



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
June 16, 2010
Bolingbrook, IL
10:00 a.m. to 3:00 p.m.**

Members Present: Larry Lux, Lux Advisors, Ltd.
Vydas Juskelis, Village of Villa Park, Management Committee Chair
Bob Scott, City of Danville, Region 7 Board Member
Danielle Eads, ILEAS
Mick McAvoy, ILEAS
Ken Swails, ILEAS
Don Wenzel, Village of Rolling Meadows, Region 4 Board Member
Tony Torres, Village of Bolingbrook, Region 3 Board Member
Richard Westmoreland, City of Moline, Region 2 Board Member
Chris Isbell, Stephenson County, President
Ken Miller, Village of Mundelein, Vice President
Bob Tyler, City of Peoria, Region 6 Board Member
Geno Koehler, IDOT
Walter Burnett, City of Macomb, Region 6 Board Member
Gary Holm, Village of Batavia, Region 3 Board Member
Betty Harrison, Region 4 Board Member
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 10:06 a.m.

B. Roll Call/Introductions:

Roll was called.

C. Minutes of Previous Meeting:

There were no additions or corrections to the minutes. Walter Burnett moved to approve the minutes. Bob Scott seconded the motion. The minutes of the April 14, 2010 meeting were approved as submitted by unanimous voice vote.

D. Report of Officers:

1. President's Report:

Chris Isbell reported that Barb Stiehl and he met with ILEAS to discuss grant management assistance for IPWMAN. He mentioned that representatives from ILEAS were in attendance at the meeting to discuss the role that ILEAS could offer to help IPWMAN with the grant money they will receive from the Illinois Terrorism Task Force grant.

President Isbell said that he had received notification that the areas where disasters were declared as a result of the tornadoes that hit north central Illinois did not require assistance from IPWMAN as a State asset.

Barb Stiehl reported that Peoria County had contacted her to ask if they could use IPWMAN as a resource. Barb told their representative that since Peoria County had not signed the agreement with IPWMAN, we would be unable to send aid unless the State of Illinois deployed us as a State asset.

Tony Torres suggested that IPWMAN representatives contact the affected communities to let them know that membership in IPWMAN would be a resource they could use in case of an emergency.

2. Treasurer's Report

Barb Stiehl reported that the current balance was \$26,677.37 as of June 15, 2010, revenues for the period from April 14 to June 15 were \$1,689.70 and expenditures were \$1527.70.

Bob Scott moved to accept the Treasurer's Report.

Walter Burnett seconded the motion.

The motion passed by voice vote.

E. Report of Standing Committees

1. Finance Committee:

a. Status of 501c3 Application

Walter Burnett reported that the process for filing the 501c3 would go to an on-line site by the end of the year. He added that with that change, the cost for filing would be reduced from \$850 to \$150. He said that IPWMAN would still be within the 27 month time frame for filing for that status. He asked for a copy of IPWMAN's Conflict of Interest policy and Articles of Incorporation to be included in that application. He planned to submit the application to the board for approval by the end of this year.

Chris Isbell agreed with Walter Burnett's recommendation to wait until the filing process was available on-line since it would be less expensive for the organization and would still be within the time frame required for filing.

b. Memorandum of Understanding with ILEAS (Grant Management)

Chris Isbell discussed the draft Memorandum of Understanding with the Board of Directors. He mentioned that ILEAS provided grant management services for several agencies. He added that ILEAS had restructured their organization to establish a branch dedicated to processing of grants for the other agencies. He introduced the team that would be assigned to IPWMAN if it was decided that IPWMAN would use the services of ILEAS.

Ken Swails said that ILEAS could host IPWMAN's web site if that was the decision of the board.

Mac McAvoy explained that the focus ILEAS' assistance would be to help IPWMAN stay within the guidelines of the Federal government and the Illinois Terrorism Task Force. He explained that once equipment was purchased under the ITTF grant money, IPWMAN would be responsible for knowing where the equipment was located.

Ken Swails said that a basic website for IPWMAN could be set up within a couple of days.

Mac McAvoy said that IPWMAN would need to have someone administer the site to issue passwords to members.

Don Wenzel asked what the \$19,000 budgeted for the administration of grants would cover. He also asked what would happen when that money was spent.

Mac McAvoy said that ILEAS would not bill IPWMAN. He said that the money would cover whatever costs were incurred to administer the grant for the duration of the grant.

Ken Swails said that if there were additional costs beyond the \$19,000, ILEAS would absorb the costs. He added that \$19,000 was 3% of the amount of the grant awarded to IPWMAN, which was the maximum allowed for administrative costs.

Chris Isbell said that if IPWMAN entered into this agreement with ILEAS, ILEAS would handle all of the paperwork for processing payments and tracking inventory. He added that this MOU would commit ILEAS to administer the grant through three years.

Walter Burnett mentioned that there may some operational costs associated with items purchased under the grant.

Barb Stiehl said that the attachments for the MOU had not been completed since the decision about hosting a web site had not been determined.

Ken Swails said that some of the administration costs can go toward maintenance.

Don Wenzel asked if the conference registration process was included in the administration costs.

Ken Swails said that IPWMAN could use Pay Pal to process credit card payments.

Geno Koehler said that there were some vendors who wanted to pay with credit cards for last year's conference. He said that having the ability to accept credit cards would help vendors.

Larry Lux said that Pay Pal usually charged 2.5% for its service.

Chris Isbell said that within the same grant, funds could be transferred from one grant area to another if under \$100,000.

Mac McAvoy said that the details could be included in the attachments to the MOU.

Tony Torres said that there were 4 proposals for the web site that are all within the same ballpark as far as price. He said that having the web site and administrative management consolidated with ILEAS was beneficial since ILEAS had already provided this type of service to others.

Walter Burnett suggested that IPWMAN look at purchasing a laptop that could be used during a deployment.

Don Wenzel asked what other organizations were managed by ILEAS.

Danielle Eads said that they assisted IESMA, ILTERT and IMERT.

Don Wenzel asked if they provided service for web sites for any of those agencies.

Ken Swails said that they provided support for ILEAS and part of IESMA's site.

Walter Burnett asked what the goal of the Memorandum of Understanding would be.

Chris Isbell said that the MOU would allow ILEAS to assist IPWMAN with grant management and website development, provide representatives at meetings, assist with conference registration, and help with certification of teams and individuals.

Don Wenzel asked for more development of the attachments that go with the MOU.

Tony Torres asked that all of the attachments be sent to the board members.

Walter Burnett moved to authorize the President to execute the Memorandum of Understanding with ILEAS for the administration and management of grant funds from the ITTF once the attachments had been developed.

Vydas Juskelis suggested that the board approve the MOU and then the attachments.

Walter Burnett agreed that we should begin with the management of the grants.

Chris Isbell said that #14 of the MOU would let us modify the agreement.

Walter Burnett said that the attachments would have all of the details.

Chris Isbell said that Attachment B will include the responsibilities for IPWMAN.

Walter Burnett said that IPWMAN needed something by July 1.

Don Wenzel said that the board could offer a conditional approval that would authorize the approval of the MOU dependant upon the completion of the attachments.

Tony Torres moved to approve the Memorandum of Understanding pending the completion of Attachments A & B.

Chris Isbell said that he will sign the MOU.

Don Wenzel suggested changing B2 of the MOU to read “public works agencies” instead of “public agencies.”

Barb Stiehl said that typos would be corrected.

Walter Burnett moved to adopt the master MOU subject to the development of attachment authorizing the President to sign the MOU.

Don Wenzel seconded the motion.

Motion carries.

c. Renewal of Directors and Officers Liability Insurance

Barb Stiehl reported that she renewed the insurance policy with Wells Fargo for \$850. She mentioned that an email was sent to the Board to obtain permission to pay for the insurance.

Chris Isbell said that it was a recurring expense and the bill should be paid unless there was an unrealistic increase.

Ken Miller suggested having a percent ceiling on the increase. He said that if it exceeded that percentage, then the Board should look at other companies.

Chris Isbell recommended that the policy be renewed as long as the increase was less than 5%.

Bob Tyler said that the email could be sent to receive Board approval if there was an increase.

Tony Torres moved to authorize the payment of the D&O liability insurance if under 5%.

Bob Scott seconded the motion.

The motion passed by voice vote.

Barb Stiehl mentioned that IPWMAN would need to look at insurance as it begins to purchase equipment.

Mac McAvoy said that if the equipment is being housed at a public works agency, the equipment would be covered by that agency's insurance.

2. Operations Committee:

a. ITTF Training

Keith Watson reported on the plans for the ITTF Training Subcommittee. He said that the October training exercise would not be a full-scale exercise as originally planned, but that it would be a validation exercise since there was not enough support staff to assist with the exercise. He said that the subcommittee was planning to have a full-scale exercise with police, fire and public works next year. He asked if anyone wanted to observe the exercise to contact him.

Vydas Juskelis said that IPWMAN should have as many observers as possible so we could learn how to organize our own exercises.

Keith Watson said that ITTF wants public works agencies involved in these exercises.

Chris Isbell said that when he presented at ILEAS, MABAS and IESMA conferences, he explained ways in which IPWMAN could help them in emergency situations.

Keith Watson mentioned that there were many training opportunities available from IEMA. He also mentioned that TEEX was hosting a training seminar MGT 317 for public works agencies. Mr. Watson said that he was working on completing the resource database so that once Resource Coordinators are appointed to each region, they will be able to deploy and use resources efficiently.

b. JULIE Call Center

Ken Miller and Keith Watson discussed the revised agreement for the JULIE call center.

Ken Miller said that there would be a one-time implementation cost for staff time and equipment of \$62,800 (if excise taxes are not included). He added that there would be a yearly cost based

upon the number of incidents and the number of member agencies. (Incidents would include the entire event, not the number of times members were contacted during an event.)

Larry Lux asked who owned the intellectual property rights to the program.

Chris Isbell asked who would grant JULIE permission if they wanted to use it for a different organization.

Keith Watson said that the State of Illinois would own the software and decide how it would be used.

Larry Lux asked why it would be more expensive as the number of members increased.

Chris Isbell said that it would cost approximately \$4 per member.

Bob Tyler asked if a representative from JULIE could attend the next meeting to discuss their proposal.

Keith Watson reminded the board that the contract with Mundelein would end at the end of the year.

Vydas Juskelis said that we needed to make sure that the JULIE proposal would meet the guideline for ITTF funding.

Walter Burnett said that it would take approximately 2 to 3 months to set up. He said that if IPWMAN added \$60 to \$65 to the membership dues to cover this, we would have to show what they would get. He mentioned that the on-going maintenance for the system would be in the IPWMAN budget, not part of the grant budget.

Keith Watson said that MABAS and ILEAS use public dispatch centers that might be able to provide service for IPWMAN. He said that he would research this prior to the next meeting.

Ken Miller said that IPWMAN agencies would not have to be JULIE members to participate in this program.

Chris Isbell said that he would like more information about the salaries and other implementation costs.

Walter Burnett said that we need a draft agreement from JULIE.

Ken Miller said that he would like to have something ready by October.

Larry Lux expressed concern about the costs and wondered if we could set up our own program.

Walter Burnett said that the add-ons were disconcerting.

Chris Isbell asked that we check with ILEAS to see if what costs are grant eligible. He asked Keith Watson to research other dispatch centers and compare for similar features, such as 24/7/365 availability and historic records.

3. Membership Committee:

a. Annual Meeting (October)

Tony Torres discussed the results of a meeting with those organizing the Transportation Summit. He mentioned that the Save-the-Date card would go out soon and that the registration information would go on the web site soon. He asked that any topic and/or speaker ideas be submitted to him. He mentioned some ideas for presentations, such as the TICP radio presentation.

Don Wenzel suggested that we contact the Federal Highway Administration.

Chris Isbell suggested a session for information about completing assistance forms. He mentioned that he would pursue inviting Ray LaHood as a guest speaker for the conference if the board was agreeable.

Tony Torres moved to pursue Secretary LaHood as a guest speaker.

Ken Miller seconded the motion.

The motion was approved by voice vote.

b. Marketing

Tony Torres mentioned that he presented at a sustainability conference and discussed the benefit of membership in IPWMAN as a way to efficiently use resources. He suggested that we send information about IPWMAN to the agencies recently hit by flooding and tornadoes to explain how our organization can help during emergencies. He mentioned that there were IPWMAN pens, note pads, and brochures available if anyone wanted to use them for conferences or presentations. He suggested contacting Barb Stiehl for those items.

Larry Lux said that the APWA asked for an update on the success of IPWMAN. He asked if anyone would like to write an article for the Reporter. He said that the APWA President was very interested in mutual aid.

The board asked Larry Lux to write the article.

Tony Torres said that he had been researching some venues for advertising IPWMAN on the radio. He mentioned that radio spots might help recruit new members in areas where membership is sparse.

Don Wenzel suggested purchasing magnetic placards to place on vehicles when they are deployed as part of IPWMAN.

Keith Watson suggested targeting county emergency management agencies to help with recruiting members.

4. Management Committee:

a. Policy and Procedure Manual

Vydas Juskelis reviewed updated policies for IPWMAN. He said that all policies have been revised from comments submitted.

Walter Burnett moved to approve the Officer Director Conflict of Interest policy.

Betty Harrison seconded the motion.

The policy was approved by voice vote.

Larry Lux suggested that Board of Directors be substituted for Governing Board and that the phrase “meet and exceed” be changed to “meet and/or exceed” in the first sentence of the Donations policy. He also recommended that the sentence, “Should any vendor engage in such activity, it will be sent through legal counsel a written request to cease and desist, and IPWMAN will pursue all other legal avenues as deemed appropriate by the appropriate grieving board,” be removed from 2e of that policy.

Vydas Juskelis said that he would make those changes.

Larry Lux asked if Professional Liaison members would be required to pay dues.

Chris Isbell said that the policy should reflect that there would be no charge or no dues for Professional Liaison members.

Ken Miller moved to approve as amended.

Bob Scott seconded the motion.

Gary Holm suggested that the policy reflect that membership dues were based upon population served within their jurisdiction.

The motion carried by voice vote.

Larry Lux suggested that a copy of the official logo be inserted into the policy about use of the logo with the copyright seal.

Barb Stiehl said that she would send Vydas a copy of the logo.

Larry Lux recommended that the Use of IPWMAN Mailing List be changed to allow the use of the mailing list with the Board's approval.

Vydas Juskelis asked who the PIO was for IPWMAN.

Chris Isbell said that all communication should go through the Executive Board or designee.

Don Wenzel suggested that communications go through the President or designee.

Larry Lux recommended that paragraph 1b be changed from "contracting" to "contacting." Mr. Lux recommended that in the Membership policy, under Professional Liaison members, "advise" be changed to "advice;" under the Affiliate Members that "can" be changed to "may;" and on page 3, paragraph 2, the words, "with the By-Laws," be removed.

Vydas Juskelis discussed that the word, "staff," was removed and replaced with "Secretary/Treasurer" in the Nomination/Election policy.

Ken Miller moved to approve the Nomination/Election policy.

Tony Torres seconded the motion.

The motion was approved by voice vote.

Larry Lux suggested that the Open/Executive Meetings of the Board of Directors policy reference the Illinois Open Meeting Act and that we comply with that law.

Mac McAvoy said that IPWMAN should publish its agenda at 1701 E. Main Street in Urbana and at the site of the meeting. He suggested going on-line to see ILEAS' policy. He asked about the Purchasing policy.

Chris Isbell said that any purchase over a specific amount should require board approval. He asked ILEAS to review and revise our purchasing policy to make sure it complies with the Illinois Procurement Act and any other guidelines established for the use of ITTF grant money.

Vydas Juskelis said that he would put the revised policy in the manual.

b. Amendment to the IPWMAN Agreement

Larry Lux said that the fragment sentence in the Indemnification section should be cleaned.

Chris Isbell said that he talked with Joe Cluchey from MABAS and the proposed language was taken from the MABAS agreement.

Bob Tyler said that he had forwarded the amendment to the City of Peoria's legal department and had not heard anything.

Larry Lux said that the amendment clarifies responsibilities.

Walter Burnett moved to adopt the amendment to the Indemnification section of the IPWMAN Agreement.

Tony Torres seconded the motion.

Ken Miller said that as long as the amendment goes along with the language used by ILEAS and MABAS he would approve it.

Bob Tyler said that the change was grammatical as opposed to substantive.

Motion carried by voice vote.

Barb Stiehl said that she would mail copies of the amendment to all member agencies.

F. Other Items

Barb Stiehl reported that Tammy Bennett had met with representatives from the City of Springfield.

Larry Lux recommended that someone contact IML to speak at their conference.

Barb Stiehl reported that National City, our bank, had changed its name to PNC.

Larry Lux announced that he had been appointed to the Homeland Security Council and FEMA Task Force to represent APWA.

G. To Do List

Keith Watson will look at other organization to see how their call centers work.

Ken Miller will contact JULIE to ask them to send a representative to our August meeting.

Vydas Juskelis will revise the policies that were amended and present them to the Board at the next meeting.

Chris Isbell will contact Secretary LaHood's office to ask him to speak at our October conference.

Barb Stiehl will send the amendment to the IPWMAN agreement to all member agencies.

Chris Isbell will work on the MOU with ILEAS.

H. Adjourn

Ken Miller moved to adjourn.

Bob Scott and Betty Harrison seconded the motion.

The motion passed by voice vote.

The meeting adjourned at 3:30 p.m. The next meeting will be held on Wednesday, August 18, 2010 at 10:00 a.m.in Macomb, Illinois. The exact location will be announced in the agenda.