



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
April 20, 2011
Bolingbrook, IL
10:00 a.m.**

Members Present:

Betty Harrison, Village of Lake Zurich, Vice President
Bob Tyler, City of Peoria, Region 6 Board Member
Don Wenzel, City of Rolling Meadows, Region 4 Board Member
Tony Torres, Village of Bolingbrook, Region 3 Board Member
Walter Burnett, City of Macomb, Region 6 Board Member
Barb Stiehl, City of Urbana, Secretary/Treasurer
Keith Watson, Village of Bartlett, Operations Committee Chair
Lenny Gahgan, Village of Gurnee, Operations Committee Member

A. Call to Order:

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

B. Roll Call/Introductions:

Roll was called. A quorum was not present.

C. Minutes of Previous Meeting:

Without a quorum the minutes were not approved. Approval of the minutes will be discussed at the next meeting of the Board of Directors.

D. Report of Officers:

1. President's Report:

There were no items to report.

2. Treasurer's Report

Barb Stiehl presented the Treasurer's Report. For the period from February 17, 2011 through April 13, 2011, revenues totaled \$10,387; expenditures totaled \$250; the current balance was \$37,467. Checks for membership dues have been coming in.

The report was not approved as a quorum was not present.

E. Report of Standing Committees

1. Operations Committee: a. SEECOM Agreement

Keith Watson reported that the changes recommended at the last board meeting were approved by SEECOM. Those items were 1) no additional charges will be made without the consent of SEECOM and IPWMAN, 2) IPWMAN will not waive membership dues for SEECOM members, and 3) charges are attached as Appendix A in the agreement. Keith reported that the call center would be operational approximately 60 days following the execution of the agreement.

Barb Stiehl said that she would send an e-mail to all of the board members to determine a time when a vote could be taken on the agreement within a week.

Keith Watson recommended that the board consider appointing a duty officer on a rotational basis, and appoint and train resource coordinators for each region.

Barb Stiehl mentioned that resource management training is being coordinated for our conference.

Keith suggested that the President of SEECOM be contacted as a speaker for the annual conference to discuss what they offer IPWMAN.

2. Management Committee: a. Board of Directors' Vacancies

Betty Harrison reported that Walter Burnett submitted his resignation as a board member from Region 6, effective at the end of April. She said that there are board vacancies in Regions 4, 6 and 11.

b. Committee Vacancies

Betty Harrison also mentioned that the Management and Membership chair were vacant and that the Finance co-chair would be vacant with Walter's resignation.

Don Wenzel suggested sending an e-mail asking for volunteers as board members and committee chairs.

Barb Stiehl said that she would send an e-mail to members.

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. She mentioned that current office holders should let Chris Isbell, Betty Harrison or her know if they wish to seek re-election and to consider possible candidates to fill the ballot.

3. Finance Committee:

a. Exhibitor Booth

Barb Stiehl discussed that some organizations have allowed IPWMAN to have exhibitor space without charge, but other will charge. She suggested that IPWMAN determine which conference they would like to attend as exhibitors and determine who would work at those booths.

Bob Tyler said that he would help with the Illinois Chapter APWA Conference in Peoria.

Walter Burnett suggested that a booth at the IML Conference would be very beneficial.

Barb Stiehl said that she would contact them to ask about a booth.

Don Wenzel suggested having a presence at the Metro Chapter APWA Conference.

Tony Torres will talk to Larry Lux or Vydas Juskelis to see if IPWMAN can have a booth.

Don Wenzel suggested attending the IEMA conference. He said he would send contact information to Barb Stiehl.

Discussion followed about how to effectively target groups that would encourage membership in their agencies and communities.

b. Radio Purchase

Lenny Gahgan reported that 60 APEX 700 radios have been purchased for IPWMAN with the ITTF grant money. He said that the radios are being coded by ILEAS. After they have been coded, the radios will be held in 3 caches in northern, central and southern Illinois. As agencies arrive at the scene, the radios will be issued for use by IPWMAN agencies.

Don Wenzel asked what frequencies should member agencies program on their radios.

Lenny Gahgan said that it was recommended that all agencies have IREACH on their radios. He said that there is no charge for using that frequency. He said that he would send Barb Stiehl more information to distribute to the membership.

c. Travel Reimbursement

Betty Harrison said that she submitted a policy but she had not received any input as yet.

4. Training Committee:

a. Training Session APWA

Betty Harrison reported that there were plans being made to present a program about IPWMAN for the Metro Chapter of the APWA in early June.

Tony Torres said that the Chapter would like to have a session about IPWMAN. He said that there would be a meeting with Jorge Crews, Keith Watson, Dave Geary and him to set up the session and discuss the Operations Plan. The session will be held in early June.

Keith Watson suggested looking at IEMA for training resources.

Barb Stiehl said that Sharie Tinsley is working on classes in resource management.

b. New Madrid Event (May 16-19)

Barb Stiehl mentioned that Geno Koehler wanted to let members know that there will be a training event simulating a New Madrid Event May 16-19 in Mount Vernon Fairgrounds/Racetrack.

5. Membership Committee:

a. Presentations

Tony Torres mentioned that the Chicago Metro Expo/Conference will be held May 25-26. He said that IPWMAN would have a booth.

Walter Burnett said that he would be presenting the Operations Plan at the Illinois Chapter APWA Conference on May 4th.

Bob Tyler asked if IPWMAN could draft a letter to send to City Managers/Mayors to stress the importance of participating in the State-wide organization.

Keith Watson said that it would be a good idea to ask Chris Isbell to send letters on IPWMAN letterhead to thank the agencies that allow their employees to serve on the board and committees for IPWMAN.

b. Website Presentation

Barb Stiehl showed those present snapshot views of the new website.

Some suggestions were made that she will present to Ken Swailes to see if they can be incorporated into the new site.

c. Banner Display

Tony Torres requested that the Board purchase banners to use at conferences to bring attention to our booth. He suggested purchasing banners printed with our mission statement and logo on them.

This will be discussed at our next board meeting.

d. List of Potential Exhibitors for Conference

Tony Torres recommended that all of us recommend some vendors who we would like to see at the conference.

Keith Watson suggested heavy equipment, such as Bobcat endloader, grappler and other equipment that could be useful during an emergency operation.

I. Other Business.

Tony Torres presented information (see attached) from Metro Networks as a possible source for advertising our agency.

H. Adjourn

The meeting adjourned at 12:00 p.m.

The next meeting will be held on Wednesday, June 22, 2011 at 10:00 a.m. in Bloomington, Illinois.