



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
February 20, 2013
Bolingbrook, IL 60940
10:00 p.m.**

Present: Betty Harrison, Village of Lake Zurich, President
Robert Tyler, Woodford County, Vice-President
Dan Davis, Winnebago County, Region 2 Board Member
Tony Torres, Village of Bolingbrook, Region 3 Board Member
Gary Holm, City of Batavia, Region 3 Board Member
Keith Watson, Village of Bartlett, Region 4 Board Member
Don Wenzel, City of Rolling Meadows, Region 4 Board Member
Bob Scott, City of Danville, Region 7 Board Member
Dennis Schmidt, City of Champaign, Region 7 Board Member
Roger Lauder, Illinois EPA
Larry Lux, Lux Advisors, LTD
Barb Stiehl, City of Urbana, Secretary/Treasurer

Present by Phone: Tom Casson, Menard County, Region 6 Board Member
Steve Miller, City of Effingham, Region 9 Board Member
Sharie Tinsley, IDPH

A. Call to Order:

The meeting was called to order by President Betty Harrison at 10:15 a.m.

B. Roll Call/Introductions:

Roll was called. A quorum was present.

C. Minutes of Previous Meeting:

Dennis Schmidt moved to approve the minutes from the October 23, 2012 meeting. Bob Scott seconded the motion. The minutes from the October meeting were approved by voice vote.

Barb Stiehl mentioned that the minutes from the General Meeting held on October 24, 2012 would be approved at the annual conference in October 2013.

D. Report of Officers:

1. President's Report

Betty Harrison reported that Marc Small had tendered his resignation as co-chair of the Training Committee.

Bob Tyler tendered his resignation as Vice-President pending the appointment of his replacement.

Bob Tyler recommended the appointment of Tony Torres as the next Vice-President.

Roger Lauder seconded the motion.

The motion was approved by voice vote pending approval at the next meeting.

2. Appointment of Treasurer, Dennis Schmidt, City of Champaign:

Betty Harrison asked for a motion to approve the appointment of Dennis Schmidt from the City of Champaign to fill the newly created position of Treasurer.

Keith Watson moved to appoint Dennis Schmidt as Treasurer.

Don Wenzel seconded the motion.

The motion was approved by voice vote.

3. Appointment of Secretary, Barb Stiehl, City of Urbana:

Betty Harrison asked for a motion to approve the appointment of Barb Stiehl from the City of Urbana to fill the newly created position of Secretary.

Roger Lauder moved to approve the appointment.

Don Wenzel seconded the motion.

The motion was approved by voice vote.

4. Treasurer's Report:

Dennis Schmidt summarized the report stating that IPWMAN had expenditures of \$314, revenues of approximately \$16,400 for the year and a balance of \$55,663.61. He mentioned that this time of the year would have the largest revenue amounts since membership dues come in at this time.

Don Wenzel moved to approve the Treasurer's Report.

Tony Torres seconded the motion.

The motion was approved by voice vote.

5. Secretary's Report:

Barb Stiehl reported that IPWMAN had received opportunities to market the organization at conferences. She asked for guidance as to which opportunities to accept. In particular, she asked which conferences would be most beneficial, which would be affordable and who would organize the set up and operate the displays. She mentioned that IPWMAN had set up a booth at the Rural Health Conference, the APWA Metro Chapter Conference, the APWA Illinois Chapter Conference, IML Conference and IESMA Conference. She suggested that a plan be developed so it could be included in the budget. She mentioned that Bob Tyler had recommended approaching other organizations to see if there could be an exchange of exhibit spaces with them.

Larry Lux mentioned that there would not be an APWA Metro Chapter Conference this year since the APWA International Public Works Congress and Exposition would be held in Chicago. He would see if a space could be waived for IPWMAN. He felt that it would be a good opportunity for the organization to gain more exposure on a national scale.

Steve Miller mentioned that the Rural Health Conference did not contact those who would be directly involved with public works organizations. He said that he didn't mind working at the booth, but that he wasn't sure that it was an effective venue to market our organization.

Roger Lauder said that he would check with IESMA to see if they would waive the exhibit fee for IPWMAN.

Barb Stiehl mentioned that we have waited until after all exhibitors had responded to the IML Conference so we could receive a reduced rate. She mentioned that APWA Illinois Chapter did not charge a fee.

Don Wenzel suggested that a letter be drafted to ILEAS, IEMA and MABAS to offer reciprocal exhibit space during each other's conferences.

Barb Stiehl said that Chris Isbell would be recruiting vendors for the conference so she would contact him about how to proceed with that. She would draft a letter to send to them.

Barb Stiehl mentioned that a presentation about IPWMAN was selected as one of the topics for the 2013 APWA International Public Works Congress and Exposition.

Discussion was held about other venues to pursue for exhibits.

E. Report of Standing Committees

1. Operations Committee:

Keith Watson reported that he was in the process of updating the Operations Plan. He thanked Don Wenzel for the Duty Officer forms. He asked for a process to use when requesting the use of the STARCOM radios. He asked where they were located. He said that he knew that the President, Vice-President, Secretary/Treasurer and Board Member from the Executive Board had radios and that there were caches in 3 regions of the state, but he wasn't sure how to request them.

Tom Casson said that he was working on a manual to place at the State Incident Response Center (SIRC) that would have listing of resources and contacts.

Don Wenzel mentioned that generators could be obtained from EMCOM in Lincoln, IL. He said that resources were stationed throughout the state. He mentioned that Dan Fulcher at Logan County could dispatch those resources from ITTF/IESMA.

Barb Stiehl asked if Tom Casson and Keith Watson could discuss the information that they have and combine their information.

Don Wenzel mentioned that he thought our members were to give us a list of resources and list it on the website.

Keith Watson mentioned that those running the incident should be locating resources and that the IPWMAN Duty Officers are trying to coordinate our resources. IPWMAN would not be looking for resources.

Barb Stiehl mentioned that members were asked to give us the available teams that they have, but that we didn't list resources. She said that we require them to talk to their emergency management agency and make their resources known to them, not IPWMAN.

Don Wenzel said that it would be more beneficial to IPWMAN Duty Officers if they know who has pieces of equipment so they know who to contact.

Betty Harrison said that the member agencies would be responsible for listing their equipment.

Keith Watson asked the Finance Committee to look over the financial section of the Operations Plan and make suggestions.

He mentioned that DuPage County, Cook County and the Village of Winfield were in the process of completing their applications. He added that Betty Harrison and he met with Cook County. He added that they were interested in giving IPWMAN a seat in its EOC to coordinate operations during emergencies.

a. Development of Exercise Committee

Keith Watson recommended that an Exercise Committee be formed to create and plan exercises for IPWMAN. He felt that it would be better to separate it from the Operations Committee.

Betty Harrison said that our organizational chart was part of the Policy and Procedure Manual. She recommended forming a separate committee for that purpose.

Don Wenzel recommended that it be a subcommittee part of the Training Committee.

Keith Watson wanted it as a separate committee to share the workload.

Barb Stiehl suggested that perhaps we make the assignment a separate, short-term event to plan as opposed to a long-term committee assignment.

Don Wenzel made the motion that exercise planning be added to the Training Committee's duties.

Bob Tyler seconded the motion.

The motion was approved by voice vote.

Don Wenzel reviewed his experiences as a responder in New York City as part of an EMAC response. He noted that travel costs were problematic as there were no accommodations when they arrived and there were problems with timely reimbursements.

2. Membership Committee:

a. Conference Dates

Sharie Tinsley stated that she would book more rooms for this year's conference to be held in Bloomington. She asked that other agencies be contacted to bring in their emergency response vehicles and equipment for display.

b. Website

It was suggested that more information be available for members on the website. Barb Stiehl will coordinate a meeting with the committee chairs and Ken Swails at ILEAS to determine what information to put on the website.

Larry Lux recommended including the FEMA training link on our website.

3. Management Committee:

Tony Torres said that he had nothing to report. He said that he would be attending Logistic Officer training in Bloomington during the first week in March.

4. Finance Committee

a. ITTF Grant

Betty Harrison mentioned that IPWMAN had submitted a proposal to ITTF for unspent grant money. The request was for additional radios for duty officers, laptops with air cards and scanner and printers for our mobile command center.

b. Exhibitors' Booths

(See discussion under Secretary's Report.)

c. Audit

Barb Stiehl mentioned that she had contacted a student group at the U of I to see if there were any groups interested in performing an audit as part of a student project. She had not heard back from anyone.

5. Training Committee

Don Wenzel suggested that a representative from the Federal Highway Administration might be a good presenter for the annual conference.

Tony Torres suggested a spot for training Duty Officers.

6. Nominating Committee

Betty Harrison said that the Nominating Committee needed to be formed to prepare the slate of officers for the next election in October. She said that the Executive Board positions will be open for election along with some Regional Board members.

F. Other Items

Tom Casson asked for additional members to support the SIRC during emergencies. Barb Stiehl mentioned that she would be willing to assist but that she had not received any information about training.

Don Wenzel asked if SEECOM could perform monthly tests to make sure that our members are receiving alerts.

G. Adjourn

Dennis Schmidt moved to adjourn the meeting.

Keith Watson seconded the motion.

The motion to adjourn was approved by the members present.

The meeting adjourned at 11:56 a.m.

The next meeting will be held on Wednesday, May 15, 2013 in Bloomington, IL.