



Illinois Public Works Mutual Aid Network
May 4, 2017 at 10:00 a.m.
Peoria Civic Center
201 SW Jefferson Ave.
Peoria, IL 61602

BOARD OF DIRECTORS MEETING

Present:

Don Wenzel, City of Rolling Meadows, President
Ed Markison, McHenry County, Region 3, Vice President
Mark Doerfler, Wauponsee Township, Region 3, Secretary
Joe Cronin, City of Lockport, Region 2
Gary Holm, City of Batavia, Region 3
Vince Kilcullen, Village of Algonquin, Region 3
Tom Casson, Menard County, Region 6
Dennis Schmidt, City of Champaign, Region 7
Ed Andrews, City of Washington, Region 7
Sean Henry, City of Carbondale, Region 11
Greg Smothers, Williamson County Hwy Dept, Region 11
Sarah Harbaugh, IPWMAN Executive Assistant

Present by Phone:

Howard Killian, City of Elmhurst, Treasurer
Elias Koutas, Village of Palatine, Region 4
Marcy Leach, City of Rockford, Region 2
Scott Weber, Operations Committee Chair

Need quorum of 9, 11 present

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 Sean to approve the minutes of the October 11, 2016 minutes and the February 23, 2017 minutes.

Dennis seconded the motion.

Voice vote taken. Motion passed unanimously.

D. Report of Officers

- a. President's Report

i. Presentation Requests

1. APWA Suburban Branch – May 25. Ed Markison and Don Wenzel will be presenting and they will give us a complimentary booth. We need to have some volunteers to staff it.
2. Illinois Emergency Services Management Association – Springfield. Don attended and reported positive feedback on the Ottawa and Naplate Activation. Since their regions align with ours we would like to invite the regional directors of IESMA to our conference and give them a booth.
3. Township Highway Commissioners August 7-9, Peoria, Mark will be presenting and we should ask for a booth. Staffing coordination is needed.
4. New Highway Commissioner Training – put on by County Engineers, how do we get on the agenda – We do not have a date or confirmation.
5. More speaking opportunities were discussed.
 - County engineers would like Ed Markison to speak for 1 evening in October in the Quad Cities. – This is an important conference because we should have all counties as members.
 - East Central Township Officials asked Barb to speak next March in Decatur.
 - Trans Highway Engineers – Tom Cassen is checking into this to see if we can speak at their event in Champaign.
6. Don wanted to share the Thank you letter we received from Ottawa and the letter we receive from the Village of Naplate. The letters reinforce our mission. Special thanks to the 3 men on the ground (Mark, Joe & Vince) and to the Duty Officers (Elias & Gary).

b. Treasurer's Report

- i. 2016 reconciliation, members contacted
- ii. 2016 Audit
- iii. Membership fees are coming in well.
- iv. State Registrations & IRS tax forms were turned in.
- v. Howard will check on outstanding dues at the end of the month.

c. Secretary's Report

- i. New Membership Additions
 - 1. Village of Naplate
 - 2. Village of Fairmont City
 - 3. Wheatland Township Road Dist.
 - 4. City of Collinsville
 - 5. Village of Beach Park
 - 6. City of Peru
 - 7. City of Spring Valley
 - 8. Ottawa Township
 - 9. Kirkland Township
- ii. The need for IPWMAN Conference Calling ownership
 - 1. Will have more information next meeting

E. Report of Standing Committees

- a. Operations Committee – Scott Webber
 - i. Duty Officer Assignments were completed.
 - ii. Duty officer training – Doerfler/ Kilcullen
 - 1. Barb informed the group that IL-IMT State Management Team would help us with training our Duty Officers. This should be a separate training not part of the conference. IL-IMT would like to see more public works officials on their board.
 - 2. Don would like to put together a go team that can help members manage their activation. Training would be involved and IL-IMT can help with that because it is something that they do as an organization.
- b. Management Committee – Kelly Kerr (absent) – Elias will assist Kelly.
 - i. By-law changes ready for Annual meeting
 - 1. Changing Regions from two votes to one – We can do this electronically we just need to give members a set time frame to respond. We need to look into what the quorum is for this.
 - ii. Reviewing IPWMAN Documents – Kelly is working on this.
 - iii. Incorporation update, IPWMAN was not in good standing with the State of Illinois, - We are now in good standing.
- c. Membership Committee

- i. Total Number of Members – 296 – We have had a lot of new communities join recently. More will be coming in.
- d. Finance Committee -- Howard Killian
- e. Training Committee
 - i. FEMA Form Training – Doerfler – We will hold a 1-2 day general NIMS Form training. We will also do a break out session for this at the conference. Marci Leach recommended that people take the 300 & 400 level classes. She is an instructor and can facilitate getting classes organized.
- f. Nominating Committee -- Barb Stiehl
 - i. 2017 Election
 - 1. What positions are up for election? President, Vice President, Treasurer & Secretary (for 2 year term). Also Regions 3, 6 and 8 (for 3 year term). There are no term limits
 - 2. Contact Candidates? Yes

F. Other Business

- a. Expedient Membership discussion – Markison/ Juskelis -- There was a long discussion. IPWMAN would like to help everyone in need but based on liability issues and our responsibility to our members we cannot expedite membership after an activation. This needs to be included in our Association paperwork
- b. IPWMAN Capitol Plan – Markison – We do not have one. Ed & Vince volunteered to work on an asset tracking and capital plan. These can be kept on google docs which all board members have access to.
- c. Deployment Kits – Kilcullen/ Doerfler – attachment

Vince made a motion to buy 8 deployment kit boxes and extra safety vests (Vests that have our IPWMAN logo and some nicer ones for actual IPWMAN operations people.)

Mark seconded the motion.

Voice vote taken. Motion passed unanimously.

There was discussion about not buying belt clips for the radios because they are state assets. It would be nice to have unique vests for our command staff (responders) so we stand out in the field. Hats would be helpful also to identify us.

Discussion about adding an asset “Team X” (or whatever it gets called) that a community can ask for that would coordinate all of the responders for them.

- d. IEMA Trailers – Kilcullen/ Doerfler/ Wenzel – We are on the list for 2. It would be nice to have them be half for storage and half set up as a mobile command center.
- e. State Deployable assets -- Doepler – Don is checking into whether we need to return them.
- f. Illinois Terrorism Task Force Discussion – Juskelis They are restructuring and we need to make sure we have representation. You are required to attend a certain amount of meetings.
- g. Update of moving files from ILEAS to IPWMAN – Henry – Sean will send a truck and work with Nancy on retrieving files.
- h. Naming Regional Director for Region 2 for Vacant Position – Wenzel – attachment
Sean made a motion For Joe Cronin to be appointed as Region 2 Director. We are okay to do this per our by-laws even though Joe does not reside in Region 2 since no one from the region has volunteered for the position.
Vince seconded the motion.

Voice vote taken. Motion passed unanimously.
- i. 2017 Committee Chair and Co-Chair Appointments – Wenzel
 - i. Technology – Don appointed Jeff Ruth (Bolingbrook) as chair
- j. Website Update -- Sarah Harbaugh
 - i. Contacts to Seecom – This is an ongoing process, sending Seecom updates as necessary. We need to have SEECOM send out a message by region and have them respond back to their regional coordinator or to me with current contact information.
- k. Portable Radio Cache Update – Doerfler – 3rd cache is in Marion. We need to make sure that there is a 24 hour manned phone for the places where the caches are stored. Mark is checking on how many caches MABAS has. There are 18 in Marion and 18 in Champaign.
- l. General Promotional Items – Sean stated we need to start with a goal for marketing. We want to increase awareness among small communities. We need to reach out to elected officials, county engineers, IL Rural Water Association and other water organizations.
- m. Restructuring Committees -- Wenzel
 - i. Adding Technology Committee – Jeff Ruth will chair.
 - ii. Conference Committee -- Doerfler
- n. Meeting Dates for 2017
 - i. Thursday, August 17, 2017 – Bloomington Government Center – 10AM.
 - ii. Tuesday October 17, 2017 IPWMAN Conference Double Tree Hotel, Bloomington

o. IPWMAN Conference Discussion -- Doerfler

i. 2017 Conference -- October 17 & 18 2017

1. Conference Theme – IPWMAN Advantage
2. Board meeting at 6pm on October 16th
3. Brief update – breakout sessions, food/ beverage, room quantity, keynote speaker, sponsorships
4. Conference Flow Chart -- attachment
 - a. Still need help with subcommittees
5. Speakers, IEMA Director Joseph – Markison – he has not gotten back to him.
6. Schedule – attachment
7. Cost - Free

G. Any additional business

- a. Greg Smothers and Joe Cronin were sworn in to their Regional Director offices by President Don Wenzel.

H. Adjournment

Mark made a motion to adjourn the meeting.

Gary seconded the motion.

Voice vote taken. Motion passed unanimously. Meeting adjourned at 12:32.