



Board of Directors Meeting
October 19, 2021 at 10:00 a.m.
In Person & Virtual ZOOM Meeting

Board of Directors Meeting Minutes

- Present:**
- Ed Markison, McHenry County, President
 - Barb Stiehl, City of Urbana, Vice-President
 - Aaron Howe, Village of Hoffman Estates, Treasurer
 - Mark Doerfler, Wauponsee Township, Secretary
 - Joe Cronin, Village 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
 - Clifford Frye, Christian County, Region 6
 - Dan Bowman, City of O'Fallon, Region 8
 - Steve Miller, City of Effingham, Region 9
 - Sean Henry, City of Carbondale, Region 11
 - Mark Runyon, Village of Oswego, Region 11
 - Colleen Martoccio, McHenry County, Technology Committee
 - Chris Drey, Village of Romeoville, Operations Committee
 - Sarah Harbaugh, IPWMAN Executive Assistant
 - Bonnie Woolard, Woolard Marketing
 - Betty Harrison, Village of Lake Zurich
 - Vydas Juskelis, Retired
 - Austin Creasy, McHenry County
 - Kristina Christie, City of Rolling Meadows
 - Mike Reif, Village of Algonquin
- Zoom:**
- Dave Clark, City of Champaign, Region 7
 - Jeff Ruth, Village of Bolingbrook, Social Media Committee
 - Robert Hancock, City of Troy, Region 8

A. Call to Order 10:03 am

B. Roll Call/Introductions

C. Approval of Minutes

- a. Board of Directors Meeting – Thursday August 12, 2021

Motion was made by Sean Henry to approve the minutes of the Thursday, August 12, 2021, meeting.

Vince Kilcullen seconded the motion.

Voice vote was taken. Motion passed unanimously.

D. Report of Officers

- a. President's Report
 - i. Approval of 2022 Board of Directors Meeting Calendar
 - 1. February 17, 2022
 - 2. May 5, 2022
 - 3. August 11, 2022
 - 4. October 25, 2022

Motion was made by Elias Koutas to approve the 2022 Board of Directors Meeting Calendar. Vince Kilcullen seconded the motion. Voice vote was taken. Motion passed unanimously.

- b. Treasurer's Report – Aaron Howe – Aaron presented the draft budget. The membership dues increased a little in anticipation of some new members. On the expenditure side Aaron renamed the audit category to accounting services and website maintenance to website and then a couple of new items were added as well, scholarship and technology. Aaron wants to start a capital replacement fund for items like laptops, computers, and the trailers.
- c. Secretary's Report – Mark Doerfler
 - i. New Membership - since our last meeting we picked up five new members. For the full year there have been seventeen new members. Under Ed's administration we're up to one hundred twenty-three new members, and since Mark took over as Secretary, he has sent out one hundred and seventy-five packets.
 - ii. Member Activation Information – Two QR codes that were created. You scan the one QR code, and it will add the IPWMAN non-emergency number or the second QR code will add the IPWMAN emergency number into your cell phone. This is only for IPWMAN members and it's in the members section of the conference book. We currently have these new QR codes, the orange wallet cards, the magnets that will be sent out with the due's invoices and the red member binders to assist our members in having the information they need to request assistance. Maybe next year we can investigate developing an IPWMAN app for cell phones.

E. Report of Standing Committees

- a. Operations Committee – Chris Drey – Nothing to report.
- b. Management Committee – Kelly Kerr – Kelly will start working on updating the bylaws and the operations manual. IPWMAN needs to make sure that what we are doing matches the bylaws and operations manual and vice versa.
- c. Membership Committee – Open
- d. Finance Committee – Aaron Howe – Nothing to report.
- e. Training Committee – Elias Koutas – IPWMAN held a duty officer training. There wasn't the greatest turnout, so we'll probably try to set another one. The training seemed helpful for the small group that did attend on Zoom. Three people attended the Southeast Emergency Communications (SEECOM) tour. It was very interesting so we will probably set that up

again. It's a neat place to see if you've never been to the dispatch center. It was great to meet the folks that actually talk on the phone.

- f. Social Media Committee – Jeff Ruth - I would like to keep promoting IPWMAN. If anyone has any pictures, please send them my way. Also, if I can get a list of the conference vendors because I would like to thank them all on Facebook and on Twitter.
- g. Technology Committee – Colleen Martoccio - Colleen reviewed the laptops that she had on hand, which were five. Four of the laptops had Windows 10 and 3 had Microsoft Office. One laptop had Windows 7 which is no longer supported, and Windows 10 will stop being supported in 2025. That means that there are no further updates that can be made once Windows 10 is not supported. IPWMAN needs to decide what we are going to do going forward. The question is how many computers IPWMAN really needs. The Mobile Emergency Operations Center (MEOC) would need four, one for each workstation. This is an issue that needs to be discussed further.
- h. Nominating Committee - Barb Stiehl – All positions that are up for election this year have a candidate. Regions four and eleven are up for election next year.
- i. Trailer Committee – Vince Kilcullen – Nothing new to report.
- j. Marketing Committee – Bonnie Woolard – A newsletter will be going out later this year. Discussion is needed to determine what IPWMAN’s marketing priorities are.
- k. Conference Committee – Mark Doerfler – The next IPWMAN conference will be on October 25th & 26th, 2022. Mark requested three volunteers to be room moderators to introduce the session and welcome the attendees to the room, introduce the speaker and read his/her bio, coordinate with the speaker to get his/her presentation loaded onto the laptop give the speaker the gift that Barb purchased, which is a really cool silverware set, and finally make sure everyone got a wristband. Mark needs some volunteers to create wristbands for the attendees. Mark proceeded to outline the process of creating the wristbands and how the practice deployment with the Rapid Tag system will work and the information we will learn/gather.

F. New Business

- a. ITTF Full Membership & Critical Infrastructure Updates – Barb Stiehl – Barb gave a recap of the Illinois Terrorism Task Force (ITTF) & Critical Infrastructure meetings.
- b. Rapid Tag – Rob Devaun - Rob Devaun, with Salamander Technologies came and outlined how the system works and what it’s uses are. Salamander Technologies is an intelligent accountability solution provider, and they primarily work with government admin and first response agencies for the purposes of credentialing and tagging all of the resources, tracking resources during incidents and events, and then reporting on activity history from those incidents and events. When the term resources is used it encompasses all of the personnel, volunteers, equipment inventory. That list goes on and on. So, they tag all those resources in the database then credential them and then track them during the incident or event. The tracking is like a three-legged stool. One, they track, who or what is active at that event, and they really dive deep into that information regarding who this person is such as what is their status, what are the qualifications, their contact info, and their cost. There are numerous reports

that can be generated from this information. Two, they track what they are doing down to the ICF assignment level. ICF stands for Incident Command System. It's the nationally adopted system for accounting for resources and managing incidents and events. Part of the National Incident Management System. Third they can track where those resources are physically located. The system has some integrations with and tie ins with GIS mapping and you're able to track physical locations of those resources also. Rob proceeded to give more details about the system.

- c. New Table Covers & Update Pop Up Banner – Mark Runyon – Mark started off with talking about the pop-up banners. Two need to be updated. They currently have wording about how many members we have and how much IPWMAN has provided in aid. Bonnie gave Mark a quote of \$600 to update the two banners. Mark will work with Barb and Bonnie to change the wording, so the banners do not need to be updated as often. Mark also presented some custom tablecloth options. One set of tablecloths and banners will be stored with Barb in Urbana and the other set with Kelly in Hoffman Estates.

Motion was made by Vince Kilcullen to approve the \$600 purchase of two pop-up banners with changes.

Joe Cronin seconded the motion.

Voice vote was taken. Motion passed unanimously.

Motion was made by Sean Henry to approve the purchase of two eight-foot tablecloths, carry cases and clips.

Kelly Kerr seconded the motion.

Voice vote was taken. Motion passed unanimously.

- d. Website Conversation – Mark Doerfler – Antixx said that the IPWMAN website will need a major overhaul because it is over six years old, and the software is outdated. Discussions need to be had on what IPWMAN wants to include in that update. If we go with the Salamander and the Rapid Tag program, we may not need the Duty Officer portion of the website. We may also want to allow more than just one member per agency to have access to the member only portion of the website.
- e. Vydas Juskelis, ITTF Critical Infrastructure Committee - Right now there's eight committees within ITTF, with critical infrastructure being one of them. There are either two co-chairs or a chair and vice chair for the Critical Infrastructure Committee. One must be from a state agency the other one must be local. Vydas has been co-chair of the critical infrastructure for about three or four years. Vydas is actively looking for somebody from IPWMAN to take over as co-chair of the Critical Infrastructure Committee.

A. Old Business

- a. Regional Illinois Emergency Management Agency (IEMA) Director Meetings – All – Since COVID there has not been the best communication about when meetings are being held. Hopefully that will improve.
- b. IPWMAN Capital Plan – Aaron Howe – This is a place holder for future discussions.

B. Next Meeting Date and Locatio

- a. Next ZOOM Board of Directors Meeting Thursday February 17, 2022 @ 10:00 a.m.

C. Adjournment 11:26 am.

October 19, 2021, Meeting Minutes

BOARD PRESIDENT APPROVAL

Signature & Date _____

BOARD SECRETARY APPROVAL

Signature & Date _____