



Illinois Public Works Mutual Aid Network

Wednesday, February 25, 2015 10:00 a.m.

City of Rolling Meadows
City Hall/Police Station
3600 Kirchoff Rd.

Rolling Meadows, IL

60008

To participate via conference call:

Dial: 1-619-326-2730

Access Code: 652763

PIN: 3290

Board of Directors Meeting

Present:

Don Wenzel, City of Rolling Meadows, President
Gary Holm, City of Batavia, Region 3
Vince Kilcullen, Village of Algonquin, Region 3
Ed Markison, McHenry Co. Vice President
Chris Isbell, Stephenson Co. Region 2
Roger Lauder, Illinois EPA
Dan Smith Illinois Emergency Management Agency
Ken Miller
Martin Whitrock, City of Libertyville, Management Committee
Keith Watson, Village of Bartlett, Region 4

Present by Phone:

Nancy Crossman, ILEAS, Admin. Support
Keith Padgett, Champaign Twp. Road District, Secretary
Bob Scott, City of Danville, Region 7
Dan Davis, Winnebago County, Region 2
Dennis Schmidt, City of Champaign, Treasurer
Barb Stiehl, Urbana Public Works, Urbana, IL
Tom Casson, Menard County, Region 6
Betty Harrison, Lake Zurich, Past President

A. Call to Order

The meeting was called to order by President Don Wenzel at 10:04 a.m.

B. Roll Call/Introductions

Roll was called. A quorum was present with call in's.

Barb Stiehl suggested that the bylaws be changed to allow those people calling in be considered as present to make a quorum. Betty Harrison stated that the management committee would have to present something to the Board in order to make the change in the bylaws. Don Wenzel directed the management committee to look at the bylaws and amend them to allow for call in's to be considered as part of a quorum for purposes of conducting meetings with a quorum present.

C. Approval of Minutes

Since the minutes were not distributed to the Board prior to the Board meeting the minutes of the October 29, 2014 minutes will be approved at the next Board meeting May 6, 2015 in Peoria.

D. Report of Officers

1. Presidents Report

a. Requests and call for speakers at various meetings & Conferences and who is available.

Don Wenzel attended the Lake County meeting for Region Critical Incident Partnership. Tom Cassen and Barb Stiehl will attend and represent IPWMAN at the SIRC liaison training March 11, 2015 in Springfield. Barb Stiehl will be attending the IEMA Region 7 elected officials training on March 12, 2015. Keith Watson will be attending the IEMA Region 2 elected officials workshop on April 17, 2015 at Sauk Valley Community College.

b. Conference participation and availability.

Don Wenzel received an invitation from ILEAS to attend their annual Conference April 26-28. Anybody wanting to attend should let Don Wenzel know. He added that ILEAS would underwrite the conference costs. The APWA Illinois Chapter Conference will be held in Peoria, May 6 - 7 2015. Barb Stiehl will be there to set up the IPWMAN booth. May 20-21 2015 is the APWA Chicago Metro Conference.

c. Participation in exercises and availability.

IPWMAN was asked to participate in the Illinois National Guard Prairie Assurance 2015 Sept. 9-15, 2015 in Springfield.

d. RFP for Executive Director

Don Wenzel passed out a sample RFP for the Board to review regarding the possibility of hiring an Executive Director. Don stated that this was something that IPWMAN needs to take a serious look at and possibly form a committee to research this. Keith Watson stated that he thought the development and maintenance of the website should be separate and outside of this contract. Don would like comments and suggestions regarding this back by April 1, 2015. Keith Watson asked if this was something that has to be approved at the annual meeting. Barb Stiehl stated that according to the bylaws the Board of Directors has the authority to appoint staff officers. Chris Isbell volunteered to work on the RFP's for the executive Director. Keith Watson suggested that IPWMAN send out an email to all members to see if anybody is interested in being on a committee to work on RFP's for website development.

e. Mr. Jim Cueno Endorsement for application to Illinois Incident Management Team.

Barb Stiehl stated that Illinois Incident Management Team was looking for looking for additional IPWMAN members. Mr. Cueno asked if he could serve as GIS Specialist on the Illinois Incident Management Team. The team recommended that he seek approval from the IPWMAN board. Barb suggested sending his application to the Board President, Don Wenzel.

Don Wenzel recommended that IPWMAN endorse Mr. Cueno provided that Mr. Cueno would also serve as an asset to IPWMAN in the event of an incident where a GIS Specialist would be needed. Chris Isbell made a motion to endorse Mr. Cueno as a liaison to the Illinois Incident Management Team since he is an employee of an IPWMAN member agency. Gary Holm seconded the motion. Motion passed unanimously.

f. Tony Torres

Don Wenzel informed the Board that Tony Torres is now the Director of Public works in Munster IN.

g. Guest

Jason Kern the new Executive Director of SeeCom attended the Board meeting and introduced himself.

h. Meeting w/Bucky Washam

Chris Isbell met with Bucky Washam regarding transportation of IESMA generators in the event they would be deployed. They discussed whether or not IPWMAN would be able to provide resources for transporting the generators. Don Wenzel stated that if it was just neighbor to neighbor there would not be a problem, however, if generators were being deployed as a State resource IPWMAN would need to get a request from the state to move them. Tom Casson stated that he made up a document that stated what type of equipment went with each generator and that he passed this information on to Keith Watson. Don Wenzel stated that IPWMAN would clean up the document and make any changes to the operations plan. Barb Stiehl stated that IPWMAN needed to make sure they cover themselves as far as liability is concerned. She added that IPWMAN needs to make sure that if they were to go to a community that is not a member IPWMAN would be covered by the State as a State asset.

i. Swearing in of Vince Kilcullen

Vince Kilcullen was sworn in as the Director for Region 3.

2. Treasurers Report (attached)

a. Approval of the Budget

Dennis Schmidt summarized the budget. The ending balance for the last quarter of 2014 for IPWMAN was a little more than \$97,000. This was about \$30,000 better than projected. He added that IPWMAN was in very good financial shape. Dennis stated that the Conference was the largest expenditure that IPWMAN had. The treasurer's report was approved.

Secretary's Report

Since our last Board meeting, IPWMAN has not signed any new members.

E. Report of Standing Committees

- 1. Operations Committee** Nothing to report at this time.
- 2. Management Committee** Nothing to report at this time
- 3. Membership Committee**
 - a. Dues Structure**
No change at this time.
- 4. Future Conference**

Don Wenzel asked if IPWMAN should have a conference this year. Barb Stiehl stated that IPWMAN's bylaws require that the Board meet annually in October adding that the general meeting was conducted as part of the Conference. Chris Isbell stated that he thought for 2015 IPWMAN should stay as is, but that the Board should explore the idea of partnering with someone else moving forward. Don Wenzel suggested that IPWMAN send the membership a survey to find out why attendance had been down over the past couple of years. Barb Stiehl suggested that IPWMAN make phone calls to the membership and have a casual conversation with them to find out how they feel about the cost of the conference, reasons members don't attend, whether the members think the conference costs too much, etc. Don agreed. He recommended that IPWMAN develop questions to be asked. More discussion to follow.

5. Finance Committee

Dennis Schmidt reported that the dues for the 2014 year have all been paid except for 4 members. Dues for the 2015 year have been sent out and 80% have been paid so far.

6. Training Committee

Don stated that he had received a lot of positive responses from participants at the training IPWMAN hosted at Olympia Fields. Dan Smith stated that this kind of training needs to be done more often.

F. Other Business

Barb Stiehl stated that there was a nominating committee and 3 regions will have Board of Directors positions up for election or reelection in October, Region 2, 7 & 9. She added that during the last election IPWMAN had to ask people to vote electronically because there wasn't a quorum at the conference. Region 3 there were only 7 votes for Ed Markison and Gary Holm. (Vince Killcullen was appointed for Ed Markison's position after Ed accepted the Vice-Presidency). For region 8 100% of those members voted, so Dan Bowman and Jeff Sowland were unanimously chosen. Region 6 only one ballot was cast and Tom Casson was approved. Region 6 still had a vacancy.

G. Adjournment

The next Board meeting will be held in Peoria IL on May 6, 2015.
Motion made by Chris Isbell to adjourn the meeting.
Motion to adjourn was seconded by Marty Whitrock.
The motion to adjourn was approved by the members present.
The meeting adjourned at 12:21 p.m.