



**Illinois Public Works Mutual Aid Network  
Board of Directors Meeting  
February 17, 2010  
Effingham, IL  
10:00 a.m. to 3:00 p.m.**

**Members Present:** Chris Isbell, Stephenson County, President  
David Bloodworth, City of Carterville, Region 11 Board Member  
Bob Tyler, City of Peoria  
Tammy Bennett, Foth  
Walter Burnett, City of Macomb, Region 6 Board Member  
Sharie Tinsley, IDPH  
Geno Koehler, IDOT  
Dennis Schmidt, City of Champaign Region 7 Board Member  
Toby Rinehart, City of Flora, Region 9 Board Member  
Steve Miller, City of Effingham, Region 9 Board Member  
Tony Torres, Village of Bolingbrook, Region 3 Board Member  
Ken Miller, Village of Mundelein, Vice President  
Vydas Juskelis, Village of Villa Park, Management Committee Chair  
Rich Westmoreland, City of Moline, Region 2 Board Member  
Roger Lauder, IEPA  
Keith Watson, Village of Bartlett, Operations Committee Chair  
Barb Stiehl, City of Urbana, Secretary/Treasurer

**A. Call to Order:**

The meeting was called to order by President, Chris Isbell at 10:05 a.m.

**B. Roll Call/Introductions:**

Roll was called.

Chris Isbell welcomed Sharie Tinsley as a new member of the IPWMAN Board of Directors. Ms. Tinsley will be representing the Illinois Department of Public Health. She worked with IPWMAN last year during the planning for the annual conference. Mr. Isbell welcomed Roger Lauder as a new member of the IPWMAN Board of Directors. Mr. Lauder will be representing the Illinois Environmental Protection Agency. He also has experience as a township official.

**C. Minutes of Previous Meeting:**

There were no additions or corrections to the minutes. Dennis Schmidt moved to approve the minutes. Toby Rinehart seconded the motion. The minutes of the December 10, 2009 meeting were approved as submitted by unanimous voice vote.

**D. Report of Officers:**

**1. Illinois Terrorism Task Force Funding:**

Chris Isbell reported that the \$650,000 grant for IPWMAN was submitted to the Department of Homeland Security by the Illinois Terrorism Task Force (ITTF) for approval. He stated that the funds should be available in July 2010 and that IPWMAN had until December 2012 to use the money.

Mr. Isbell mentioned that the funds would be administered by the Illinois Law Enforcement Alarm System (ILEAS). He summarized a meeting that the Finance Committee had with Jim Page and Dick Huston of ILEAS where they discuss the procedures for processing the grant money. He mentioned that originally it was suggested that the Illinois Department of Transportation administer the funds, but now ILEAS will be doing the administration of the grant.

Some of the suggestions that came from the meeting:

- Develop NIMS policy for IPWMAN
- Develop a purchasing policy for IPWMAN
- Ask ILEAS to manage and administer the funds from ITTF

Chris Isbell explained that ILEAS could manage the grant for IPWMAN and charge a management and administration fee of \$19,500. This would cover submitting paperwork to the State of Illinois required to account for the use of the money. The remainder of the money would be distributed as listed below:

Planning	\$ 80,000
Training	20,000
Equipment	530,500

Chris Isbell explained that the equipment grant will be used to purchase STARCOM radios for each member agency and the remainder would be cached in each region.

Geno Koehler suggested that IPWMAN develop a unique numbering system to inventory the radios.

Sharie Tinsley said that IPWMAN should conduct a yearly inventory of its equipment.

Chris Isbell said that part of the administration of the grant would include ILEAS handling the inventory process.

Geno Koehler warned that everything must be accounted for. He said that nothing can be thrown away without approval.

Chris Isbell asked for a motion to enter into a Memorandum of Understanding with ILEAS to administer the ITTF grant. He stated that as IPWMAN becomes a stand-alone operation, the management and administration fees for grant money could be used to fund our operations, but for now we can use the expertise of ILEAS.

Tammy Bennett stated that we can gather knowledge from ILEAS about how to handle grant money.

Sharie Tinsley suggested that we include language in the MOU that anything that is purchased for IPWMAN remains with IPWMAN not with ILEAS.

Tony Torres stated that IPWMAN has other areas to concentrate on, such as increasing membership. He said that using ILEAS expertise will help us learn how to process future grants.

Chris Isbell said that ILEAS is considering the possibility of hiring a full-time person to work part-time with IESMA and part-time with IPWMAN.

Sharie Tinsley asked if ILEAS would take care of reporting.

Chris Isbell said that they would.

Ken Miller asked that we include in the MOU a clause that this service would be for the term of the grant.

Chris Isbell said that we should be able to determine the term of the agreement or include a severability clause.

Sharie Tinsley said that it would need to extend for the term of the grant they are administering.

Walter Burnett suggested that the MOU be specific so we can leave our future options open and that we consider tying a specific MOU to each grant.

Ken Miller moved to enter into a Memorandum of Understanding with ILEAS to administer the 2010 grant money from ITTF.

David Bloodworth seconded the motion.

The motion passed by unanimous voice vote.

Chris Isbell said that Barb Stiehl or he would let Jim Page from ILEAS know.

## **2. Treasurer's Report**

Barb Stiehl reported that the current balance is \$39,679.91.

Walter Burnett moved to accept the Treasurer's Report.

Geno Koehler seconded the motion.

The motion passed by voice vote.

Barb Stiehl will send a revised copy of the report to the member agencies.

**a. Petty Cash Fund**

Barb Stiehl reported that the Petty Cash fund received \$178.44 from the General Fund to replenish money used for postage and office supplies.

**b. Membership Dues**

She added that membership dues for current member agencies are coming in along with dues from new members.

**c. Conference Call Number**

Barb Stiehl reported that Kent McKenzie gave his approval for IPWMAN to continue to use the conference call number from Lake County. He asked that we schedule the meeting time with him to make sure that it is not already scheduled.

Chris Isbell said that the Emergency Management Agency of Stephenson County was seeking funds to set up a conference call number. They said that we could use that number if we would send a letter of support to include with the Stephenson County EMA's request for an EOC grant to cover the cost of the conference call system.

Tammy Bennett moved to draft a letter of support for an EOC grant for the Stephenson County EMA.

Walter Burnett seconded the motion.

The motion was approved by voice vote.

**E. Report of Standing Committees**

**1. Finance Committee:**

**a. Approval of Budget**

The Board of Directors reviewed the proposed budget for FY 2010. Walter Burnett mentioned that the budget had listed conference fees and costs separate from grants, but those may be

included as part of the grant money. He added that the Reimbursements listed under Expenses and Revenues were based upon FY 2009 and would be determined by an event.

Dennis Schmidt moved to approve the budget for FY 2010.

Tammy Bennett seconded the motion.

The motion carried by voice vote.

### **b. Application for Tax-Exempt Status**

Walter Burnett reported that he has been talking to the IRS and Dick Huston from ILEAS to determine what forms need to be completed to apply for tax-exempt status. He said that IPWMAN would qualify for 501 c 3 status based upon its relationship with government agencies. He said that the current fee (\$850) will be reduced to \$150 later in the year when the application goes on-line. Mr. Burnett stated that IPWMAN had 27 months from its date of incorporation to file for tax-exempt status. He said that he would prepare a draft application for the next board meeting. He mentioned that the IRS would let us know if we needed to file a 990 form or not.

Tammy Bennett asked if IPWMAN's status would change if they accepted applications from consultants to become members.

Mr. Burnett responded that the status probably would not change. He said that IPWMAN needs to adopt a conflict of interest policy.

### **c. Audit**

Mr. Burnett recommended that Chris Isbell as IPWMAN President appoint a separate in-house audit committee to perform an audit for the next budget cycle.

## **2. Operations Committee:**

### **a. Call-Out Procedure**

Keith Watson said that the Operations Committee is putting data together based upon information received on the Contact and Resources Lists.

### **b. Call Center**

Ken Miller said that IPWMAN had a commitment with the Village of Mundelein until January 1, 2011. He stressed that IPWMAN could not be fully operational until it had an established call center. He said that JULIE was still interested in helping IPWMAN set up a system to notify members of an emergency response.

Chris Isbell said that some of the funds from ITTF are designated to establish a call center. He mentioned that the money could be used to purchase equipment, but that JULIE could not own any of the software or equipment purchased with ITTF money.

Tony Torres suggested that IPWMAN make a proposal to JULIE and see what they propose. He said that he could see some drawbacks to IPWMAN ownership of software and equipment since JULIE might want to use this system for other agencies.

Chris Isbell suggested that IPWMAN might be able to purchase the equipment and let JULIE use it to set up the call center. He suggested that membership dues might fund JULIE's services.

Sharie Tinsley asked if there were other businesses that might be able to perform the same or similar service. She suggested that we look at other options to determine which one would work best for IPWMAN.

Ken Miller said that IPWMAN needed to move toward establishing a call center. He said that JULIE was drafting an agreement.

Chris Isbell said that the funds would not be available until after July 1, but asked if JULIE could submit their agreement for review.

Sharie Tinsley asked if ILEAS could review the agreement to make sure that the agreement would follow the grant guidelines.

Ken Miller said that he would ask JULIE to send a draft agreement for our review.

Sharie Tinsley asked if the agreement would include maintenance costs. She suggested that the board look at that cost since grant money would not be eligible for those costs.

Vydas Juskelis asked if JULIE change in rate structure would result in any changes in their proposal.

Ken Miller said that he would ask about that.

Chris Isbell wanted to make sure that JULIE was aware that the system would be property of the State of Illinois.

Tony Torres said that he would contact Mark Frost from JULIE to schedule the discussion at the next JULIE meeting.

Tammy Bennett asked if there were any other options besides JULIE.

Walter Burnett said that it would be wise to keep other options open even though JULIE seems to be the most natural choice.

Sharie Tinsley suggested looking at other organizations, such as IEMA, to determine whether or not IPWMAN could tag onto their programs.

Chris Isbell asked that Ken Miller go ahead with discussions with JULIE. He said that others would check with ILEAS, IDPH and MABAS to see if they had systems that IPWMAN could work with or if other options were available.

Discussion followed about the ability of IDOT to contact agencies in an emergency. It was determined that they did not have the capability to save data for auditing purposes.

Steve Miller stated that he preferred JULIE since public works agencies already have a working relationship with them. He said that he would like IPWMAN to pursue a draft agreement and proposal with JULIE.

Tony Torres said that taking a look at other options would be a good idea.

Toby Reinhart said that having other options would be a good plan in case the arrangement with JULIE did not work.

Chris Isbell asked Ken Miller to meet with JULIE and send the proposal to Barb Stiehl so it can be distributed to the board for the April meeting. In the meantime, he will look at the systems used by ILEAS, MABAS, and IDPH.

### **3. Membership Committee:**

Tony Torres reported that the Membership Committee established a calendar to meet on the last Thursday of each month. He said that the committee established its ground rules, developed its mission statement, proposed to increase membership by 80 agencies for this year. In addition, he said that the committee is developing a marketing plan and gathering information about developing a web site. He mentioned that the Membership Committee recommended that each agency include a link to the IPWMAN web site on their agency's web site. Other recommendations that Mr. Torres mentioned were that the IPWMAN brochure needed to be updated and that the information be included on CD's for distribution to prospective members. The committee is looking at targeting park districts as potential areas for recruiting members. Mr. Torres said that the committee is looking into the possibility of using radio ads to promote membership.

Tammy Bennett mentioned the ILEAS had presented a proposal for web site design. She said that she would send that information to the committee for their review.

#### **a. Annual Meeting (October)**

Tony Torres discussed the planning process for the annual meeting. He said that the second annual meeting will be held in Peoria at the Stoneybrook Inn in conjunction with the

Transportation Summit. The Transportation Summit will occur all day on Tuesday, October 26 and in the morning on Wednesday, October 27; the IPWMAN Annual Conference will occur in the afternoon on Wednesday, October 27 and in the morning on Thursday, October 28. Any vendors wishing to exhibit during the conferences will work with IPWMAN.

Geno Koehler suggested looking at an earthquake theme for the conference.

Tammy Bennett suggested that IPWMAN focus on emergency response courses.

Sharie Tinsley suggested that IPWMAN develop a NIMS policy and record the NIMS training for its Board of Directors. She also suggested that we ask IFSI if they could provide ICS- 100 and 700 courses as an extension of the conference—perhaps on Friday, October 29.

#### **b. Determining Dues for Members (Park Districts, Schools, etc.)**

Tammy Bennett asked if school districts would be possible agencies for membership.

Chris Isbell said that most school districts don't deal with infrastructure. He added that state universities would not be eligible for ITTF funds since the grant money is designated for local agencies. He mentioned that the standard of whether or not an agency is eligible for MFT money be used to determine if it could be a member of IPWMAN.

Walter Burnett said that a school district would not be able to deploy.

Tony Torres said that the schools would be able to provide staging areas or transportation services.

### **4. Management Committee:**

#### **a. Policy and Procedure Manual**

Vydas Juskelis reported that the Management Committee had not met as of yet. He asked for e-mail addresses for those agencies assigned to that committee. He mentioned that the by-laws were changed at the annual meeting to reflect which types of members would pay dues. He would send the corrected version of the by-laws for distribution. Mr. Juskelis said that Larry Lux was appointed as a liaison between the Chicago Metro Chapter of the APWA and IPWMAN. He added that the policy and procedure manual will include the policies mentioned in the meeting.

### **5. Training Committee**

Chris Isbell said that a chair for the Training Committee had not been assigned. He appointed Sharie Tinsley as co-chair of the committee. Mr. Isbell will appoint the other co-chair to assist with training opportunities.



Geno Koehler asked how often members were contacted. He suggested that members be e-mailed whenever new members join and when training opportunities become available.

Chris Isbell said that NIMS training was a top priority.

Tony Torres suggested that the Training Committee present training opportunities and the Board will prioritize the training needs.

Dennis Schmidt suggested surveying the membership to determine what is needed.

Sharie Tinsley suggested that a form be sent to member agencies asking what NIMS training their staff has completed.

Walter Burnett will send a sample form for use.

Sharie Tinsley mentioned that to receive state and federal money, agencies need to make sure they are NIMS-compliant.

Chris Isbell said that members need to be trained on how to use the STARCom radios.

## **F. Unfinished Business**

There was no unfinished business.

## **H. Presentations**

The following presentations are scheduled or have been completed:

ILEAS Conference	March 1	Chris Isbell
Wastewater Operators	April	Tammy Bennett
APWA Illinois Chapter	May	Chris Isbell
IESMA	April 16	Chris Isbell
McHenry County	already presented	Chris Isbell
Quincy	TBD	Chris Isbell/Walter Burnett
MABAS	March	Chris Isbell
Foth	already presented	Tammy Bennett

## **I. New Business**

### **1. IPSI Scholarship**

### **2.**

Tony Torres asked if IPWMAN was interested in establishing a scholarship for any member agency that sends an employee to IPSI. Mr. Torres explained that the IPSI program was a week-long session that offered leadership courses for public works professionals.

Walter Burnett said that IPWMAN was not established enough to do that at this time.

Tammy Bennett said that IPWMAN should probably focus more on emergency response training than on leadership training.

Chris Isbell said that IPWMAN should become more involved in emergency curriculum.

It was decided that IPWMAN would not provide a scholarship to IPSI at this time.

### **3. YouTube Presentation**

Barb Stiehl mentioned that Bob Scott had asked permission to develop an IPWMAN presentation and make it available on YouTube.

Tammy Bennett moved to allow Bob Scott to place the IPWMAN presentation on YouTube.

Steve Miller seconded the motion.

The motion was approved by voice vote.

### **J. Information Sharing**

Chris Isbell said that MABAS is looking into legislation that will allow agencies to enter into mutual aid agreements with neighboring counties outside of the state of Illinois. He mentioned that Wisconsin is looking at IPWMAN to see if they can form a similar organization. He mentioned that although IPWMAN is not the first public works mutual aid organization, it is the first one that is agency-organized. He said that New Hampshire has one that is run by the state.

Steve Miller mentioned that EJWater is interested in joining IPWMAN.

Tammy Bennett said that at her presentation at Foth, the audience consisted of members from other states who were interested in presenting this information to their customers.

Walter Burnett asked if he could use the IPWMAN Mutual Aid Agreement as a sample mutual aid agreement for a publication he was preparing.

Tammy Bennett moved to allow the use of the IPWMAN Mutual Aid Agreement for the publication.

David Bloodworth seconded the motion.

The motion carried by voice vote.

Tony Torres will send out information about target agencies for review.

**K. Review of Things to Do**

Chris Isbell will work with ILEAS to develop a NIMS policy. He will contact ILEAS and IDPH to see if they have any information about call centers. He will work with ILEAS to develop a Memorandum of Understanding for administering grant money.

Each member agency is encouraged to have a link on its web site that connects to the IPWMAN website.

The Training Committee will prepare a list of training needs.

Ken Miller will talk to JULIE about a draft agreement for a call center.

Barb Stiehl will send contact information for the member agencies to each of the member agencies.

**L. Adjourn**

Dennis Schmidt moved to adjourn.

Geno Koehler seconded the motion.

The motion passed by voice vote.

The meeting adjourned at 2:15 p.m. The next meeting will be held on Wednesday, April 14, 2010 at 10:00 a.m. in Carterville, Illinois. The location will be announced at a later date.