



# Illinois Public Works Mutual Aid Network

October 28, 2015 @ 3:00 p.m.  
Double Tree Hotel  
10 Brickyard Dr.  
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  
Barb Stiehl, City of Urbana  
Don Wenzel, City of Rolling Meadows, President  
Vydas Juskelis, Village of Villa Park, Region 4  
Keith Padgett, Champaign Twp. Road District, Secretary  
Dan Bowman, City of O'Fallon, Region 8  
Tom Casson, Menard County, Region 6  
Nancy Crossman, ILEAS, Admin. Support  
Ed Markison, McHenry County, Region 3  
Martin Whitrock, City of Libertyville, Management Committee  
Roger Lauder, Illinois EPA  
Betty Harrison, Lake Zurich, Past President  
Steve Miller, City of Effingham, Region 9  
Dan Davis, Winnebago County, Region 2  
Ed Andrews, Washington IL, Region 7  
Gary Holm, Batavia IL, Region 3  
Sean Henry, Carbondale IL, Region 11  
Mark Doerfler, Wauponsee Township, Region 3  
Vince Kilcullen, Algonquin, IL Region 3  
Marcy Leach, City of Rockford, Region 2  
Matt Vitner, City of Rockford, Region 2  
Joe Cronin, City of Lockport, Region 3  
Jason Kern, Executive Director of SeeCom

**A. Call to Order**

The meeting was called to order by President Don Wenzel at 2:58 p.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 October 29, 2014, February 25, 2015, May 6, 2015 and August 19, 2015 was made by Dennis Schmidt. The motion was seconded by Vydas Juskelis. The motion was approved by voice vote.

**D. Report of Officers**

**1. President's Report**

**a. Appointments to the Board**

Elias Koutas of The Village of Palatine was appointed to the Board for Region

4. Kent Cox of the City of Macomb was appointed to the Board for Region 6.

Sean Henry moved to approve the appointments.

The motion was seconded by Vince Kilcullen.

The motion was approved by voice vote.

**b. Approval of Candidates for Election of Officers**

The slate of candidates for the 3 year term is as follows:

President – Don Wenzel

Vice President – Ed Markison

Secretary – Mark Doerfler

Treasurer – Howard Killian

Region 2 – Marcy Leach of the City of Rockford and Dan Davis of

Winnebago County

Region 7 - Ed Andrews of the City of Washington and one vacancy

Region 9 – Steve Miller of the City of Effingham and Toby Rinehart of the

City of Flora

Betty Harrison motioned to approve the candidates for election of officers.

Gary Holm seconded the motion.

The motion was approved by voice vote.

**c. Discussion and Approval of Contract for WEB site Development**

Don Wenzel met with Jason Richmond, a developer of websites to get some input on different items that IPWMAN wants regarding their website and how it would be laid out. Don is looking for input from the Board members on how to proceed. Jason stated that he could get this done in 32 hours at a cost of \$3840.00 with keeping with what we have, moving things around and creating other areas. If IPWMAN wanted to add other additional specific areas such as secure content, configuration, permissions and member lists etc....the cost would be around \$8880.00. Jason also provided a proposal for hosting the website at a cost of \$193.20 per year. This is the only company that Don has met with. Vydask asked if this is the route that IPWMAN took, who would maintain the website? Don feels that IPWMAN needs to create a technology committee. Vydask stated that he thought that all that is needed is a webmaster. Marty Whitrock suggested that IPWMAN look at a couple of different options or put it out to RFP rather than selecting a committee and it taking another year to decide.

Vydas motioned to give Don conditional approval to proceed with the quote of full cost including development and the hosting fee subject to any changes that would be extra.

Dennis Schmidt seconded the motion.

The motion was approved by voice vote.

**d. Discussion on RFP for Executive Director**

Don put together an RFP for the Executive Director position including any changes that were suggested by IPWMAN members. Initially, Chris Isbell volunteered to handle the RFP's, however he is no longer a member of the Board and Don Wenzel took over. Don suggested that the RFP be made available to all members by November 2, 2015 and have them returned by December 1, 2015 so that a decision could be made by January 1, 2016. Sean Henry made a motion to proceed with the RFP for executive director.

Betty Harrison seconded the motion.

The motion was approved by voice vote.

**e. Proposed Changes to the By-Laws**

The by-laws that have been proposed for changes 'telephone attendance' cannot be changed according to the open meetings act. You can attend and be a part of the vote if a quorum is already physically present. That person calling in can be a voting member if the quorum is present but cannot be the person who determines whether there is a quorum or not. Barb Stiehl stated that you could change the by-laws to allow people to attend the meetings by telephone, but they could not be considered part of a quorum. Barb also stated that IPWMAN has a provision in the by-laws to set the rules for phone in.

**f. Approved Purchase of Laptops under ITTF Grant**

IPWMAN has \$32,400 to spend on laptops under the ITTF grant. Don was looking for suggestions from the Board as to whether they should go with CMS and the state contract or if they should go with Dell at a cheaper price. Don will talk with his IT person and get suggestions from them. The deadline for spending this money is March 2016.

**g. Approve Contract Extension with SeeCom for Call Center Service**

IPWMAN is currently under a 3 year Intergovernmental agreement with SeeCom that ends April 30, 2016. Jason Kern executive director put together another Intergovernmental agreement together through SeeCom's board which was passed. Jason was able to get the resolution and forward it Don Wenzel. With membership continuing to go up, the possibility of increasing

deployments is there. The only change SeeCom is looking at is an increase in the cost. Instead of \$2500 a year for three years SeeCom is asking for \$3000 a year for the term of this three year intergovernmental agreement. This would begin May 1, 2016.

Vydas Juskelis motioned to approve the new intergovernmental agreement with a cost of \$3000 a year for the three year contract.

Sean Henry seconded that motion.

The motion was approved by voice vote.

**h. Discussion on Restructuring Committees**

Don Wenzel understands that when IPWMAN gets new members they are automatically assigned to a committee. Currently there are 6 committees. Training Committee headed by Don Wenzel, Finance Committee headed by Dennis Schmidt, Management Committee headed by Marty Whitrock, Operations Committee headed by Keith Watson, Membership Committee headed by Chris Isbell and needs to be replaced since Chris is no longer on the Board and the Teller Committee which is Barb Stiehl and Betty Harrison. Barb Stiehl suggested that since there are 244 members, putting a size limit on each committee might be an option. Don asked what a workable number would be for a committee. Vydas suggested that the management committee amend the policy manual to make it voluntary and to give a recommendation for membership.

**i. Appoint Chairs and Co-Chairs to Committees**

IPWMAN will need to appoint someone to chair the membership committee. Keith Watson is the chairman of the operations committee, however, with Keith stepping down from the Board Don will have to reach out to him to see if he wants to continue to head the operations committee or not. Keith provides SeeCom with our monthly duty roster. Don suggested that the board come up with a workable number of people per committee. Vydas suggested that the management committee modify the policy to make it voluntary and to give recommendations for membership.

Don will send out the list of all the committees and members of those committees out to everybody. Don stated that they need to develop some guidelines as to what is the correct number of people per committee. Roger Lauder stated that he thought those wanting to be on a committee should have to make some kind of commitment that they will attend the committee

meetings. Vydas suggested that every board member should be a liaison to one of the committees so that way they have someone on the Board that is advocating for that committee rather than chairing the committee.

**j. Relocation of MEOC Trailer**

Currently the MEOC trailer is being housed at Stephenson County. Since Chris Isbell is no longer with Stephenson Co. he thought it might be a good idea if the trailer was relocated to a different site. Ed Andrews with the City of Washington stated that they would host it. Don will check with Tom Korty on who's responsible for insuring the trailer. Once this is resolved IPWMAN needs to written in the operations manual.

**2. Treasurer's Report (attached)**

**a. Approval of the FY2016 Budget**

Dennis Schmidt gave a brief report of the FY2016 budget  
Vydas Juskelis moved to approve the Treasurer's Report.

Gary Holm seconded the motion.

The motion was approved by voice vote.

**b. Authorize Expenditures Related to the Conference**

Dennis stated that he will pay all of the bills that are associated with the conference when they are presented.

**c. 2016 Proposed Budget**

Dennis Schmidt gave a brief report of the 2016 proposed budget. Dennis will make one adjustment with expenditures, due to the increase in the call center fee. Dennis was not aware of the increase before he prepared the budget.

Sean Henry moved to approve the Treasurer's Report.

Vydas Juskelis seconded the motion.

The motion was approved by voice vote.

**3. Secretary's Report**

**a. Current Member Count**

Keith Padgett reported that current membership is now at 244 members.

**E. Report of Standing Committees**

**1. Operations Committee – No report**

**2. Management Committee** - Marty Whitrock will get the committee together and start working on the policy manual and the by-laws.

**3. Membership Committee** – No report

**4. Finance Committee** – Nothing additional to report

**5. Training Committee** – Nothing to report.

**Other Business**

Don presented Dennis Schmidt with a gift of appreciation for his 3 years as being Treasurer.

Quarterly Board meeting dates need to be set.

February 18<sup>th</sup> Lockport IL

May 5<sup>th</sup> APWA Conference Peoria Civic Center

August 18<sup>th</sup> Champaign/Urbana area

October 20<sup>th</sup> TBD (Depends on whether or not there is a conference). Possibly Rolling Meadows

Tim Zahn of Sangamon County will be joining Barb Stiehl and Tom Casson as a liaison at the state EOC. Tim will be at the next meeting and will go to the training in November. There will still be room to put one more in the mix if anybody is interested.

**H. Adjournment**

Motion made by Dennis Schmidt to adjourn the meeting

Motion to adjourn was seconded by Steve Miller

The motion to adjourn was approved by the members present.

The meeting adjourned at 5:00 p.m.