



Board of Directors Meeting
August 15, 2019 at 10:00 a.m.
Double Tree Hotel & Convention
Center – Ironwood Room
Bloomington, Il 61702-3157

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
Joe Cronin, City of Lockport, Region 2
Vince Kilcullen, Village of Algonquin, Region 3
Tom Casson, Menard County, Region 6
Kent Cox, City of Macomb, Region 6
Kelly Kerr, Management Committee
Jeff Ruth, Information Technology Committee
Sarah Harbaugh, IPWMAN Executive Assistant
- Present by Phone:** Ed Andrews, City of Washington, Region 7
Steven Miller, City of Effingham, Region 9
Sean Henry, City of Carbondale, Region 11

- A. Call to Order** 10:05 am
B. Roll Call/Introductions
C. Swear in Kelly Kerr Director Region 4
D. Approval of Minutes

*Motion was made by Mark Doerfler to approve the minutes of the May 2, 2019 meeting.
Jeff Ruth seconded the motion.
Voice vote was taken. Motion passed unanimously.*

E. Report of Officers

- a. President's Report – Topics covered under new and unfinished business.
- b. Treasurer's Report – Major Expenditures were: Taxes (higher level of taxes due to income so increase in cost), Insurance, Woodward Marketing, Southeast Emergency Communications (SEECOM) and the Executive Assistant.
- c. Secretary's Report – Five new members: Village of Lakemoor, City of Rock Falls, Elm Grove Township, Kankakee Township and Village of Tolono

F. Report of Standing Committees

- a. Operations Committee – Scott Webber –Not present

- b. Management Committee – Kelly Kerr – Inter governmental agreement. Mark will send Kelly signed copies of the Mutual Aid Box Alarm System (MABAS) and Illinois Law Enforcement Alarm System (ILEAS) agreements. Kelly wants to compare those two for the Illinois Emergency Management Agency (IEMA)/IPWMAN agreement. The Illinois Emergency Services Management Association (IESMA) agreement is with IESMA waiting for approval on their end. Ed will reach out to IESMA to check the status.
- c. Membership Committee – Kent Cox – Sarah sent Kent a membership list with separate regions in each tab so the directors can update contact information in their region. Ideally the contact information will be checked on an annual basis. Sarah will confirm agencies contact information with dues notices. Members with equipment lists also need to be reminded to add/update their equipment lists. The benefit of these lists is for duty officers to be able to search for equipment that is not being readily offered. Can we get after hours phone numbers that would be able to tell us new phone numbers if IPWMAN’s contact information is out of date during an activation? IEMA or IESMA may have the after hours numbers. Ed reached out to Jim Donelon, Township Officials of Illinois Risk Management Association (TOIRMA), about our issue with contact information. Jim said they are notified immediately of a change of personnel. Jim is going to look into options for us to be notified also. We are not trying to be notified through TOIRMA but maybe with our own software or whatever avenue TOIRMA uses. State Emergency Operations Center (SEOC) representatives, Tom, Barb and Kent, need access to the equipment database. Sarah will contact Anttix to have Anttix update Tom, Barb and Kent’s permissions.
- d. Finance Committee – Howard Killian – The audit is 90% complete. TJ Countryman performed the audit.
All board members should make sure that the IPWMAN information that they have/use on their computers, work or personal, is made accessible to someone in case they leave or quit the board. Maybe this information could be stored on the Google drive.
- e. Training Committee – Elias Koutas – Kelly Kerr reported that he and Elias met with Mark Runyon, Oswego, and he will become a duty officer. Elias is trying to plan a duty officer training for the conference.
- f. Technology Committee – Jeff Ruth – If you want information on social media please send the information to Jeff. Having more postings gives us more viewing/exposure. Are we going to get ipads for activations? Vydas was going to look into getting ipads at Illinois Terrorism Task Force (ITTF). Jim Page, ILEAS, was contacted about radios. Ed will follow up with Vydas on the ipads

and radios. Jeff said he will contact DISH about getting intermittent wireless access for the trailers. Mark said it doesn't work calling DISH. There is some division of Verizon that is similar to a disaster response division but nobody at the board meeting knows the name of it.

- g. Nominating Committee – Betty Harrison/Barb Stiehl – Barb reported that the committee submitted the slate of candidates at the last board meeting. The list hasn't changed.
- h. Trailer Committee – Vince Kilcullen – Everything is in stock for one of the trailers. The committee needs to readjust their measurements for fitting everything inside the trailer. The committee will start working on the trailer at the end of August/early September. The trailer should be done by mid September. Once the first trailer is done the other trailer will be much easier.
- i. Marketing Committee – Barb Stiehl/Bonnie Woolard – The new brochure and flyer were handed out. At the Township Road Official conference attendees were really interested in the case studies. Everyone should have gotten a copy of the IPWMAN survey. Bonnie suggested we focus on targeting what conferences IPWMAN should attend/exhibit/speak to get more exposure. The Eastern Township conference, March in Decatur, would be worthwhile. Illinois Municipal League (IML) conference would be worthwhile also. Barb will look into getting a booth at the IML conference. We have two displays (Barb & Kelly each have one). Barb got a lot of positive feedback on the displays. County Engineers is a good conference. Each district of Illinois Department of Transportation (IDOT) has training for Highway/Road Commissioners. It would be beneficial to get on those agendas. We have articles in the “Interchange”. Ed will reach out to Elias and see if he will come up with a conference list that we should target.
- j. Conference Committee – Mark Doerfler
 - i. 2019 Conference – Times will be the same this year as last year. Food will be the same also with minor adjustments.
 - 1. Trooper Tracy is secured to be the keynote speaker. If we have any other dignitaries invited to speak, Tracy will remain keynote and we will make time for the others. Barb will contact Doug House, Assistant Secretary IDOT and see if he would like to speak. Ed will contact the DTN weather guy about doing a presentation. Mark looked at T2 flyer of classes and was going to talk to Gene Felchner about some of the classes that could be adapted for the conference. Instead of having twelve shorter sessions, Mark was planning on having three, 3-hour sessions and one session of three, 1-hour sessions.

2. University of Chicago & Western University – Barb Stiehl – Barb will contact two professors/staff from Western University that have a presentation that would work well in the conference. Barb will also offer them a free booth. Chad Sperry head of GIS at Western might have a good training presentation. Kent’s county ESDA teaches at Western. Kent will contact both about speaking. Geno Koehler from IDOT called Barb about the traffic incident management program. Ice/Snow control is a good topic. Jeff Ruth will contact the Illinois Society of Agriculture (ISA), to potentially get training at the conference. Mark is still interested in having the Ameren Live Wire presentation. Per Kent, Carl, the Ameren Representative, is committed to do the presentation. Kent will follow up with Carl. How long is the presentation?
3. A certification program might allow more workers to attend the conference knowing they will get something from it. Maybe IPWMAN could create a certificate for completion of training to hand out to attendees.
4. Howard will look into getting Weber grill to donate a grill for an end of conference door prize. Maybe door prizes will keep people until the end of the second day.
5. Kent suggested the Taylorville Fire Chief might be interested in presenting. He is a good speaker.
6. Giveaways – Should we do that? Would IPWMAN be better off buying hotel rooms. The first one hundred rooms reserved by members would be free at the government rate? Vince will order ball caps and lapel pins for giveaways. Do board members get free rooms? If board members signup, yes they could be part of the one hundred free rooms. Sarah can provide the hotel with a list of who gets free rooms. The free rooms will make for good advertising of the conference. It was decided that IPWMAN will give away one hundred rooms free at the state rate along with ball caps and lapel pins. Speakers/dignitaries will get free rooms that are not part of the one hundred rooms. The IPWMAN President gets a free room.

G. New Business

- a. Operation Power Play Hotwash – Mark Doerfler participated in Operation Power Play. The amount of time spent in preparation for the event was not worth the received benefit. The main positive point is the exposure IPWMAN received. Maybe IPWMAN could participate under IDOT, or under the Counties. Mark received calls from agencies saying their agency hadn’t been contacted for activation. Mark wasn’t sure if that was because their contact information was not

correct or their region wasn't activated. IPWMAN learned a lot about the Mobile Emergency Operations Center (MEOC). It was learned that if the MEOC goes to an activation IPWMAN needs to notify the local ITEX team to go along with the MEOC. IPWMAN learned that a major event will be chaos at the beginning because of not knowing how big the event will get. It was disappointing that the agencies involved in Operation Power Play were working individually and those agencies didn't know IPWMAN and didn't work with IPWMAN unless IPWMAN reached out to them. IPWMAN learned a ton about our operations. If IPWMAN were to participate in Operation Power Play again it would be beneficial to have a table at the press conference where all the different organizations were set up. IPWMAN was not informed ahead of time about this opportunity. The whole drill was very short, only four hours. (The hotwash minutes are attached)

- b. Ed inquired what the price would be for staging the MEOC at the Illinois State Fair as an exhibit. Nobody knows how much it would cost.
- c. Township Road Commissioners Conference – Barb Stiehl/Ed Markison – Barb and Ed manned the booth at the Township Road Commissioners conference. They were busy for two straight hours. The next day the same thing happened. Anytime the commissioners had a break the commissioners were at the IPWMAN booth. It was a great experience having so many conference attendees visiting the booth. At the general session, Doug House (IDOT) and Jim Donelan (TOIRMA) did a plug for IPWMAN. It was well worth the booth price. One hundred ten Commissioners attended the conference. Barb and Ed ran out of the twenty membership packets that they brought. IPWMAN definitely needs to target the March conference. It was discussed to try to get TOIRMA to pay for township membership dues all the time not just the first year. Charlie Montgomery the current president agrees with this strategy. Ed Markison has talked with the upcoming president, Don Goad. One of Don's top goals is to get more townships to join IPWMAN. Don also wants to adjust their conference rules allowing not-for-profits like IPWMAN to have a free booth.

B. Unfinished Business

- a. TOIRMA Discussion – We got a nice write-up in the Summer Toirma Newsletter
- b. ITTF update – Vydas Juskelis – Barb, Ed, Howard and Sean are ITTF alternate representatives.
- c. APWA License Plate – Don Wenzel – Not present
- d. Regional IEMA Director Meetings – All – Vince said the Region 3 meeting is tomorrow, at McHenry County at 10:00am.

- e. IPWMAN Capital Plan – Markison – Howard asked if there was a need for us to buy sandbaggers and keep them around state? Yes, it would be nice. How can we get free stuff from ITTF or MABAS or ILEAS? It would be a good goal to have some assets of our own.

C. Next Meeting Date and Location

- a. Next Meeting Monday October 14, 2019 @ 5:00 pm at Bloomington Double Tree & Convention Center

D. Motion to adjourn

Motion was made by Tom Casson to adjourn the meeting.

Vince Kilcullen seconded the motion.

Voice vote taken. Motion passed unanimously.

Meeting adjourned at 11:48 am.

Hot Wash of Operation Power Play 2019
June 11, 2019

Attendees:

Nick Garvey, Southeast Emergency Communications (SEECOM)
Don Burr, SEECOM
Jeff Ruth, Village of Bolingbrook, IPWMAN Information Technology Committee Chair
Mark Doerfler, Waupoose Township, IPWMAN Secretary
Ed Markison, McHenry County DOT, IPWMAN President
Vince Kilcullen, Village of Algonquin, IPWMAN Region 3 Director
Kelly Kerr, Village of Hoffman Estates, Management Committee Chair
Gary Holm, City of Batavia, IPWMAN Region 3 Director
Elias Koutas, Village of Palatine, IPWMAN Region 4 Director, Training Committee Chair
Sarah Harbaugh, IPWMAN Executive Assistant
Don Wenzel, City of Rolling Meadows, IPWMAN Past President
Joe Cronin, City of Lockport, IPWMAN Region 2 Director
Barb Stiehl, City of Urbana, IPWMAN Vice President (Phone)
John Watters (Phone)

- Welcome
 - Thank you for participating
 - Successful
 - Learned a few things, both things that are being done right as well as things that need to be improved.
 - We are going to keep this to 2 hours
 - Let's get started
- Observations from Illinois Institute of Technology (IIT) in Chicago
 - No room in the Inn we moved to a conference room
 - Injects started out a bit behind, but started picking up quickly
 - We seemed to be getting the notifications from SEECOM
 - Some people didn't get the notifications. Everyone needs to check their spam folder and have their IT department white list SEECOM notices.
 - A few organizations called in saying they did not get notification – could be because the whole state was maybe not activated.
 - How much of the state was activated? No one at the meeting was sure of which regions were activated if not all.
 - Radio Reports from Mobile Emergency Operations Center (MEOC) were coming in a timely manner
 - Emails to State Emergency Operations Center (SEOC) were coming in a timely manner
 - Duty Officers (DOs) caught the two agencies that phoned in but were not members
 - How did we address their needs? This was not answered
 - Is Illinois Emergency Management Agency (IEMA) ready to work on updating the Memorandum of Understanding (MOU)
 - ❖ The main purpose of this would be that the state could then deploy us to anywhere in the state. The downfall is that there would be no incentive for agencies to join IPWMAN. Our agreement is necessary so that there is explicit language about who is responsible for any issues with

equipment and personnel. IPWMAN will review our current MOU with IEMA and send them a revised copy. They in turn will adjust the wording and send it back to us for signature.

- Jeff Ruth was on the grounds taking photos for social media
- Other
 - There was a delay in response time for two agencies, each about an hour. This was due to the DOs being overwhelmed with other calls.
- Observations from the MEOC, about the MEOC
 - Internet Issues, -- were remedied but if not for an IT guy on site they might not have been?
 - Can we use our MOU with any other group to get an IT person on site?
 - ❖ See attachment 2 from John Watters.
 - Cabinet Doors opened during transit
 - ❖ Top file drawer needs to have a locking mechanism in there along with some cabinet doors. The window by the table does not latch so flaps a bit in the wind when pulling the MEOC. There is a small leak from rain in the junction of the slide out and the trailer.
 - How was the set-up operation?
 - Supplies
 - ❖ Did they work? Yes
 - ❖ Were there enough? Yes
 - ❖ Do we need to add anything besides the white board map?
 - Observations from Kelly and Elias
 - ❖ See attachment 1
 - ❖ It might be beneficial for the DOs to assign one officer to inbound calls and another to outbound calls. That way one person makes a list of resources that are needed and the other makes a list of resources available and assigns them accordingly.
 - ❖ The AC will work off the generator but not off of 120V when the MEOC is plugged into another source.
 - Observations from John Watters
 - ❖ See attachment 2
 - Other
 - It would be worthwhile to add what agency(s) responded to a request when the request is closed out.
 - Three agency requests is about the most that one Duty Officer can handle efficiently. An inexperienced Duty Officer may only be able to handle one request. A lot depends on the type of request.
 - For a big event it was very convenient having all of the DOs in the same room. If a Duty Officer received a response for equipment that they no longer needed then one of the other DOs could use that equipment for their request(s). We need to work on a plan on when the MEOC will be activated and when the DOs move to a shared location.
 - There will be two operational periods in a large event. The first will be chaos. The DO is just trying to gather information both from the requesting agency and from responding agencies and let the agencies know that we may not respond for an hour or so in order to get into the second period. The second period would be more of an organizational period that would distribute resources in most efficient manner.
 - DOs need to be reminded that it is okay to ask for more help. Activations can be very stressful and overwhelming.

- Observations from Kelly and Elias (See attachment 1)
- Observations from SEOC (Urbana Public Works)
 - Other
 - It was very helpful to have Gene Felchner in the SEOC. Gene and Barb would send emails back and forth and then Barb would send information out to the IPWMAN people. Gene was there to let Barb know about needs met/not met and about requests from SEOC. This proves that having a person physically at the SEOC is valuable.
 - The Starcom radios have dead spots.
 - Barb Stiehl, Kent Cox and Tom Casson (SEOC contacts) let each other know when one of them is leaving the state so someone will always be available.
- Observations from SEECOM
 - Other
 - SEECOM would like a list of all the DOs. Using the grasshopper system so that they only have one phone number they need to call will not work for them. The response is too slow.
 - SEECOM has plenty of staff to handle our needs.
 - Is there redundancy in the information that SEECOM collects from the requesting agency and the information the DO collects? No, it is good information for everyone to have in a timely manner.
- Future IPWMAN participation in Operation Power Play
 - 1 meeting a month for 9 months, 4 hours each meeting leading up to the event
 - 1 four hour meeting the week before
 - On line training to use the computer site
 - Training and set up the day before the event
 - 4-hour event
 - There was a lot of time required to be a participant in this event. IWPMAN did not get a lot of benefit from the event but it was nice to have our name associated with it for marketing purposes. We could run the same type of drill(s) internally.
- IPWMAN conducting its own drills
 - Coordinate with SEECOM to conduct monthly regional tests – 1 region per month is asked to respond via email indicating that they received the test?
 - SEECOM would be happy to perform these tests. Sarah Harbaugh stated that she would like to receive the emails so she can track who responds and who doesn't.
 - Do we do a large-scale drill like this annually?
 - Federal Emergency Management Association (FEMA) will come in and do tests like this event in a region. We should schedule drills like this on our own.
- Assessment of contact information
 - How do we determine if we have the correct folks on the contact list?
 - Sarah Harbaugh can send out contact confirmations via regular mail to all agencies yearly or biennially.
 - Regional Directors can contact each agency in their region and confirm contact information.
- Random thoughts
 - Do we count more on the use of the grasshopper lines that Sarah set up?
 - SEECOM stated that would be too slow for them. They prefer making the calls to different DOs if necessary.
 - Do we need to add an additional email address, so agencies can reply via email?
 - Some DOs use email during the activation some prefer phone calls.

- Do we investigate a dedicated internet source to two for the MEOC?
 - Yes, a devoted hotspot would work well. IPWMAN would not want to pay to have a hotspot available 24/7 but would rather have a hotspot we can activate and then pay for and then transfer back to dormant state.
 - <https://www.dhs.gov/cisa/requesting-gets-and-wps> The [Government Emergency Telecommunications Service \(GETS\)](#) and the [Wireless Priority Service \(WPS\)](#) programs are companion services for priority calling offered by the Cybersecurity and Infrastructure Security's (CISA) [Emergency Communications Division \(ECD\)](#). CISA recommends that individuals requesting WPS also request a GETS card. The registration process will allow you to request both services at the same time.
- Do we investigate the purchase of IPADs or similar device with internet access to be used by Duty Officers?
 - Yes, this would be helpful especially if the DOs use google docs/sheets to organize the requests. The information could be updated and everyone that is shared on the doc/sheet would have real time up to date information.
- Other
- Summary
- Thank you for attending

August 15, 2019 Meeting Minutes

BOARD PRESIDENT APPROVAL

Signature & Date _____

BOARD SECRETARY APPROVAL

Signature & Date _____