



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
February 16, 2011
Bloomington, IL
10:00 a.m.**

Members Present: Bob Tyler, City of Peoria, Region 6 Board Member
Betty Harrison, Village of Lake Zurich, Vice President
Geno Koehler, IDOT
Sharie Tinsley, IDPH
Mick McAvoy, ILEAS
Ken Swails, ILEAS
Don Wenzel, City of Rolling Meadows, Region 4 Board Member
Dennis Schmidt, City of Champaign, Region 7 Board Member
Chris Isbell, Stephenson County, President
Bob Scott, City of Danville, Region 7 Board Member
Tony Torres, Village of Bolingbrook, Region 3 Board Member
Daniel T. Smith, IEMA
Roger D. Lauder, IEPA
Walter Burnett, City of Macomb, Region 6 Board Member
Barb Stiehl, City of Urbana, Secretary/Treasurer

A. Call to Order:

The meeting was called to order by President Chris Isbell at 10:04 a.m.

B. Roll Call/Introductions:

Roll was called.

C. Minutes of Previous Meeting:

Dennis Schmidt moved to approve the minutes. Betty Harrison seconded the motion. The minutes of the December 16, 2010 meeting were approved by voice vote.

D. Report of Officers:

1. President's Report:

a. Mobile Emergency Operations Center (MEOC) Trailers

Chris Isbell reported that Stephenson County will house one of the FEMA trailers purchased with 2008 ITTF funds by the ITTF Transportation Committee. He mentioned that after 2008 no ITTF funds could be used to purchase trailers. He said that one of the five units purchased would be available to IPWMAN during an emergency response. The trailer is equipped with radios.

Geno Koehler said that each IDOT district would have trailers with the same features making them compatible with ITEC trailers and key response agencies. He mentioned that there was a high probability of flooding within the next 6 months and that the trailers might be useful as remote offices during response to flooding. He said that Tom Korty from IDOT was working on a unified list so each trailer would be equipped with the same resources (printers, Wi-Fi, laptop connectors, etc.).

Don Wenzel asked if EOC grant money could be used for the trailers.

Dan Smith replied that those monies could only be used for fixed locations, not mobile ones.

Chris Isbell said that those funds could be used to wire the EOC to connect to a mobile trailer.

Geno Koehler said that generators cannot be purchased with those funds unless additional equipment is added to a trailer that increases the demand on generators.

Mick McAvoy said that if anyone had questions about the funds, they can contact him.

Chris Isbell said that the trailer was an IDOT trailer available for IPWMAN use.

Geno Koehler said that if IPWMAN needed a trailer, one was available in Stephenson County or IDOT district offices. He also said that Mobile Emergency Operations Centers (MEOC) were available for use by IPWMAN members. He stated that IDOT or Stephenson County would deliver the trailer. He added that if needed, a request should go to the State to ask to use one of the nine units located in Stephenson County or in the IDOT Districts. The trailers can be used for exercises, but the request needed to go to IDOT.

2. Treasurer's Report

Barb Stiehl presented the Treasurer's Report. For the period from December 16, 2010 through February 16, 2011, revenues totaled \$6,100; expenditures totaled \$1,053; the current balance was \$27,329. Checks for membership dues have been coming in. Outstanding bills from 2010 had been received and paid—shirts and conference speaker.

Walter Burnett suggested filing a 990 tax form with the IRS.

Dennis Schmidt moved to accept the Treasurer's Report.

Bob Scott seconded the motion.

The motion passed by voice vote.

E. Report of Standing Committees

1. Operations Committee:

Chris Isbell said that documents for the call center should be coming soon. The call center is not operational at this time. Chris said that Ken Miller had volunteered the Village of Mundelein to continue offering to be a call center in the interim. He mentioned that Logan County had volunteered to be a call center for emergency response agencies other than ILEAS and MABAS at no charge.

Mick McAvoy said that the Logan County call center would be an emergency call center, but not a call center for non-emergency calls (parades, planned events, etc.)

Chris Isbell said that we would continue to work with SEECOM.

Mick McAvoy said that he would review the SEECOM draft document.

Walter Burnett recommended that IPWMAN continue with the SEECOM agreement since the Logan County call center was still under development.

Barb Stiehl mentioned that we should not put our emergency phone number on our website until we have a website with a members-only section to avoid calls to that number for general information.

2. Management Committee:

a. Board of Directors' Vacancies

Chris Isbell asked for recommendations to fill recent vacancies. There are vacant board member positions in Regions 4 and 11.

b. Committee Vacancies

In addition, chairs are needed for the Management Committee and the Membership Committee. Chris asked that recommendations to fill the vacancies be directed to Barb Stiehl, Betty Harrison or to him.

Betty Harrison mentioned that Willie Koostra might be interested in serving.

Chris Isbell said that he would look at the committees to assign other member agencies to the committees.

Don Wenzel asked to have the list of committee membership sent to them.

Chris Isbell said that committee members do not have to be from public works to serve on the committees. He said that representatives from emergency services, fire department or retirees could be on the committees.

c. Nominations for Executive Board and Board of Directors

Barb Stiehl stated that in October, all Executive Board positions will be up for election and one-third of the Board of Directors is up for election.

Don Wenzel asked if vote was by proxy or at the meeting.

Barb Stiehl said that the past elections were done by absentee ballots. She mentioned that we will meet two more times prior to our next annual meeting so we should prepare for the election.

Chris Isbell mentioned that elections for the Executive Board and Board of Directors in Regions 4 and 11 will be held prior to the annual meeting in October. Chris will be contacting the Nomination Committee to provide a slate of candidates for the upcoming election. Current officers and directors are asked to consider whether they wish to continue to serve.

3. Finance Committee:

a. 501 (c) 3

Barb Stiehl reported that the IRS had received the 501 (c) 3 application for tax exempt status and they will send us the results of their review soon.

b. Grant Management Course (August 2-4, 2011)

Barb Stiehl said that FEMA will be hosting a free grant management workshop in Chicago in August. The conference is free but the hotel costs are approximately \$150 per night. She asked for permission to attend.

Betty Harrison and Walter Burnett also asked to attend. The workshop will help IPWMAN as they deal with grant money received from the Illinois Terrorism Task Force.

Mick McAvoy said that members of the ILEAS Finance Department attended and found the workshop helpful.

Chris Isbell asked if ITTF funding would be available for this.

Mick McAvoy said that Tiffany at ILEAS attended the workshop and she might be able to let the attendees know about that.

Geno Koehler said that the State of Illinois has a rate and a listing of acceptable hotels listed on the CMS website.

Bob Tyler moved to approve reimbursing workshop attendees for any amount not covered by the ITTF grant training money.

Betty Harrison seconded the motion.

The motion was passed by voice vote.

c. Exhibitor Booths (IWWA, IML, Public Health)

Barb Stiehl asked for guidance when requests for purchasing booth space at conferences are submitted.

Tony Torres suggested that a line item be established in the IPWMAN budget and space would be purchased on a first come, first serve basis.

Don Wenzel asked if some conference hosts might waive fees for our organization since IPWMAN is not-for-profit.

Tony Torres suggested that there should be some type of discount if we have speakers at the conference.

Walter Burnett said that exhibitor space should be budgeted and approved on a case by case basis.

Chris Isbell mentioned that there were several conferences where booth space would be effective to recruit member agencies. He suggested that IPWMAN try to maximize its money to target conferences where potential members attend.

Don Wenzel suggested that IPWMAN purchase a display.

Barb Stiehl said that ILEAS had loaned one to IPWMAN in the past.

Mick McAvoy said that he would look to see if it was available.

Don Wenzel suggested that IPWMAN swap display space at others' conferences with display space at the IPWMAN conference.

Geno Koehler mentioned that manning a booth might be a consideration. He said that it would be helpful to have booths at conferences that have members attending or that have members near the location of the conference who would be able to spend time at the booth.

Sharie Tinsley said that once the website is operational, conference dates could be included to help schedule when to have the booths available.

Walter Burnett suggested having a booth at IML since it would target a large audience.

Chris Isbell suggested that IPWMAN look at the cost of purchasing a display unit.

Sharie Tinsley suggested that it be easily shipped and assembled. She said that she would help with the search for the display.

Sharie Tinsley mentioned that the Rural Health conference would be important to participate as an exhibitor.

Barb Stiehl mentioned that Steve Miller offered to help with the Rural Health conference in Effingham in March.

Sharie Tinsley said that if the display at ILEAS was available that she could help with the set up.

Betty Harrison and Tony Torres moved to allow up to \$350 for the purchase of exhibitor space at conferences.

Don Wenzel seconded the motion.

The motion passed by voice vote.

d. Radio Purchase

Chris Isbell said that the handheld have been purchased and delivered. Chief Dato with ITTF is working with ILEAS to have the radios inventoried and tagged. He is making sure that they are inventoried to IPWMAN instead of any other agency.

Mick McAvoy said that he thought that the radios would have ILEAS tags on them since they would have to audit.

Chris Isbell thought that the radios would have IPWMAN to make certain that they would go to IPWMAN.

Don Wenzel asked how radios will be dispersed.

Chris Isbell said that the radios will be cached into three regions—northern, central and southern and in ITEC trailers. He said that the Board of Directors and Regional Coordinators will have

them. There are approximately 50 radios. ITTF had to set up more talk groups to accommodate public works.

Don Wenzel said that northern Illinois was trying to set up the system to have I-Reach on all of their radios.

Chris said that not all radios are capable to have I-Reach.

Geno Koehler said that if dispatched, contact Steve Jackson with IEMA. Mr. Jackson has the responsibility to make all of the talk groups work. Geno said that there were some problems with the most recent snow storm and coordinating different groups.

e. Travel Reimbursement

Barb Stiehl asked if there was a policy in place to request reimbursement for mileage and per diem.

Geno Koehler suggested that we check with Dick Jaehne or ILEAS to see what policy and procedure is in place.

Mick McAvoy said that ILEAS had that information on its website.

Betty Harrison said that she would download the information and send it out.

Chris Isbell asked the Management Committee to look at developing a process to discuss the type of travel and the procedure for requesting reimbursement.

4. Training Committee:

Sharie Tinsley said that the Training Committee was working on the calendar. She had been working with the Illinois Fire Service Institute to provide a one-day Resource Management Course for northern and central Illinois. She was asking for a time frame that might allow more member agencies to send individuals when work loads are slow.

Geno Koehler said that IDOT is working with SIU-Edwardsville to provide Highway Incident Management Training. He mentioned that the course lasts for approximately 6.5 hours. The goal of the course is to train responders to reduce down time for lane closures and to reduce secondary accidents caused by lane closures. He said that they are trying to develop the course for state-wide and national training programs. It is hoped that Phase II of the program (an on-line course) will be completed in June.

Tony Torres said that the Village of Bolingbrook completed a training exercise for blizzard preparation which was extremely helpful in light of the winter storm that hit the area in early February.

Geno Koehler said that agencies need to continue to communicate so help understand how they can help each other during emergency response.

5. Membership Committee:

a. Presentations

Tony Torres mentioned that IPWMAN needed to focus recruiting efforts on the southern and central counties and agencies in Illinois. He mentioned that Bob Scott and he presented to the Midwest Park District Executives.

Don Wenzel said that a new presentation was on the website. He asked about having agencies renew their membership on a yearly basis.

Chris Isbell said that it was decided that agencies would automatically renew their membership each year with the payment of their membership dues. He continued that it avoided political battles every year. He mentioned that he informs new county board members of IPWMAN as part of their orientation to let them know that Stephenson County is a member.

Tony Torres said that he broke down the emergency management agency contacts by IPWMAN regions. He sent a letter to them offering to present information about IPWMAN if they would like.

Dan Smith said that he would help Tony send the message to the regional coordinators to place him on the agenda.

Mick McAvoy offered to help ILEAS representatives to schedule IPWMAN on their meeting agendas.

b. Website Presentation

Ken Swails from ILEAS presented a website concept to the Board. He mentioned that as a host, ILEAS had fiber connection and secured sites. He said that the website could be created to have a forum where member agencies could discuss their responses to emergencies such as the recent snowstorm. The site could have links to weather sites and IDOT and have a section for resource management. He added that there could be different authorities to allow public access to information, member access to information, and resource coordinators and officers access to information.

Don Wenzel asked if a photo library could be included and if fillable forms could be added so members could complete information on-line.

Don Smith asked if IPWMAN could use an hourly rate for a time after the first year if they don't use the webmaster every month.

Ken Swails said that the MOU could include those details. He said that IPWMAN needed to empower someone from the agency to decide on the contents of the website.

Dennis Schmidt moved to authorize the President of IPWMAN to execute a Memorandum of Understanding with ILEAS that includes website design and hosting.

Bob Tyler seconded the motion.

The motion was approved by voice vote.

G. Unfinished Business

1. Changes to the Board of Directors' Meeting Calendar

Barb Stiehl asked if the meeting calendar could be changed so the Bloomington Public Works Director could attend the next meeting in Bloomington. The Board agreed to move the June meeting from **June 15** to **June 22**. A revised calendar will be posted on the website and sent to member agencies.

2. Clarification of Requestor's Obligation during First 5 Days of Response

Bob Scott asked for a clarification of the requestor's obligation during the first 5 days of a response. He wanted to know whether the requestor was obligated to provide food and lodging as part of their responsibilities during an emergency.

Dennis Schmidt said that usually the response would be close enough that lodging would not be an issue. He said that those details should be discussed between the agencies prior to deployment to make sure both parties understand what is provided and what is needed. He said that fuel might be an issue, so it's better to discuss this as each individual request is considered.

3. Report on State-Wide Snow Emergency

Dan Smith said that snow accumulations for the February 1 and 2 snow event was monitored in every county in the state. There were no requests for assistance to IPWMAN.

I. Other Business.

Geno Koehler announces that David Phelps resigned from the Illinois Terrorism Task Force.

H. Adjourn

Dennis Schmidt moved to adjourn.

Bob Scott seconded the motion.

The meeting adjourned at 1:20 p.m.

The next meeting will be held on Wednesday, April 20, 2011 at 10:00 a.m. in Bolingbrook, Illinois.