oglesby, Villa Park, Western Springs and Lombard. Tim Nearingard did a great job. There were a couple of issues with Southeast Emergency Communications (SEECOM) but Elias worked it out.
- f. Social Media Committee – Jeff Ruth (not present)
- g. Technology Committee – Colleen Martoccio
 - i. ZOOM purchase – Colleen coordinated the purchase of a Zoom package. IPWMAN is not limited on time for Zoom meetings but IPWMAN can only hold one Zoom meeting at a time.
- h. Nominating Committee – Barb Stiehl – There are open positions in Region 6, 7 & 8.
- i. Trailer Committee – Vince Kilcullen – Vince reported that one trailer is complete, and he will work with Joe Cronin to complete the second trailer.

- j. Marketing Committee – Barb Stiehl/Bonnie Woolard – Barb reported that the annual budget for marketing is \$15,820. Bonnie sent out an ad in the T2 newsletter along with numerous other marketing opportunities. The newsletter will go out in September. Brian Southey from the Village of Elk Grove volunteered to be on the marketing committee. Bonnie would like a volunteer to coordinate marketing with Township Officials of Illinois Risk Management Association (TOIRMA).
- k. Conference Committee – Mark Doerfler – The 2020 conference was cancelled. There were no financial implications for cancelling. The 2021 conference will be held October 19 & 20, 2021. The Board meeting will be on October 18th, 2021. Illinois Arborist Association (IAA) would like to sponsor our conference and possibly present at the conference also.

G. New Business

- a. FAST/IPWMAN – Ed Markison & Barb Stiehl – In order for the State of Illinois to call out this Structural Engineers group they must be affiliated with some state recognized organization. Illinois Emergency Management Agency (IEMA) thought that IPWMAN would be the best fit. This would be the Association of Architects, Structural Engineers and Building Inspectors. Both public and private employed people would be involved. Because they are privately employed individuals it poses some issues in regard to reimbursements. IPWMAN is not sure what kind of membership this would be considered. This organization would have access to our resources (for example SEECOM). Should there be a specific membership fee for this? There will be future meetings with IEMA to discuss these issues.
- b. Chenoa Tornado and Roanoke Windstorm – Barb Stiehl – Region 7 IEMA representative called and asked if IPWMAN could help these two communities. McLean County and Woodruff County also contacted us. Unfortunately, only Woodruff County was a member, but Roanoke did not fall under their jurisdiction. We had to tell them that we could not provide assistance to any non-member agency until after we have a signed written agreement from the agency. According to FEMA the agreement had to be signed prior to the event.
- c. Cedar Point – Vince Kilcullen – SEECOM called Vince and said that Connie Brooks with LaSalle County EMA was calling SEECOM on behalf of Cedar Point who is not a member. Connie was aware that Cedar Point was not a member. Unfortunately, we could not assist Cedar Point. Cedar Point said they will work on becoming a member.

A. Old Business

- a. IPSI & Road Scholar – IPWMAN Scholarships – It was decided that IPWMAN will offer two scholarships for Illinois Public Service Institute (IPSI). One scholarship for the registration fee for the Spring session and one scholarship for the registration fee for the Fall session.
- b. Open Board Member Positions –

Motion was made by Vince Kilcullen for Mark Runyon to be sworn in to finish the Region 8 Director term.

Elias Koutas seconded the motion.

Voice vote was taken. Motion passed unanimously.

- c. Region 8 Director Mark Runyon was sworn in.

- d. APWA License Plate – Don Wenzel – Don stated that there is nothing new to report.
- e. Regional IEMA Director Meetings – Region 7 set up a Zoom meeting but ended up cancelling it. Region 3 is setting up a Zoom meeting.
- g. ITTF update – Ed Markison – The next meeting for Critical Infrastructure will be held on October 8th.
- h. Don Wenzel has been involved with FEMA redoing the job descriptions for Public Works and the resource typing. The updates, with a comment period should be available around September 15th.

B. Next Meeting Date and Location

- a. Next ZOOM Meeting Monday October 12, 2020 @ 10:00 a.m.

C. Adjournment

Motion was made by Vince Kilcullen to adjourn the meeting at 11:07am.

Kent Cox seconded the motion.

Voice vote was taken. Motion passed unanimously.

August 13, 2020 Meeting Minutes

BOARD PRESIDENT APPROVAL

Signature & Date _____

E.

F.

G.

BOARD SECRETARY APPROVAL

Signature & Date _____

H.