



**Board of Directors Meeting**  
**October 14, 2019 at 5:00 p.m.**  
**Double Tree Hotel & Convention**  
**Center – Ironwood Room**  
**Bloomington, IL 61702-3157**

## **Board of Directors Meeting Minutes**

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**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  
Kelly Kerr, Village of Hoffman Estates, Region 4  
Elias Koutas, Village of Palatine, Region 4  
Kent Cox, City of Macomb, Region 6  
Dennis Schmidt, City of Champaign, Region 7  
Greg Smothers, Williamson County Hwy Dept, Region 11  
Sarah Harbaugh, IPWMAN Executive Assistant

**A. Call to Order 5:00 pm**

**B. Roll Call/Introductions**

**C. Approval of Minutes**

*Motion was made by Dennis Schmidt to approve the minutes of the August 15, 2019 meeting.  
Vince Kilcullen seconded the motion.  
Voice vote was taken. Motion passed unanimously.*

**D. Other Items Needing Approval**

- a. Board of Directors 2020 Meeting Calendar
  - i. Thursday, February 20, 2020 @ Bloomington Double Tree
  - ii. Thursday, May 7, 2020 @ Peoria – Civic Center
  - iii. Thursday, August 13, 2020 @ Bloomington Double Tree
  - iv. Monday, October 12, 2020 @ Bloomington Double Tree
- b. General Membership Meeting – Tuesday, October 13, 2020.

*Motion was made by Kent Cox to approve the 2020 Meeting Calendar.  
Dennis Schmidt seconded the motion.  
Voice vote was taken. Motion passed unanimously.*

## **E. Report of Officers**

### **a. President's Report**

- i. Completion of ethics training – At the Illinois Terrorism Task Force (ITTF) meeting, there are a few board members that need to take the state ethics training and the sexual harassment training.
- ii. Executive Assistant Contract

***Motion was made by Vince Kilcullen to approve the Executive Assistant contract for three years which included a raise beginning November 1,2019.***

***Dennis Schmidt seconded the motion.***

***Voice vote was taken. Motion passed unanimously.***

- iii. Anttix Contract – The Anttix contract is an ongoing contract.
  - iv. Southeast Emergency Communications (SEECOM) Contract – This contract is for five years. Starts at a base price and adds \$100 each year.
- ### **b. Treasurer's Report (Howard Killian)**
- i. Audits – The audit is not finished yet. Howard discussed a more formal audit with his city's auditors. The auditor said this type of audit is not required for our organization. If we did decide to do a formal audit it would probably cost between \$3000 - \$5000.
  - ii. Budget – Howard passed around the proposed budget. 2018 had a lot of extra expenses (website, batteries, trailer work, equipment, etc.). In 2019 we did not have nearly as many new expenses and we also have new agencies, so we are staying pretty even. Should the budget be posted? Maybe not so that the press does not get it.
  - iii. Dues – Executive Assistant – All our agencies are paid. There are a couple of agencies that decided not to renew. Sarah will email everyone the agency names which did not renew. These agencies will remain in the website but they will not show up as an active agency.
  - iv. EZ Tax Filing – IPWMAN used an accountant this year for our taxes. IPWMAN went over the \$50,000 income threshold which then requires a more complex tax return.
  - v. Directors & Officers Liability Insurance – This was renewed for another term.
  - vi. Capital Replacement Fund – Should we put money aside for this fund? This is a good idea. Are the trailers insured? Yes, the state insures the trailers. IPWMAN should look into carrying our own insurance for the trailers. Vince will send Ed a listing of items in the trailers.

- vii. Howard is going to look into larger sponsor/advertising options, for example State Farm, and also what is legal. Illinois Law Enforcement Alarm System (ILEAS) formed a foundation and that is the entity that raises money which is separate from the organization.
- c. Secretary's Report (Mark Doerfler)
  - i. New Membership – We had 29 new members this year. In 2016 we picked up 26 new members. In 2017 we picked up 45 new members, but that increase was due to the tornado. In 2018 we picked up 36 new members. We currently have 393 agencies but that includes double up on counties (County Department of Transportation, County Emergency Management and Illinois).
  - ii. Mark passed out conflict of interest forms to everyone.

## **F. Report of Standing Committees**

- a. Operations Committee – Scott Webber was not in attendance.
- b. Management Committee – Kelly Kerr – IPWMAN is still waiting to hear back from Illinois Emergency Services Management Association (IESMA) about the IESMA Memorandum of Understanding (MOU).
- c. Membership Committee – Kent Cox – Kent sent all the regional directors an email to double check the contact information for the agencies in their region. If the agency has updates the regional directors can provide them with the emergency contact information form and Sarah requested that the information be sent to Sarah and she will update the website database.
- d. Finance Committee – Howard Killian – Howard had nothing more to add.
- e. Training Committee – Elias Koutas – There will be duty officer training at the conference. Elias is going to try and recruit new duty officers.
  - i. Other training – If anyone has any training ideas please let Elias know. Howard said that University of Hawaii will come train if we get a group together. Howard saw a weather presentation from them at DuPage. The presentation was very informative. In Kent's region, McDonough County hosts a ton of training opportunities. Mark had an idea to have some of the people at our conference do a couple of IPWMAN sponsored training. Illinois Emergency Management Agency (IEMA) and Elias are working together to coordinate some training.
  - ii. Elias finished the Duty Officer Manual. Elias will give one to each of the duty officers. Barb requested a Duty Officer Manual be at the State Emergency Operations Center (SEOC) also.

- f. Technology Committee – Jeff Ruth was not in attendance
- g. Nominating Committee – Betty Harrison – Barb Stiehl reported that the ballots were done and already out to the membership.
- h. Trailer Committee – Vince Kilcullen – One trailer is here at the conference and is 95% done. Vince and Joe need to work together to finalize the trailer. Vince encouraged everyone to look at the trailer.
- i. Marketing Committee – Barb Stiehl/Bonnie Woolard – IPWMAN has two sets of displays. The displays are easy to put up and down. IWPMAN has a one sheet flyer case study about Naplate. The tri-fold brochures are finalized. Bonnie has been working on website stuff. Bonnie also is working on a newsletter template. Bonnie is creating a unified power point presentation. Barb will pass out brochures/case studies to go with directors. Please hand them out to anyone and everyone. Bonnie has done a great job and this has been money well spent for our organization.
- j. Conference Committee – Mark Doerfler – Trooper Tracy is coming to speak as our keynote speaker. There is a nice line up of speakers. Barb got the speaker gifts, and Howard is getting big raffle items worth about \$1000. The moderators will be Don, Gary and Joe.
  - i. 2020 IPWMAN/ Illinois Department of Transportation (IDOT) Conference – This conference will be a joint conference with IDOT. Gene Felchner suggested we keep the same time frame as we currently use so the conference will be October 13 & 14, 2020.
  - ii. Marketing survey – we were called out on not recruiting people that offered to help. Sarah is going to put together a sign-in sheet for volunteers/involvement.

## **G. New Business**

- a. Township Officials of Illinois Risk Management Association (TOIRMA) Discussion – Mickey Goral will be attending the conference. Charlie Montgomery, current president of TOIRMA was on board with trying to have TOIRMA pay for IPWMAN dues all the time. The new TOIRMA president, Don Goad, will hopefully be on board also. Can we get more of a push from TOIRMA to help advertise IPWMAN?
- b. ITTF update – Don Wenzel/Ed Markison – Ed – The meeting gave an update on Safe to Help Line. ITTF is working with all the schools in the state, trying to get kids on the “See Something Say Something” plan. ITTF gave schools bleed kits and trained them on how to use them. Ed and Don met Felicia Nadoo who spoke during the meeting about mutual aid capability. Felicia was very receptive to IPWMAN. Felicia is a big supporter of cyber security and school safety.

## **H. Old Business**

- a. American Public Works Association (APWA) License Plate – Don Wenzel – Don put together a great letter that he sent to the governor. In the letter Don included information about state license plates and his effort to try to get a memorial license plate for public works. Don wrote that the state did not adopt the same lingo for First Responders as the federal government adopted. Currently only fire and police are considered First Responders. The state doesn't include emergency managers, highway departments and public works. IDOT has a memorial highway signage program and the public works license plate fees could be directed there. The gentleman that runs that memorial signage program would be happy to accept that. He requested that half of the funds go to signs and half go to public education for construction zone highway safety. Don is making progress he is just waiting for a response. Mark asked Don to investigate getting the traveling memorial for next year's conference. There is a cost involved which is around \$900. Maybe IDOT can cover those costs if they will be using it anyway.
  - i. Regional IEMA Director Meetings – All – Is everyone attending and working with their directors?
  - ii. IPWMAN Capital Plan – Markison – Vince will send a list to Ed of items in trailers, segregated for what IPWMAN owns vs. ILEAS.
  - iii. IPSI – Dennis Schmidt – There is a chair available for IPWMAN if someone wants to attend. Maybe Mark Runyon from Oswego. Maybe Vince covers one meeting and Mark the other. Dennis suggested the same person cover both meetings. Dennis will follow up with Mark. Vince is not able to make both meetings.

**b. Next Meeting Date and Location**

- i. Next Meeting Thursday February 20, 2020 @ Bloomington – Double Tree Hotel & Conference Center, Bloomington, Illinois

**c. Adjournment**

*Motion was made by Dennis Schmidt to adjourn the meeting.*

*Vince Kilcullen seconded the motion.*

*Voice vote taken. Motion passed unanimously.*

Meeting adjourned at 6:39 pm.

**October 14, 2019 Meeting Minutes**

**BOARD PRESIDENT APPROVAL**

**Signature & Date** \_\_\_\_\_

**BOARD SECRETARY APPROVAL**

**Signature & Date** \_\_\_\_\_