



**Illinois Public Works Mutual Aid Network  
Board of Directors Meeting  
February 15, 2012  
Bloomington IL 61701  
10:00 a.m.**

**Members Present:**

Betty Harrison, Village of Lake Zurich, President  
Chris Isbell, Stephenson County, Past President  
Tony Torres, Village of Bolingbrook, Region 3 Board Member  
Keith Watson, Village of Bartlett, Region 4 Board Member  
Tom Casson, Menard County, Region 6 Board Member  
Bob Scott, City of Danville, Region 7 Board Member  
Sharie Tinsley, IDPH  
Roger Lauder, IEPA  
Dan Smith, IEMA  
Marc Small, Village of Long Grove, Training Committee Chair  
Jim Karch, City of Bloomington

**Members Present by Phone:**

Don Wenzel, City of Rolling Meadows, Region 4 Board Member  
Gary Holm, Village of Batavia, Region 3 Board Members  
Steve Miller, City of Effingham, Region 9 Board Member  
Toby Rinehart, City of Flora, Region 9 Board Member

**A. Call to Order:**

The meeting was called to order by President Betty Harrison at 10:02 a.m.

**B. Roll Call/Introductions:**

Roll was called. A quorum was present.

**C. Minutes of Previous Meeting:**

Bob Scott moved to approve the minutes from the October 18th meeting. Tony Torres seconded the motion. The minutes from the October meeting were approved by voice vote.

**D. Report of Officers:**

**1. President's Report:**

Betty Harrison reported that SEECOM is up and running with no issues.

Chris Isbell said that the format of the annual conference was well received—training on one day; conference on the following day. He said that the vendors would appreciate receiving the Save the Date cards now and that we should have them available at our other shows (ILEAS, MABAS, etc.) would be helpful. He also mentioned that the business meeting should be moved up so as many members as possible are available for the meeting.

**2. Treasurer's Report:**

Betty Harrison reported that Barb Stiehl said that the end of the year report and the budget would be available at the next meeting. She said that the membership dues have been sent out.

**E. Report of Standing Committees**

**1. Operations Committee:**

**a. Operations Plan**

Keith Watson had no business to report.

**b. SIRC Representative**

Betty Harrison reported that IPWMAN needed to have a representative attend the monthly meetings.

Sharie Tinsley explained the purpose of the SIRC meeting. She said that the meeting occurs monthly.

Keith Watson asked about assigning new members to the SIRC.

Chris Isbell mentioned that we have more members in the Springfield area and that they might be able to serve in that capacity. He said that Tom Casson from Menard County has a background in military and NIMS.

Sharie Tinsley said that several people would need to be trained to sit in the State Incident Response Center since there might be situations where SIRC is open for an extended period of time.

Tony Torres asked about when the SIRC training would occur.

Chris Isbell said that they would find out when the training would be offered.

## **2. Management Committee:**

### **a. By-Laws Changes**

Tony Torres had no business to report.

Betty Harrison mentioned that our policies don't address adding retired members as part of IPWMAN. She said that she would like to include these as members. She also mentioned that we need to address private businesses. She said that we need to look at ways to bring these two groups into our membership.

Tony Torres asked how to go about adding them.

Chris Isbell said that our by-laws do allow others to become members. He said that other organizations have associate memberships for a different fee. He mentioned that there are some groups that allow lifetime membership to retired members.

Tony Torres said that he would draft language to allow individuals to become members.

### **b. Conflict of Interest Statement**

Betty Harrison asked that all board members sign and return so it can be on file.

Don Wenzel asked if this document was the same as the one as ITTF has.

Betty Harrison said that it was. She said it could be e-mailed if possible and returned within a month.

### **c. Open Meetings Act Training**

Betty Harrison asked for our members to complete the training as long as IPWMAN receives state funds.

Roger Lauder mentioned that even if someone participates in a number of different boards, only one certificate is needed.

Chris Isbell said that it is on-line.

Roger Lauder said that it is not long.

Chris Isbell asked if Barb needed to have a copy of it.

Betty Harrison said that certificates should be sent to Barb Stiehl.

Tony Torres asked for an end date.

Betty Harrison asked that the Open Meetings Act be returned within 60 days.

Chris Isbell said that we would have until January 1, 2013 to complete the training.

### **3. Finance Committee**

#### **a. 501 3 c**

Betty Harrison reported that IPWMAN approval is almost completed.

#### **b. Exhibitors Booths**

Betty Harrison said that there are notepads and pens available. She asked that bags for the table covers be purchased.

Sharie Tinsley mentioned that the Rural Public Health will be in Effingham in March.

Steve Miller said that he would try to get recruits to help with manning the booth.

Betty Harrison said that there would be a booth at the Metro Chicago APWA conference.

Tony Torres said that we received a hospitality booth from Chicago Metro APWA conference. He said that they would try to get some people to man the booth.

He said that the conference would be May 23-24, 2012 in Schaumburg.

Don Wenzel volunteered to work during the conference.

Bob Scott said that there would be a booth at the Illinois APWA conference in Peoria, May 2-4, 2012.

Sharie Tinsley said that Illinois Public Health Summit at the Westin in Lombard, June 19-21, 2012 might be a good conference to attend as IPWMAN did last year. She said that several other mutual aid organizations also attend.

Tony Torres said that there was quite a bit of exposure during that conference.

Sharie Tinsley said that the IESMA conference is in Peoria in April 18-21, 2012. She said that the conference would be a good one to attend. She said that they promoted IPWMAN during the floods in southern Illinois. She asked if there was someone who could attend that conference.

Betty Harrison asked if Bob Tyler might be able to attend.

Sharie Tinsley asked if a note could be sent to ask if any members could sit at the booths for these events.

#### **4. Training Committee**

##### **a. Training Needs**

Marc Small discussed some possible training goals for IPWMAN.

Keith Watson said that any formalize training schedule would help draw prospective members to join.

Sharie Tinsley said that there was a needs assessment completed and that all of the current board members have completed the 300 and 400 levels of ICS training. She stressed that NIMS compliance would be necessary if federal funds are available. She suggested that members be encouraged to complete the training.

Dan Smith wanted to state that the federal government does not require NIMS compliance to received assistance during a disaster, but it is required for grants.

Keith Watson said that if we can offer educational hours, we can bring more people to our training.

Don Wenzel suggested offering EMI training as part of our conference (IS552).

Chris Isbell said that IS554, IS556 and IS558 have been recently added.

Marc Small said that knowing how to operate within the ICS structure during an emergency response.

Don Wenzel suggested another course for public works and engineering (IS803) that outlines expectations during response.

Keith Watson mentioned that not all public works employees have access to the on-line computer program.

Betty Harrison said that she talked to the representative from SEECOM about training exercises.

Don Wenzel said that he would forward contact information to Marc Small about setting up FEMA training.

##### **b. Annual Conference**

Sharie Tinsley announced that training will be on Tuesday, October 23; the Conference will be on Wednesday, October 24, 2012 in Bloomington, IL. She suggested that the Highway Incident

Management Training course was discussed as a possible training event. She asked if that was still the training event that they wanted to sponsor.

Chris Isbell explained how this impacts members.

Sharie Tinsley said that the training might bring in others besides public works personnel.

Marc Small said that the training would be good for the conference.

Sharie Tinsley said that the course is 6 hours in length. She recommended that there be an hour and a half lunch break which would not be included. She also suggested charging \$10 for those not attending the conference.

Marc Small asked to see an outline.

Sharie Tinsley suggested that Marc contact Geno Koehler to receive information about the course.

She said that the training and conference schedule would be the same as last year.

Keith Watson said that if the training occurred like last year, it would draw many members in northern Illinois.

Sharie Tinsley will pursue offering the course in northern Illinois.

Marc Small said that the course could be promoted among police and fire agencies.

Sharie Tinsley mentioned that it was helpful to different organizations in the training to bring and understand the prospective of other agencies.

Keith Watson said that the debris management course would be good course to offer.

Sharie Tinsley said that if we sponsor it, we can send that information out to other agencies so they can provide training to their membership and employees.

Sharie Tinsley said that the conference would be:

8:00 Welcome

Business Meeting (45 minutes)

General Session Two ½ hour sessions--ITTF and SIRC

Chris Isbell suggested that for the business meeting that it be kept to a minimum and that all committee reports are submitted in writing so that any business items can be acted upon.

11:15-12:15 3 Breakout Sessions

Lunch

1:30            3 Breakout Sessions

#### General Address

Sharie Tinsley suggested someone from Joplin to discuss their lessons learned as part of the general address. She asked for ideas for the breakout sessions. One suggestion that she had was an orientation session for new members.

Gary Holm thought that the FEMA course would be a good idea. In particular, he suggested one of the basic ICS course would be good.

Keith Watson said that he could discuss activation. He mentioned that Gene Felchner from IEMA will be part of their presentation for new members.

Chris Isbell mentioned that there are instances where public works would be the incident commander and that would be a good point to present since public works is often left alone to continue the recovery efforts after other response groups have gone.

Sharie Tinsley will look for potential speakers.

Gary Holm suggested a session about the impact of prevailing wages during an event.

Toby Rinehart suggested a session about electric and gas concerns during a disaster.

Chris Isbell said that the topic might be a good one for regional training.

Sharie Tinsley will get a draft agenda out to the board.

### **5. Membership Committee**

#### **a. Non-agency Members**

Chris Isbell reported that the committee will develop membership categories to bring additional members from related groups. He added that they are working on the conference. He said that he would like to have the trailer for IPWMAN's use on display for the conference.

Marc Small suggested the IEMA trailer would be a piece of equipment that could be on display.

Sharie Tinsley will work with Barb Stiehl to have the contracts signed.

Dan Smith suggested that the lunch break for the Tuesday session break before noon so the attendees don't compete with other lunch.

#### **b. Website**

Betty Harrison said that ILEAS is working on the web site to avoid hacking.

Tony Torres asked if we could add the information from the orange cards to the website.

Marc Small asked about credentialing with the ITTF standards.

Chris Isbell said that ITTF has not finalized the details for credentialing. He said that key staff may be credentialed and they would have to be on-site and identify their staff.

Dan Smith said that MABAS' infrastructure is in place so that may be the way the process is run.

Chris Isbell said that the system uses bar codes which could be used to track equipment and personnel.

#### **E. Other Business**

Betty Harrison said that Barb Stiehl and she have discussed the difficulty with board members not attending meetings.

Chris Isbell said that ITTF has a policy about how many meetings you can miss before you are removed from the board. He added that their county board members are obligated to attend a certain number of meetings.

Betty Harrison said that there are problems with obtaining a quorum and absenteeism should be addressed.

Sharie Tinsley said that they can look at it and add any language for approval in October at the conference.

Betty Harrison said that she will be speaking in McHenry County on March 23<sup>rd</sup>. She will be attending the ILEAS conference March 4-6, 2012.

Chris Isbell and Sharie Tinsley said that there will be vendors at ILEAS who might be interested in the IPWMAN conference.

Tony Torres and Keith Watson will be presenting a half-day program on March 14<sup>th</sup> in New Lenox.

Don Wenzel said that the federal government has eliminated the color code for terrorism alerts and put into place NTAS (National Terrorism Advisory System).

Betty Harrison said that Ken Miller and she met with Cook County officials regarding membership in IPWMAN. She said that she hadn't received any feedback from that meeting.

#### **F. Adjourn**



The motion to adjourn was approved by the members present.

The next meeting will be held on Wednesday, April 18, 2011 in Bolingbrook, Illinois.