



Illinois Public Works Mutual Aid Network

Aug 27, 2014 @ 10:00 a.m.
City Hall, City of Bloomington
115 E. Washington St.
Bloomington, IL 61701

To participate via conference call:

Dial: 1-619-326-2730
Access Code: 652763
PIN: 3290

BOARD OF DIRECTORS MEETING

Present:

Dennis Schmidt, City of Champaign, Treasurer
Keith Watson, Village of Bartlett, Region 4
Barb Stiehl, City of Urbana
Tony Torres, Village of Bolingbrook, President
Don Wenzel, City of Rolling Meadows, Region 4 Vice President
Keith Padgett, Champaign Twp. Road District, Secretary
Bob Scott, City of Danville, Region 7
Ed Andrews, City of Washington, Region 7
Tom Casson, Menard County, Region 6
Ed Markison, McHenry County, Region 3
Sam Tesreau, City of Rochelle, Region 2
Tim Isley, City of Rochelle, Region 2
Kevin Burke, IL Asphalt Pavement Assoc.

Present by Phone:

Nancy Crossman, ILEAS, Admin. Support
Sean Henry, City of Carbondale, Region 11
Dan Davis, Winnebago County, Region 2
Steve Miller, City of Effingham, Region 9
Toby Rinehart, City of Flora, Region 9
Martin Wittrock, City of Libertyville, Region 4
Vydas Juskelis, Village of Villa Park, Region 4
Gary Holm, City of Batavia, Region 3

A. Call to Order

The meeting was called to order by President Tony Torres at 10:00 a.m.

B. Roll Call/Introductions

Roll was called. A quorum was present

C. Approval of Minutes

The motion to approve the minutes of the Board meeting of May 05, 2014 was made by Don Wenzel and seconded by Bob Scott. The motion was approved by voice vote.

D. Report of Officers

1. President's Report

Tony Torres thanked Chris Isbel for direction on the Executive Director Tony Torres attended the APWA Expo in Toronto and listened to some very motivational speakers. Texas gave a

presentation and stated that they experienced issues with first responders on the Public Works side, which prompted them to start looking at Mutual Aid for Public Works. To date they are 12-18 members strong. Tony also told them to contact us if they had any questions. Tony also stated that it looks like this is catching on and IPWMAN needs to keep improving and become a model for other agencies to follow this path. Vydas stated that he spoke with a gentleman from the Wisconsin Chapter regarding discussions initiated by IPWMAN on helping them get established in Wisconsin. Barb Stiehl had initially talked to the gentleman and referred him to Chris Isbel. An invitation was extended by IPWMAN to attend our Conference. They were asking for information on things that were successful and some things that were not successful.

2. Treasurer's Report (attached)

Dennis Schmidt stated that IPWMAN had budgeted for this year's income of \$41,000, which has been exceeded. Income from membership is what is reflecting that increase. Dennis also stated that to date about 10% of the membership have not yet paid their yearly dues. IPWMAN received a grant from ITTF of \$34,200 to purchase 6 StarCom radios for duty officers and 6 portable printers. Don Wenzel asked if they could purchase laptops instead of radios. Barb Stiehl will be contacting Tom Korty to check on substitutions and to find out the purchasing process. Dennis Schmidt will be informed of the process.

Keith Watson moved to approve the Treasurer's Report.

Tom Cassen seconded the motion.

The motion was approved by voice vote.

3. Secretary's Report

Keith Padgett stated that currently we are at 222 members with 4 pending.

E. Report of Standing Committees

1. Operations Committee

- a. Updates – Keith Watson – Is working on the forms that were submitted to him. Keith asked if IPWMAN could go to other states and legally assist our neighboring states. Don Wenzel stated that an MOU needs to be put in place.

2. Management Committee

- a. **Martin Wittrock – Report** – Marty was looking into whether or not the fee schedule needed changing. Some people looking to join might think that the fee schedule may not be fair. There was clear consensus from everyone on this

committee that the current fee schedule is reasonable, simple, and that there was really no reason to change it.

b. Executive Director Discussion

Kevin Burke III, currently the Executive Director of IL Asphalt Pavement Assoc. and doing business as KBIII has made a proposal to perform administrative duties for the Illinois Public Works Mutual Aid Network. (IPWMAN). Kevin stated that he would serve as Executive Director for IPWMAN. KBIII will provide administrative services to IPWMAN which includes maintaining a central office in Springfield, IL, maintaining and answering a phone listing, updating and servicing a website. KBIII proposes the initial contract term of 2 years and the contract start at the beginning of IPWMAN's fiscal year. An administrative fee of \$11,400 annually will be assessed. A facility fee of \$3,000.00 monthly will be assessed and a communication fee for phone, tax and internet service will be an estimated \$900.00 annually. Don Wenzel asked who would be attending the Board meetings. Kevin stated that he would be the person attending the meetings and that there would be a charge for mileage. Don also asked about independent audits. Kevin stated that that is something that IPWMAN would have to decide on. Kevin stated that at this time he did not think that IPWMAN needed a full blown audit. Per Dennis Schmidt, based on IPWMAN's bylaws, IPWMAN is required to have an audit. Dennis stated that he is getting everything together for an audit and it was quoted to him between \$4,000.00 and \$3,500.00. Barb Stiehl asked Kevin if he thought that there would be any conflict working with agencies that deal with public and private agencies and then dealing with IPWMAN. Kevin stated that he feels comfortable and that he would keep things separate. Tony Torres stated that this is something that IPWMAN needs to consider in the future. A committee of Don Wenzel, Barb Stiehl and Dennis Schmidt was formed to develop an RFP and after the conference IPWMAN will start the process of finding an administrator.

3. Membership Committee

a. Annual Conference Update

- I. Registration – This is now online
- II. Rooms for presenters & Board members –
- III. Agenda – We do not have an agenda at this point, however, you can reserve your hotel room and send in your money for your conference registration.

Speakers & Presenters - Don Wenzel had been working on getting speakers and presenters for the Conference. We will be covering the room costs for presenters and speakers.

On Oct. 29, 2014 from 1:00 – 5:00 we will be doing WEBEOC training for all duty officers, potential resource officers and those that are interested. We were able to secure 20 computers from FSI. We will also suggest that people bring their laptops.

1. Welcome & Opening Remarks – President Torres
2. IEMA & IDOT Updates
3. Mr. Joe Galvin – Update on FirstNet
4. IPWMAN 2013 Responses
5. Mr. Ed Andrews – City of Washington - Tornado
6. Mr. Tom Toomey – GIS Consortium – Will show us what the benefits are of having GIS.

- IV. Exhibits
- V. Vendors -
- VI. Hospitality Reception
- VII. Handouts – We need to think about a gift for the attendees and speakers.
- VIII. Name Tags – Identisys will be making the name tags.
- IX. Annual Meeting

4. Future Conference

- a. Joint Conference with Illinois Transportation Infrastructure Security Committee or IESMA?

5. Finance Committee

- a. Grant Purchases (Computers & Printers) Can we get in time for Annual meeting in October for distribution and how will we distribute?

6. Training Committee

- a. WEBEOC Training – Cook County will be underwriting the cost of this training. The gentleman willing to come and do the training is willing to do training next year if IPWMAN contacts him early next year. The cost is \$1500.00. This is something to keep in mind for next year.

F. Other Business

G. Adjournment

Motion made by Keith Watson to adjourn the meeting

Motion to adjourn was seconded by Bob Scott

The motion to adjourn was approved by the members present.

The meeting adjourned at 12:25 p.m.

The motion was approved by voice vote.

The next meeting will be held on October 29, 2014

DRAFT