



**Illinois Public Works Mutual Aid Network**  
**August 17, 2017 at 10:00 a.m.**  
**Bloomington Government Center**  
**115 E. Washington St.**  
**Bloomington, IL 61702-3157**

## **BOARD OF DIRECTORS MEETING**

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**Present:**

Don Wenzel, City of Rolling Meadows, President  
Ed Markison, McHenry County, Region 3, Vice President  
Mark Doerfler, Wauponsee Township, Secretary  
Joe Cronin, City of Lockport, Region 2  
Vince Kilcullen, Village of Algonquin, Region 3  
Vydas Juskelis, Village of Villa Park, Region 4  
Elias Koutas, Village of Palatine, Region 4  
Tom Casson, Menard County, Region 6  
Ed Andrews, City of Washington, Region 7  
Steve Miller, City of Effingham, Region 9  
Kelly Kerr, Village of Hoffman Estates, Mgmt Committee Chair  
Barb Stiehl, City of Urbana, Nominations Committee Co-Chair  
Sarah Harbaugh, IPWMAN Executive Assistant

**Present by Phone:**

Betty Harrison, Village of Lake Zurich, Past President  
Gary Holm, City of Batavia, Region 3  
Dennis Schmidt, City of Champaign, Region 7  
Greg Smothers, Williamson County Hwy Dept, Region 11

### **A. Call to Order**

The meeting was called to order by President Don Wenzel at 10:00 am

### **B. Roll Call/Introductions**

Roll was called. A quorum was present.

### **C. Approval of Minutes**

Motion was made by Vince Kilcullen to approve the minutes of the May 4, 2017 minutes

Elias Koutas seconded the motion.

Voice vote taken. Motion passed unanimously.

### **D. Report of Officers**

**a. President's Report**

An article was written about IPWMAN in the Public Works Magazine. Barb wrote an article that was in IDOT T<sup>2</sup>. We are doing well in getting our name out there. It shows through our membership increase.

**i. Presentation Requests**

1. APWA Suburban Branch -- May

2. Illinois Emergency Services Management Association
3. Township Highway Commissioners August, Mark went, good turnout, good feedback. Mark Doerfler suggested we bring our own sign in sheet to our presentations so we know who we are in contact with.
4. New Highway Commissioner training – put on by County Engineers, classes have started. Tom gave a presentation. Mark attended one on Tuesday.
5. Illinois Municipal League – Sept. 23. Don Wenzel, Vince Kilcullen, Gary Scott (Ottawa/Naplate) and Matt Fritz (Coal City) will be presenting.
6. Township Officials of Illinois – November, 14 – Barb/ Kilcullen/ Doerfler
7. Engineering Conference – Tom Casson will look into getting a speaking spot. It is held on 10/5/17 in John Deere Commons in Moline.

b. Treasurer's Report

- i. 2016 Audit
- ii. Outstand Dues Payments – Sarah and Howard need to work together to update agencies that have outstanding dues.

c. Secretary's Report

- i. New Membership Additions
  1. Village of Kirkland
  2. Village of Orland Park
  3. Plainfield Township Highway Dept.
  4. Sycamore Township
  5. Village of Hennepin
  6. City of Athens
  7. Maine Township Road Dist.
  8. Franklin Township
  9. Village of Grand Ridge
  10. Oswego Township Road District
  11. City of Oglesby

**E. Report of Standing Committees**

- a. Operations Committee – Scott Webber
  - i. Duty Officer Assignments – A Duty Officer Schedule for 4<sup>th</sup> quarter 2017 was handed out.

- ii. Duty officer training – Cronin/ Kilcullen
  - 1. Feedback from Naplate/ Ottawa Tornado Hot Wash – a table top drill will be developed in cooperation with Gary Holm, Elias Koutas, Joe Cronin, Vince Kilcullen and Antix (website folks). This training exercise will be developed and dates and locations will be advertised at the conference.
- b. Management Committee – Kelly Kerr
  - i. By-law changes ready for Annual meeting –
    - 1. Changing Regions from two votes to one
    - 2. Annual Meeting Quorum

The changes were discussed and updates were made. The approved changes will be submitted to the membership for an email vote.

Motion was made by Vince Kilcullen to accept the Bylaw changes as amended. Ed Markison seconded the motion.

Voice vote taken. Motion passed unanimously.
  - ii. Reviewing IPWMAN Documents
    - 1. Bylaws – Update from Oct, 2016 annual meeting
    - 2. Operations Plan Review Update
    - 3. Policy Manual
- c. Membership Committee
  - i. Total Number of Members – 302
- d. Finance Committee -- Howard Killian
- e. Training Committee
- f. Technology Committee – Ruth
  - i. SEECOM – I Am Responding tests. A test was sent to the Board. Some board members were not notified. Sarah will update SEECOM with the current Board list. It was discussed to have SEECOM send out monthly tests so that we can update the contact list.
- g. Nominating Committee -- Barb Stiehl/ Betty Harrison
  - i. 2017 Election – Election will be taken via email and then announced at the conference.
    - 1. Positions Up for Election
      - a. President, Vice President, Secretary, Treasurer – All 2 year positions
      - b. Regions 3,6,8 – All 3 year positions

2. Contact Candidates – Betty & Barb will contact the three regions for positions. They will send emails to existing Board Members to confirm their continued interest in their position. A new Vice President candidate needs to be found.

#### **F. Other Business**

- a. IPWMAN Capital Plan – Markison – Ed needs to get information from Don and will add the new deployment kits to the Capital Plan.
- b. Investing of IPWMAN Funds – The idea was discussed about taking spare funds and putting them into a CD. We need to check on procedures for doing this.
- c. Road District Populations for dues payment – Doerfler – It was discussed on whether Road District/Township dues need to be adjusted because part of their population is part of a municipality. There is no other logical way to calculate their population so the current schedule will remain.
- d. Grasshopper Update – Readable Voice Mails – Harbaugh – Sarah requested that she be given the ability to read voicemails in addition to listening to them. It costs \$10/month.  
Motion was made by Ed Markison to add readable voice mail to the Grasshopper account.  
Mark Doerfler seconded the motion.  
Voice vote taken. Motion passed unanimously.
- e. ITTF Update – Juskelis – ITTF is in the process of review Homeland Security Grant Applications. They received a lot of applications but not much at the local level. Vydas suggested that IPWMAN be added as a co-sponsor of the grant application for Statewide Critical Infrastructure Security Plan. There would be no cost to IPWMAN, our participation would help get the funding at the local level where there are more funds available.  
Motion was made by Vince Kilcullen for IPWMAN to Co-sponsor the grant application for Statewide Critical Infrastructure Security Plan.  
Joe Cronin seconded the motion.  
Voice vote taken. Motion passed unanimously.
- f. Completed Deployment Kits – Kilcullen/ Doerfler – Kits were delivered to regional directors to store in their area.
- g. IEMA Trailers – Kilcullen/ Doerfler/ Wenzel – Don is picking up two 7 x 16 trailers. The trailers will be outfitted into two sections. The back section will be for supplies and the front section will be a staging station that can be used at activation sites. These trailers will make our job easier in case the area we are helping doesn't have all of the supplies.

Don passed around a potential lettering option for the trailers. The cost to wrap the trailers is \$1500.

Motion was made by Mark Doerfler to wrap the trailers for \$1,500.

Elias Koutas seconded the motion.

Voice vote taken. Motion passed unanimously.

It was discussed where/when/how to outfit the trailers. We need to try and get donations for materials and supplies and come up with a layout plan for the trailers. We don't want to rush into this so that it will be done correctly. The wrapped trailer(s) can be brought to the conference for the membership to view.

Motion was made by Vince Kilcullen to allocate \$10,000 to outfit the two trailers.

Ed Markison seconded the motion.

Voice vote taken. Motion passed unanimously.

- h. Update of moving files from ILEAS to IPWMAN -- Henry
- i. Naming Regional Director for Region 2 for Vacant Position (Marcy Leach) – Wenzel – Barb and Betty will look into finding a replacement.
- j. Website Update -- Sarah Harbaugh
  - i. Contacts to Seecom – Ongoing process.
- k. Portable Radio Cache Update – Doerfler – The radios are the property of ITTF. We bought batteries that were delivered to MABAS to be distributed to 3 regions.
- l. Starcom1 radio update – Doerfler
- m. Hard copy of “IPWMAN User Manual” – Harbaugh – Sarah brought a 3 ring binder sample. She will look into various pricing/publishing options. Do we want a book format, pocket guide or a binder that can be updated?
- n. General Promotional Items -- Henry

Ed Markison showed a car magnet that McHenry County can make for IPWMAN at a cost of \$1 per magnet.

Motion was made by Vince Kilcullen to spend \$1000 on 1000 IPWMAN car magnets that can be used to identify our vehicles at an activation site.

Joe Cronin seconded the motion.

Voice vote taken. Motion passed unanimously.

The IPWMAN pamphlet needs to be updated. Sarah will send a copy of the current version to the board for review.
- o. Restructuring Committees -- Wenzel
- p. Meeting Dates for 2017

- ~~i. Thursday, February 27, 2017 – Bloomington Government Center~~
  - ~~ii. Thursday, May 4, 2017 – APWA Conference, Peoria Civic Center~~
  - ~~iii. Thursday, August 17, 2017 – Bloomington Government Center~~
  - iv. Tuesday October 17, 2017 IPWMAN Conference Double Tree Hotel, Bloomington
- q. Corporate Memberships – Juskelis, Harbaugh
- i. Cost to become a corporate member – It was decided that a corporate membership is \$250.  
  
Motion was made by Mark Doerfler to set the cost of a corporate membership to be \$250.  
Joe Cronin seconded the motion.  
Voice vote taken. Motion passed unanimously.
  - ii. Benefits and Value of Renewal
  - iii. Specific logo for corporate members
- r. IPWMAN Conference Discussion -- Doerfler
- i. 2017 Conference -- October 17 & 18 2017
    - 1. Conference Theme – IPWMAN Advantage
    - 2. Brief update – breakout sessions, food/ beverage, room quantity, keynote speaker
    - 3. Sponsorships – Harbaugh/ Juskelis
    - 4. Give a ways -- Kilcullen
    - 5. Speakers
    - 6. Schedule – attachment
    - 7. Reception – discussion on future reception
    - 8. Food and beverage quantity
    - 9. Merging with another group for 2018 or 2019

**G. Any additional business**

**H. Adjournment**

Vydas Juskelis made a motion to adjourn the meeting.

Tom Casson seconded the motion.

Voice vote taken. Motion passed unanimously. Meeting adjourned at 12:31pm.