



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
August 19, 2009
Normal, IL
10:00 a.m. to 3:00 p.m.**

Members Present: Chris Isbell, Stephenson County
Mike Hall, Town of Normal
Bob Tyler, City of Peoria
Ken Miller, Village of Mundelein
Betty Harrison, Village of Wauconda
Vydas Juskelis, Village of Villa Park
Keith Watson, Village of Bartlett
Tony Torres, Village of Bolingbrook
Larry Lux, Chicago Metro Chapter of APWA
Dan Smith, IEMA
Tammy Bennett, Foth and Associates
Kent McKenzie, IESMA/Lake County EMA
Barb Stiehl, City of Urbana

Guests: Monica Risse, IDOT

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.

C. Minutes of Previous Meeting:

There were no additions or corrections to the minutes. Betty Harrison moved to approve the minutes. Keith Watson seconded the motion. The minutes were approved as submitted by unanimous voice vote.

D. Report of Officers:

1. Treasurer's Report:

Barb Stiehl presented a report on the IPWMAN account. The balance as of August 11, 2009 was \$9,330.41. Expenditures for the period of June 3, 2009 to August 11, 2009 were \$1,222.29; revenues were \$2,050.

Vydas Juskelis moved to accept the Treasurer's report.

Tony Torres seconded the motion.

The Treasurer's report was accepted by unanimous voice vote. The report was received and placed on file.

a. Petty Cash Fund

Barb Stiehl asked the Committee to approve the establishment of a petty cash fund in the amount of \$200 to cover the cost of postage, office supplies and other incidentals.

Vydas Juskelis moved to establish a petty cash fund in the amount of \$200.

Keith Watson seconded the motion.

The motion was approved by unanimous voice vote.

E. Report of Standing Committees

1. Operations Plan Committee:

Keith Watson, Operations Plan Committee Chair, discussed the draft Operations Plan. Mr. Watson asked for input from the Committee so the plan can be presented to the membership.

Mr. Watson suggested that IPWMAN designate people to track costs during a deployment since IEMA asked for one bill from IPWMAN following the deployment to Carterville.

Tony Torres suggested that a form be developed for tracking costs.

Keith Watson said that the final Operations Plan will include the forms in its appendix.

Chris Isbell stated that there was no After Action Report template. Mr. Isbell said that the format for the AAR was whatever the agency wanted it to be. He added that the only form available was for training exercises.

Mike Hall asked what the purpose of the AAR was.

Chris Isbell said that it was primarily used to define lessons learned.

Dan Smith asked if there was a liaison from the State's Emergency Operations Center working with IPWMAN on the AAR.

Chris Isbell said that there was no liaison when IPWMAN responded to Carterville.

Dan Smith said that there should have been a liaison assigned to IPWMAN who would hotwash the AAR to determine what needed to be fixed.

Keith Watson asked the Board for direction for continuing with the Operations Plan.

Dan Smith said that he had a few suggested changes which he would e-mail to Operations Plan Chair.

Mr. Watson said that he would address comments and hoped to have a final version ready for the next meeting.

Tony Torres moved to adopt the Operations Plan pending final revisions.

Ken Miller seconded the motion.

The motion was approved by unanimous voice vote.

Keith Watson said that he plans to schedule training sessions for each region so members are familiar with the Operations Plan.

Mr. Watson brought up a concern based upon information distributed to the board regarding NIMS and the establishment of Incident Command at a scene. He suggested that we as an organization make certain that liaisons be where they should be, that incident command be established and that the requesting agency have a contact person available. He recommended Mr. Isbell for his efforts in organizing IPWMAN response to Carterville.

Chris Isbell said that the State is working on a checklist for deployment which will help agencies as they respond.

Tony Torres suggested that injury and vehicle damage reports be included as part of the forms section of the plan.

Mike Hall said that the information needs to be reported to the responding agency's home office so those forms need to be completed immediately.

Kent McKenzie said that the home office of the agency needs basic information quickly for their reporting.

Keith Watson asked that all comments be sent to him by **September 19th**.

2. Nominating Committee:

Larry Lux discussed the slate of candidates for the upcoming election for the IPWMAN Board of Directors. Mr. Lux stated that the number of agencies in some regions limit the number of candidates available. He said there are no candidates for Regions 2 and 11 and one candidate for

Region 6 and one for Region 8. He suggested that the board discuss the possibility of a smaller board or of filling the vacancies after the elections.

Mr. Lux asked for clarification on whether votes were by individuals designated as contact persons or by agency.

It was discussed that votes were cast as an agency, not as individuals from the agency.

Mr. Lux asked for clarification on whether or not an agency could vote by proxy.

Dan Smith suggested that proxies could be given to the board or to designated persons.

Larry Lux asked if a voice vote at the meeting would be acceptable.

Vydas Juskelis asked if one or two members would represent each region.

Chris Isbell said that if four candidates were available for Region 4 and none for Region 2, two of those people could represent Region 2 until the next election.

Dan Smith asked what the role of the board members would be.

Mr. Isbell stated that the regional board members would serve as a liaison between the member agencies within the region and the IPWMAN Board of Directors.

Discussion about how slate of candidates would be presented took place.

Keith Watson moved that the nominating committee submit a slate of candidates not to exceed more than two candidates per region.

Larry Lux seconded the motion.

The motion carried by voice vote.

Larry Lux asked that a list of member agencies and their contacts be sent to him.

3. Planning Committee:

a. Annual Meeting (October)

Tony Torres discussed the agenda for the annual meeting to be held on October 22 in Springfield. Mr. Torres asked if any of our members knew anyone who would be interested in offering an opening prayer. If so, he asked that they contact him with those names. He asked for approval from the Board to print 250 conference brochures.

Mr. Torres asked for suggestions for gifts for our speakers. He stated that there will be approximately 7 speakers participating in the conference: 3 in the panel discussion regarding the available resources; 4 in the panel discussion regarding the response to Carterville.

Tony Torres stated that the registration form had been distributed to the member agencies and that a hospitality room would be set up from 7:00 p.m. to 9:00 p.m. He mentioned that the hospitality room would cost \$1,500. Mr. Torres stated that money from vendors and sponsors would cover the costs, but he asked that IPWMAN agree to cover any remaining.

Larry Lux asked if one hour was long enough for the business meeting following the conference.

Tony Torres said that the business meeting was scheduled at the end of the meeting so it could occur while tours of the SEOC were occurring.

Tony Torres asked for board approval for the purchase of pens and notepads to be given to those attending the conference.

Ken Miller stated that JULIE would be willing to participate as a presenter, donor and/or display booth with give-away material.

Tony Torres said that he had a letter that he has sent to potential donors. If anyone is interested in a copy of the letter, please let Mr. Torres know and he will forward the letter.

Ken Miller moved to approve the budget for the IPWMAN Annual Conference. The Board approved the printing of the brochures, the purchase of gifts for speakers and the costs to cover the difference for the hospitality room. The Board approved the purchase of pens and notepads.

Keith Watson seconded the motion.

The motion carried by unanimous voice vote.

Chris Isbell asked if shirts could be made to have at conference.

Tammy Bennett said that she has been working with a vendor so IPWMAN would have control over who could order shirts without being in the shirt business.

Larry Lux mentioned that Geno Koehler was looking at the possibility of the Illinois Department of Corrections making shirts for IPWMAN.

Dan Smith said that if IDOC does the work, we would have to pick them up in Danville. He asked if the logo was copyrighted.

Kent McKenzie said that we could place a copyright seal on the logo. He agreed to add the copyright seal (©) to our logo.

Tony Torres asked about registration for liaisons for the conference.

Chris Isbell said that there will be no fee for board members, liaisons and sponsors, but they must register. He asked that registration forms be sent to Barb Stiehl via e-mail.

4. Management Committee

a. Membership

Larry Lux and Vydas Juskelis discussed possible changes to the definitions of membership in IPWMAN.

Vydas Juskelis reviewed proposed changes to the by-laws to clarify types of membership and duties of members.

Board composition

3.2 After discussion, it was determined that the composition of the Board of Directors will remain as it is currently written in the by-laws. The Board of Directors will consist of two directors chosen to represent each of the eight regions, the President, Vice-President and Secretary/Treasurer, for a total of 19 members.

3.6 The Secretary/Treasurer will prepare minutes and distribute to the membership prior to thirty days before the next scheduled meeting of the Board of Directors.

4.1 The years of experience will remain as is.

4.2 The language will be changed to be consistent with Section 5.1

5.2 A Teller Committee will be established to count the ballots.

6.1 Establishes an Administrative Policy Manual.

8.5 Membership dues will be included as part of the Administrative Policy Manual.

12 Amended to allow for the use of electronic ballots.

Discussion followed regarding how membership status is determined.

Dan Smith asked what role he would serve.

It was suggested that he and Scott Gauvin continue to serve as liaison from IEMA to IPWMAN.

Larry Lux moved to keep membership dues as currently written where dues for member agencies are based upon population.

Vydas Juskelis seconded the motion.

The motion passed by unanimous voice vote.

Discussion followed regarding membership status for individuals and corporations that desire to belong to IPWMAN.

Larry Lux explained that corporations would pay \$250 annual dues membership fee; individuals would pay \$50. The associate corporations and associate individuals could serve as voting members on subcommittees, but they would not be able to serve on the Board of Directors as voting members. He added that agency members would be the only members allowed to vote.

Kent McKenzie recommended that the language defining liaisons from other agencies be added to the Administrative Policy Manual. He suggested that the President work with individual agencies to determine suitable representatives from agencies such as MABAS, IEMA, ILEAS, IESMA, etc.

Larry Lux moved to adopt the by-laws as discussed.

Betty Harrison seconded the motion.

The motion passed unanimously by voice vote.

Mr. Lux will submit the by-laws for final edits to the language defining the process for selecting liaison.

F. Unfinished Business

1. Resource Request Form/JULIE Agreement

Ken Miller said that the form is unfinished while discussions are continuing with JULIE. He said that JULIE is interested in being the call center for IPWMAN. He recommended that IPWMAN approach ITTF for a grant of \$40,000 for start up fees (\$20,000) and training (\$20,000).

Larry Lux asked about ownership of software. He expressed concern about whether JULIE would own the software or IPWMAN would own the software. Mr. Lux felt that IPWMAN should own it if ITTF approves the funding for it.

Larry Lux said that he would seek funding for the Call Center from ITTF. If approved, Larry Lux and Ken Miller will meet JULIE to draft an agreement.

Dan Smith suggested that the request be brought before the Transportation Committee.

2. Administrative Policy Manual

Tammy Bennett said that Betty Harrison will be writing the Administrative Policy Manual. She asked that all policies be submitted to Ms. Harrison.

Betty Harrison said that ten policies have been completed.

3. Business Plan

Tammy Bennett asked the President to add four more members to the Management Committee to assist with the development of the business plan.

Chris Isbell will send out an email asking members for a preference on which committee they would like serve.

4. Not for Profit Status

Larry Lux reviewed the forms to be completed and proposed that IPWMAN wait until the first of the year to complete them.

Kent McKenzie offered to help with the completion of the forms.

5. Amendment to the Mutual Aid Agreement

Chris Isbell reported that he contacted Joe Cluchey at MABAS to determine whether the change to the IPWMAN Mutual Aid Agreement would be consistent with the MABAS agreement. Mr. Isbell said that it would not.

Barb Stiehl reported that she contacted Jim Page from ILEAS and was informed that the agreement would be consistent with anything in the ILEAS agreement. She said that the recommended language revision to the IPWMAN agreement would provide consistency with the ILEAS and MABAS agreements.

Larry Lux moved to change Section XIII, Indemnification by omitting “or providing” in paragraph 2, sentence 1.

Tammy Bennett seconded the motion.

The motion passed unanimously by voice vote.

Chris Isbell directed the Secretary to notify all IPWMAN members by certified mail of the change to the agreement.

Bob Tyler asked for the amended agreement to be sent to the City of Peoria.

6. IT Committee

a. Web Site Host

Tammy Bennett reported that ILEAS (Illinois Law Enforcement Alarm System) said that ILEAS is updating its web site using the same system as Recovery.gov. She mentioned that IPWMAN could request money from ITTF for the set up and maintenance of the system at a cost of approximately \$5,000 for the first two years. She discussed the possibility of setting up a web site hosted by ILEAS that would allow for access for non-member agencies and member agencies. Ms. Bennett said that would include regional pages and eventually tie into NIMS source. She noted that we would be responsible for updating and content.

Dan Smith mentioned that ITTF might be able to assist IPWMAN with the set up, but that IPWMAN would be responsible for updating and maintaining the site.

Tammy Bennett said that she would set up a group page for IPWMAN on Facebook. She mentioned that there was no cost for doing this and it would provide free advertising. She mentioned that Barb Stiehl and she would be administrators of the page.

Tammy Bennett asked if IPWMAN could place an ad in the Illinois Chapter Membership Directory of the APWA. Ms. Bennett was hopeful that it would be at no charge.

Larry Lux will pursue this with the Chicago Metro Chapter of the APWA.

2. Oath of Office

Chris Isbell read a draft copy of the Oath of Office for approval by the Board of Directors.

Larry Lux suggested that the Past President administer the Oath of Office in the future.

Chris Isbell recommended that Tammy Bennett administer the oath at the annual meeting.

There were no objections to using this as the Oath of Office for the induction of officers at the IPWMAN Annual Meeting in October.

3. Command/Communications Trailers for IPWMAN

Chris Isbell suggested that IPWMAN request 3 regional command/communications trailers for IPWMAN. He recommended that these trailers be equipped with office/ meeting room and communications area. Mr. Isbell felt that these trailers would be helpful in providing planning and meeting space for IPWMAN.

Larry Lux mentioned that the trailers are available for other units.

Chris Isbell felt that these trailers would allow an area for IPWMAN to work without distraction. He suggested that they be placed in the northern, central and southern regions of Illinois.

Larry Lux suggested that a trailer equipped with emergency equipment. He will send a list of equipment to Chris Isbell from some other agencies.

Chris Isbell said that the trailer might contain a cache of STARCOM radios, mobile base radios and hand-held radios with VHS frequency to communicate with other groups (MABAS, ILEAS, and IDOT) and obtain an individual radio frequency for IPWMAN.

Mr. Isbell asked the Operations Planning Committee to form a subcommittee to prepare a proposal for submission to the Transportation Committee of the ITTF by December to receive an extension using some the money from this year's budget.

Tammy Bennett moved to request 3 regional command/communications trailers for IPWMAN.

Tony Torres seconded the motion.

The motion was approved by unanimous voice vote.

Larry Lux suggested that IPWMAN talk to ITTF Chair, Mike Chamness about the creation of a public works committee as part of the Illinois Terrorism Task Force.

Chris Isbell recommended having a meeting with ITTF after the elections in October to request the establishment of the IPWMAN committee as part of the ITTF to have a member on the Chair Committee.

Mr. Lux agreed that membership on the Chair Committee would give access to funds.

4. Membership Status of Board Members' Agencies

Barb Stiehl said that the Town of Normal has submitted their application and that the Village of Bartlett's board will submit their application. With that, she reported that all of the board members' agencies have submitted applications.

Chris Isbell will be sending an e-mail to each member requesting their top three preferences of committee assignments.

Barb Stiehl will send conference information to all on the IPSI list.

Larry Lux asked that board members list the names of agencies that they are contacting for membership.

Barb Stiehl asked for permission to reprint the IPWMAN brochures and CD's.

Tammy Bennett will present at the IEMA conference so she will need additional materials for that conference.

Barb Stiehl will continue to work on updates on the web site.

Larry Lux moved to allocate up to \$1,000 for printing of CD's and brochures.

Betty Harrison seconded the motion.

The motion carried by unanimous voice vote.

I. Information Sharing

Chris Isbell will be presenting at the Winnebago County township highway commissioners next week.

Barb Stiehl received a request for a speaker at the will be presenting at the Illinois Association of Water Pollution Control Operators in April 2010.

Tammy Bennett volunteered to speak.

Ms. Stiehl will forward her contact information to Sam McNeill at the City of LaSalle. She announced that IPWMAN currently has 35 members. She is actively working to compile all the membership information.

Larry Lux requested the lunch be brought in to reduce the amount of time spent for lunch.

Chris Isbell seconded the request.

Chris Isbell will check on the room at the Crowne Plaza.

Barb Stiehl will check with Monica Risse to determine when the final date for submission of information for conference folder will be.

K. Adjourn

Ken Miller moved to adjourn.

Betty Harrison seconded the motion.

The motion passed by voice vote.

The meeting adjourned at 3:15 p.m. The next meeting will be held on Wednesday, October 21, 2009 at 3:00 p.m. at the Crowne Plaza, 3000 South Dirksen Parkway in Springfield, Illinois.