



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
August 17, 2011
Bolingbrook, IL 60490
10:00 a.m.**

Members Present:

Chris Isbell, Stephenson County, President
Betty Harrison, Village of Lake Zurich, Vice President
Geno Koehler, IDOT
Sharie Tinsley, IDPH
Tony Torres, Village of Bolingbrook, Region 3 Board Member
Roger Lauder, IEPA
Bob Tyler, City of Peoria, Region 6 Board Member
Keith Watson, Village of Bartlett, Region 4 Board Member
Tom Casson, Menard County, Region 6 Board Member
Toby Rinehart, City of Flora, Region 9 Board Member
Steve Miller, City of Effingham, Region 9 Board Member
Toby Reinhart, City of Flora, Region 9 Board Member
Don Wenzel, City of Rolling Meadows, Region 4 Board Member
Barb Stiehl, City of Urbana, Secretary/Treasurer

Others Present: Linda Luehring, SEECOM

A. Call to Order:

The meeting was called to order by President Chris Isbell at 10:05 a.m. President Isbell began the meeting by thanking Betty Harrison, Keith Watson, and Don Wenzel for the help with coordinating IPWMAN response to member agencies following the storms that hit northern Illinois. He said that the response was tremendous and showed the reason that IPWMAN exists.

Geno Koehler also thanked Betty Harrison for her coordination with him during the response and said that the response from IPWMAN was a relief for the State to have the member agencies assisting during the clean-up efforts after the storms.

Chris Isbell said that the City of Quincy did not call IPWMAN while it was dealing with flooding because they thought the City would have to pay the responding agencies. He said that IPWMAN provides the first days of assistance at no charge and was concerned that the city did not ask for assistance when it needed it.

B. Roll Call/Introductions:

Roll was called. A quorum was present.

C. Minutes of Previous Meeting:

Bob Tyler moved to approve the minutes from the June 22nd meeting. Tony Torres seconded the motion. The minutes from the June meeting were approved by voice vote.

D. Report of Officers:

1. President's Report:

a. Nominating Committee

Chris Isbell asked for volunteers for the Nominating Committee to prepare the names of candidates for the upcoming IPWMAN Executive Board and Board of Directors elections in October.

Barb Stiehl will send an e-mail asking for volunteers.

2. Treasurer's Report

Barb Stiehl presented the Treasurer's Report. For the period from June 15, 2011 through August 15, 2011 revenues totaled \$950; expenditures totaled \$101. The current balance was \$37,927.

Don Wenzel moved to accept the Treasurer's Report for the periods presented. Keith Watson seconded the motion. The motion passed by voice vote.

Barb Stiehl reported that IPWMAN has 113 members.

E. Report of Standing Committees

1. Operations Committee:

a. SEECOM Agreement

Linda Luehring from SEECOM reported that they were ready to move to make the IPWMAN Call Center operational. She said that the number, 1.855.IPWMAN1 (1.855.479.6261) was active. She asked for a membership list, regional map that defined the area of each region and the carriers for all cell phone numbers so SEECOM could send alerts to member agencies when a request for assistance was received. Ms. Luehring said that the initial alert would come via e-mail followed by a secondary message sent as a text alert. She said that the message would

come from the address, IPWMAN@SEECOM911. She asked for a listing of duty officers who would be on-call to be notified of requests for assistance so they can coordinate the response.

Don Wenzel asked if there would be any other method used to contact members.

Linda Luehring said that a discussion would need to occur if radios were to be used. She said that they needed to contact the cell phone providers so those providers would know that the mass notification was legitimate. She continued to explain the backup systems used by SEECOM during a power loss stating that McHenry County Sheriff's Office and McHenry County EMA are backup locations and that all of the emergency calls are directed to another line. She said that SEECOM would like to test the system once they have received contact information for all agencies.

b. Northern Illinois Response

Don Wenzel reported that a request was made to send assistance to Mount Prospect. Since Mt. Prospect was not a member, he directed them to their regional group. He said that assistance was sent to Des Plaines and Libertyville.

Geno Koehler asked who paid for the assistance.

Chris Isbell stated that as part of the agreement, the responding agencies provided the assistance without charge.

Geno Koehler asked in any agency had responded more than once.

Don Wenzel said that Rolling Meadows responded to Des Plaines and Des Plaines responded to Libertyville. He added that receiving agencies can use the volunteered costs as part of their matching contribution towards any assistance they might receive from FEMA.

Tony Torres said that he had spoken with the Village of Wauconda about responding since their agency had responded to more than one request for assistance. He said that Dave Geary, the Wauconda Public Works Director, said that if Wauconda was unable to respond, they would not respond.

Chris Isbell continued by explaining that the premise of the "neighbor helping neighbor" has been part of public works agencies' operations for a long time and that the mutual aid agreement through IPWMAN defined all of the issues. He added that response is not mandatory for any member agency.

Don Wenzel said that he was looking forward to having a call center.

Chris Isbell commented that the latest response was a testament to our organization. He mentioned that Don Wenzel was on vacation but stepped up and coordinated some of the initial deployments. He added that the call center will be a great asset along with the assignment of

duty officers so the responsibility of coordinating deployments does not fall on one person or agency.

Betty Harrison stated that several agencies offered to respond when the call for assistance was sent, but many did not have chippers, which were needed by requesting agencies. She added that several communities were hit and were unable to spare personnel.

Don Wenzel said that tub grinders and grapple trucks were in short supply during the response.

Keith Watson recommended that an after action report be prepared to identify issues and be distributed to members.

Geno Koehler asked for a printout of the costs for the responses.

Don Wenzel and Betty Harrison reported the following assistance was given to requesting agencies.

Libertyville	\$5,098
North Chicago	\$3,869
Lindenhurst	\$2,028
Round Lake Beach	\$6,658
Des Plaines	\$16,951

Keith Watson recommended that a standardized report should be used. He said that he would prepare a report document.

Barb Stiehl mentioned that the FEMA forms were used when responding to Carterville.

c. Operations Manual

Keith Watson presented changes made to the Operations Manual. (The changes will be sent as an attachment to the minutes.)

2. Management Committee:

a. Reimbursement Policy

Betty Harrison presented a draft policy on travel reimbursement based upon the guidelines used by ILEAS.

Chris Isbell suggested changing “IEMA/ILEAS administered funds” to “ILEAS administered funds.”

Tony Torres asked what was covered under the policy.

Betty Harrison pointed to the third page of the policy where it says that all travel needs to have prior approval by the Board of Directors.

Keith Watson recommended including the State of Illinois Travel Guide with the policy so it can be easily referenced and to include a list of possible examples.

Chris Isbell said that the reason for travel would have to be mainly a benefit to IPWMAN.

Betty Harrison said that she would make the suggested changes and have the document ready to forward to the membership at the October 19th meeting.

Roger Lauder asked if travel requests could be approved by the Executive Committee.

Chris Isbell said that it could be, but most travel would require registration and would allow enough time for board approval.

Don Wenzel said that it was possible that trips to respond by the regional coordinators might require immediate approval. He asked if the lodging for the conference was covered for board members.

Barb Stiehl said that lodging for all members was covered.

b. By-Laws Changes

Betty Harrison presented a change to the by-laws to allow for the creation of the position of Immediate-Past President with definitions of the position and terms of succession.

Chris Isbell said that the two-year term allows for smoother transition but does not keep the person on the board forever. He added that the continuity would be helpful as the organization is growing. He mentioned that giving the Immediate-Past President the role of co-chair on the Conference Committee would be helpful in developing it.

Keith Watson moved to bring the Travel Reimbursement Policy and the Immediate-Past President Position amendment to the By-Laws to the Membership Meeting.

Tony Torres seconded the motion.

The motion was approved by voice vote.

c. Nominations for Executive Board and Board of Directors

Chris Isbell asked for volunteers to serve on the Nominating Committee to prepare a slate of candidates for the election of the Executive Committee and the Board of Directors from Region 4 and Region 11.

Bob Tyler volunteered to serve on the Nominating Committee.

Chris Isbell asked for any volunteers to contact Betty Harrison, Barb Stiehl or him if they would like to serve.

3. Finance Committee:

a. Exhibitors' Booths (IEMA, IML)

Sharie Tinsley reported that she had secured booth space at the IESMA Conference to be held at the Crowne Plaza in Springfield, Illinois from September 6 through September 8. She said that they gave the space to IPWMAN without charge. Volunteers are needed to cover the booth on September 7th.

Chris Isbell said that he could work at the booth for part of the time, but he was presenting on that day.

Barb Stiehl said that she would contact ILEAS about borrowing the table top display.

Barb Stiehl reported that she had secured booth space at the IML Conference to be held at the Chicago Hilton Hotel in Chicago, Illinois from September 15 through September 17. IML reduced the rate to \$180 for IPWMAN. Volunteers are needed to cover the booth September 15 through September 16th.

b. Radios

Chris Isbell reported that the STARCOM radios are ready to be distributed as follows:

- Executive Board: 6 radios will go the Executive Board
- Northern Region: 6 radios will go to either MEOC or ITEC trailers
- Central Region: ITEC trailer in Champaign
- Southern Region: ITEC trailer in Marion

He said that member agencies needed to call for radios if they were needed.

Steve Miller asked about training on the use of the radios.

Chris Isbell said that the training would be included as part of the training at the annual meeting.

4. Training Committee:

a. Annual Conference

Sharie Tinsley reported that the agenda had been set and the speakers confirmed for the Third Annual Illinois Public Works Mutual Aid Network Conference to be held in Bloomington at the Doubletree Conference Center. She said that the resource management course would be held on Tuesday, October 18 from 8:00 a.m. to 4:00 p.m.; a reception would be held that evening from 6:00 p.m. to 8:00 p.m. in the exhibitors' area. Sharie mentioned that the facility had a large outside area for equipment display. She outlined the conference schedule for Wednesday, October 19, which will begin at 8:30 a.m. and end around 5:00 p.m. with a business meeting. She added that the registration was available on-line at www.ipwman.org. Sharie said that registration for the resource management course would go through IEMA, which would be possible after completing conference registration on the IPWMAN web site.

Don Wenzel asked if both the resource management course and the conference were eligible for PDH (professional development hours).

Sharie Tinsley said that she will do the paperwork so hours would be available for the resource management course and for the conference.

Barb Stiehl asked if the Board wanted to go ahead with shirts for the conference.

Sharie Tinsley recommended placing order forms on the site for shirts instead of ordering them and trying to sell them.

Barb Stiehl asked the Board to authorize the purchase of pens and pads to include in the packets.

Chris Isbell recommended including something with the Call Center phone number on it.

b. APWA/IPWMAN Field Training

Tony Torres said that the training scheduled for July had to be re-scheduled due to the impact that storms had on agencies in northern Illinois. He said that the training would occur either September 21st or 28th at the Alexian Field, 1999 South Springinsguth Road in Schaumburg.

Don Wenzel asked if an e-mail blast could be sent to those members in the area.

Tony Torres said that he would send the information to Barb Stiehl to be added to the web site.

5. Membership Committee:

a. Web Site

Chris Isbell reported that the new web site is now operational. He mentioned that registration for the conference is possible on the web site.

Barb Stiehl said that registrants can pay for the conference using PayPal if they desire. She added that there had been some registrations already completed.

b. Banner Display

Tony Torres reported that he had checked with several vendors for pricing, but all of them had banners around \$220 to \$250 for small stand-up banners.

Sharie Tinsley suggested the purchase of a tablecloth with the IPWMAN logo to use at conferences.

Don Wenzel moved to authorize Tony Torres to purchase up to \$500 on tablecloths.

Keith Watson seconded the motion.

The motion was approved by voice vote.

c. List of Potential Exhibitors for Conference

Tony Torres said that he had sent out information to some vendors about exhibiting at the conference.

Sharie Tinsley said that she would send a blast e-mail to past participants.

Keith Watson asked if there were local construction companies that might be interested in participating.

Sharie Tinsley asked that anyone with contacts let her know.

Barb Stiehl said that she would contact Jim Karch in Bloomington to see if he had any contacts.

F. Other Business.

Don Wenzel asked if there had been progress made with credentialing public works employees.

Geno Koehler said that he had not heard of anything.

G. Adjourn

The meeting adjourned at 12:40 p.m.

The next meeting will be the annual membership meeting held on Wednesday, October 19, 2011 at the conclusion of the Annual Conference in Bloomington, Illinois.