



**Illinois Public Works Mutual Aid Network
Board of Directors Meeting
August 22, 2012
Bolingbrook IL 60490
10:00 a.m.**

Present:

Betty Harrison, Village of Lake Zurich, President
Robert Tyler, Woodford County, Vice-President
Keith Watson, Village of Bartlett, Region 4 Board Member
Dennis Schmidt, City of Champaign, Region 7 Board Member
Gary Holm, City of Batavia, Region 3 Board Member
Don Wenzel, City of Rolling Meadows, Region 4 Board Member
Steve Miller, Village of Bolingbrook
Tony Pericone, Village of Bolingbrook
John Kawka, DuPage County DOT
Larry Lux, Lux Advisors, Ltd.
Mike Hall
Barb Stiehl, City of Urbana, Secretary/Treasurer

Present by Phone:

Steve Miller, City of Effingham, Region 9 Board Member
Tom Casson, Menard County DOT, Region 6 Board Member
Sharie Tinsley, IDPH
Ed Markison, McHenry County Department of Transportation

A. Call to Order:

The meeting was called to order by President Betty Harrison at 10:10 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 June 27th meeting. Keith Watson seconded the motion. The minutes from the June meeting were approved by voice vote.

D. Report of Officers:

1. President's Report:

Betty Harrison reported that July was a busy month as a result of high winds hitting northern Illinois. She added that IPWMAN response to the request for assistance would be discussed later in the meeting.

Betty Harrison mentioned that she would be representing IPWMAN at the ITTF Transportation Meeting in East Peoria.

2. Treasurer's Report:

Barb Stiehl reported that the major expense during this period was for Directors' and Officers' insurance. She stated that payment provided coverage for three years at a lower annual rate than paying for each year. Barb added that revenues continue to come in as new members join. She mentioned that many of the new members were from McHenry County and thanked Ed Markison for his efforts in recruiting members from the McHenry County region. Ms. Stiehl reported that the current number of members was 152. She stated that she will meet with Dennis Schmidt to discuss preparation of a budget and an audit. She filed an e-card with the IRS. She said that IPWMAN had received not-for-profit status from the IRS and IPWMAN needed to complete forms to obtain tax-exempt status with the State of Illinois.

E. Report of Standing Committees

1. Operations Committee:

a. After Action Report

Keith Watson reported that IPWMAN members were busy between June 30 and July 13, 2012 responding to requests for assistance from Lockport, Lombard, and Villa Park. He added that Don Wenzel submitted an excellent after-action report. He stated that there were few concerns that were addressed afterwards. One thing was that the contact list distributed to SEECOM needed to be updated. Consistent forms for agencies to complete will be given to duty officers. Another issue was the coordination with the local county (DuPage County) emergency management agency. He said there were issues with IPWMAN coordinating efforts with DuPage County. DuPage County is updating plan to encourage DuPage County agencies to join IPWMAN.

John Kawka said that he will meet with township commissioners and remaining agencies to discuss IPWMAN membership. He stated that the plan was to use county organization as first-response and then IPWMAN. He said that he would like to work locally first and then go to IPWMAN for assistance. He added that both DuPage County and IPWMAN want to make sure that resources are coordinated.

Keith Watson mentioned that much of the Operations Plan came from DuPage County's plan so he did not foresee any problem with coordinating the plans, procedures and protocols.

Don Wenzel reported on the response to Lombard, Lockport and Villa Park. He summarized lessons learned from the incidents. He mentioned that he had no contact information with him

when he received the call. He suggested developing forms to be available on the web site so personnel, equipment and resources can be tracked. He also suggested developing a log to track response. He praised the SEECOM call-out system as a way to notify member agencies. Don mentioned that SEECOM needed to have updated contact information and that board members should receive notification whenever a request for assistance was received. He stated that the daily progress reports that he sent out should be formalized with a form to complete. He asked the receiving agencies to submit pictures and press releases to IPWMAN for our records of those.

Barb Stiehl mentioned that SEECOM was not the e-mail list to receive updates and that had been rectified.

Keith Watson mentioned that member agencies needed to include the names of the cell phone carriers so the messages are not blocked when SEECOM sends them out.

Don Wenzel recommended that SEECOM notify the Board of Directors whenever there are activations. He asked that the county of the responding agency be notified of the activation even if the county was not a member agency to make sure that resources were not being depleted and that their efforts were coordinated.

Gary Holm suggested that having more than one duty officer to watch regions (north, central and south) so the duty officers can monitor weather or other situations and can respond accordingly.

Barb Stiehl said that IPWMAN asked each member agency to make sure they have a resource survey on file with their local emergency management agency.

Keith Watson said that we do ask each member agency to complete a survey to determine what types of teams they might be able to deploy.

Don Wenzel mentioned that he thought ILEAS was going to have a listing of assets available on a "Members Only" section on the website.

John Kawka thought that there could be a form where member agencies could look to see what was available and to request equipment.

Keith Watson said that IPWMAN wanted to make sure that IPWMAN was notified when equipment was needed so the response could be coordinated.

Barb Stiehl said that the reason IPWMAN did not list resources of member agencies was because those resources may not be available. She said that we could put a request form on-line so our members could designate what they needed so the resource coordinator could locate those resources and make sure that the necessary resources are sent to the requesting agencies.

Keith Watson said that this coordination would be helpful to county emergency management so they know where resources were being dispatched from our member agencies.

b. ITTF Committee Assignments

Larry Lux mentioned that he had been on the ITTF Transportation Subcommittee for over 10 years. He mentioned that Don Wenzel currently sits on that committee. He added that IPWMAN does not have a member on that committee, which discusses how money is distributed for training. He urged IPWMAN to have members on subcommittees so they can participate in funding discussion. He recommended that those sitting on the subcommittees should have an interest in the topics the subcommittees discuss. Some he recommended were:

Cyber Security
Public Information
Transportation
Training

He suggested that at least two representatives be selected to make sure that at least one of them could attend the subcommittees' meetings.

Keith Watson asked how to place members on subcommittees.

Larry Lux said that a letter should be sent to Don Kauerauf requesting a seat on the subcommittees. He recommended that IPWMAN have representation on the Vision 2020 Summit in Springfield.

Barb Stiehl said that she would be attending.

Don Wenzel mentioned that most of the general Illinois Terrorism Task Force meetings were held in the middle of the day in Springfield so it was difficult for those in northern Illinois to attend. He said that DuPage County received permission to host a video conferencing for the meetings.

Betty Harrison said that IPWMAN had various members attend the regional Vision 2020 meetings. She said that she would work on talking to members about becoming involved with subcommittees.

Bob Tyler said that he would be willing to sit on the ITTF Transportation Subcommittee.

2. Management Committee:

a. Membership Letter

Betty Harrison said that there was a revised letter approved to be sent out.

b. Retirees Reclassification

Barb Stiehl stated that individuals who were employed by member agencies in good standing could continue as a retiree under the amendment to the by-laws.

Betty Harrison said that those individuals could petition to become members and not pay dues.

Barb Stiehl said that they could be on subcommittees as voting members, but they could not be able to vote on general membership items nor could they serve on the Board of Directors since they don't represent an agency.

c. Conflict of Interest Statement

Betty Harrison said that all board members needed to sign the Conflict of Interest Statements and send the signed statements to Barb Stiehl. Since IPWMAN received funds from ITTF, she said that we needed to sign the statements.

Barb Stiehl and Betty Harrison mentioned that the Conflict of Interest Statement could be found in the IPWMAN Policies and Procedures.

d. Open Meetings Act Training

Barb Stiehl said that she had received some certificates for those, but all board members needed to complete the Open Meetings Act Training and send the copies of their certificates those by December 31, 2012 and renew them annually.

Bob Tyler asked if those who have not completed it could receive information about how to complete it via e-mail.

Larry Lux said that if you had completed it for any other agency, you could submit a copy of it.

e. Ethics Training (ITTF Representatives)

Barb Stiehl said that anyone who served on a committee or subcommittee for ITTF should complete the training and send the certificate to Deb Clark. She asked that if anyone needed information about that to let her know.

3. Finance Committee

a. ITTF Funds

Barb Stiehl received a statement from ILEAS indicating which funds were available from the 2010 ITTF grant--\$20,000 for training responders and managers; \$70,681 remaining for regional workshops (some of which would be used for the annual conference); \$60,000 for SEECOM. She said that funds needed to be used by December 31, 2012.

Keith Watson said that SEECOM's payment was based upon their original estimates.

Barb Stiehl said that ILEAS was checking to see if IPWMAN could use the money for SEECOM's 2012 annual costs.

b. Marketing

Betty Harrison mentioned that IPWMAN banners were available.

Barb Stiehl mentioned that those banners would be given to central region (Barb Stiehl, City of Urbana); southern region (Steve Miller, City of Effingham) and northern region (Tony Torres, Village of Bolingbrook) to be used for conferences and exhibits. If member agencies wished to use them, they could contact those individuals.

Keith Watson mentioned that Tony Torres and he were working on the specifics for training in southern Illinois.

Barb Stiehl said that Tony Torres had mentioned distributing an emergency preparedness guide for the conference. She said that Tony recommended using it as community outreach to draw attention to our organization. She asked for permission to order them for the conference.

Betty Harrison mentioned that personal preparedness was the emphasis at the Vision 2020 meetings.

Don Wenzel felt that handouts at conferences and presentations would be helpful.

Don Wenzel moved to authorize the purchase of 500 booklets.

Bob Tyler seconded the motion.

Motion was approved by voice vote.

Betty Harrison asked about additional orange cards that give information about contacting SEECOM.

Barb Stiehl said that she distributed three to each new member agency.

Don Wenzel said that other individuals might receive them besides those who need to contact IPWMAN for assistance.

Barb Stiehl sent them out with invoices this year and then afterwards sent them to new members. She mentioned that it was not a card for the general public since IPWMAN did not want the emergency number to be used as a general information number.

John Kawka asked for an electronic file of the banner.

Don Wenzel asked about shirts.

Barb Stiehl asked about shirts for IPWMAN Conference. She asked if board wanted to pre-ordering shirts for the conference.

Don Wenzel suggested having some way to designate board members so people would know that they were representing IPWMAN.

Gary Holm asked about lanyards from the conference.

Barb Stiehl said that the badges in the past have designated board members.

Betty Harrison asked if the conference shirts had been well received.

Barb Stiehl said that they had not. She said that the shirts could be ordered prior to the conference or at the conference. She also asked for permission to order pens and notepads for the conference and marketing.

Don Wenzel moved to authorize the purchase of pens and notepads for the conference and marketing.

Betty Harrison seconded the motion.

The motion passed by voice vote.

Betty Harrison said that the shirts did not seem to be a big seller.

Barb Stiehl said that she did not buy any more than ordered since that did not work in the past.

Gary Holm said that it was fine to purchase as long as they were ordered.

Don Wenzel recommended using white.

Barb Stiehl said that she would bring the older shirts to the conference to sell for half-price.

c. Exhibitors' Booths

Barb Stiehl said that she would like recommendations of the conferences where IPWMAN wanted a presence. She said that IPWMAN had booths at Chicago Metro Chapter APWA Conference in Schaumburg, Illinois Chapter APWA Conference in Peoria, Rural Public Health conference in Effingham, Illinois Municipal League (IML) in Chicago. She asked if there could be a recommendation regarding which conferences IPWMAN would attend so money and resources could be assigned.

Don Wenzel recommended booth space at the APWA National Congress which will be held in Chicago in 2013.

Barb Stiehl said that Township Officials might be a good source. She asked if we could have people at the booths in addition to purchasing exhibit space.

Keith Watson asked if the booth could benefit IPWMAN. He thought that we should focus on exhibiting at locations where it could promote membership.

Barb Stiehl asked if this could be discussed at our next meeting. She said that ILEAS, IEMA and IESMA and have been very supportive of our efforts. She said that it would be better if we had our efforts coordinated. She mentioned that Tony Torres suggested that northern Illinois needed a booth.

Steve Miller said that IML was a good conference to meet with representatives around the State. He thought that the Rural Health conference was not as productive. He thought that the county engineers might be a good conference to attend.

Barb Stiehl said that IML gave us a reduced rate last year so she would check on signing up for that conference.

Steve Miller asked for a correction in his listing on our contact list. He said that he would help with the booth at IML

4. Training Committee

a. After-Action Report

(See Discussion under Operations Committee)

b. Training Session—Highway Incident Management Training

There was no additional information about the training session.

c. Annual Conference

Keith Watson wanted to provide training for duty officers at the conference and on a regional level so we have a core of people who could serve as Duty Officers. He asked for another breakout session to discuss the response in Northern Illinois to discuss lessons learned.

Betty Harrison suggested contacting agencies involved in the 2011 response to see if they might like to participate in a panel discussion.

Sharie Tinsley said that one session could be filled with the lessons learned from the recent responses.

Discussion followed regarding whether Duty Officer training or requesting assistance would be a better session.

Keith Watson suggested slotting the orientation program for the session.

Sharie Tinsley suggested adding the Duty Officer training on Tuesday following the Highway Incident Management Training.

Sharie Tinsley discussed the lineup for the 2012 Annual Conference. She mentioned that she was looking at certification and professional education credits.

She added that she had contacted the Public Works Director at Joplin, Missouri to see if he would be available.

Barb Stiehl said that she would be meeting with ILEAS about putting the registration on the website.

Don Wenzel asked about elections.

Barb Stiehl said that the elections would occur during the General Business Meeting.

Betty Harrison said that the meeting was moved to the morning to have members present.

Sharie Tinsley said that individuals would note their lodging needs on the registration, but they would need to contact the hotel to make reservations.

- d. Training Needs Survey**
- e. Training Schedule**
- f. Training Funding**

Larry Lux recommended that a survey be completed to determine what type of training was needed by IPWMAN members. He said that after the survey was completed, a curriculum should be developed all of the members. He suggested developing a training schedule and finding a funding source to provide to our membership. He said that we could work with ITTF, IEMA and other sources to develop funding sources and schedules. For example, he mentioned that funding for overtime hours on Saturdays might be available through ITTF if a program was developed. He said that an organized training schedule made it easier to receive funding.

Barb Stiehl mentioned that Keith Watson and Tony Torres were working on an outline for training.

Larry Lux suggested that NIMS or ICS training might be needed.

Keith Watson was concerned that the Operations Committee had done most of the training. He would like to see more training come from the Training Committee. He felt that the training

helped with networking. He wanted to thank Sharie Tinsley for all of the work that she had done.

Barb Stiehl mentioned that even in the member agencies it was difficult for field employees to receive training for ICS 100, ICS 200 and ICS 700 courses other than on-line. She mentioned that it was difficult to coordinate the training with computers and staff.

Larry Lux said that he could help IPWMAN with booth space for the 2013 APWA International Congress. He suggested that IPWMAN submit a request to present at the APWA 2013 Congress. He extended a welcome to member agencies to attend. He mentioned that there might be tickets available to view the floor exhibits. He added that APWA was looking at shuttle service for those who used Amtrak or other forms of mass transportation to come to Chicago.

Don Wenzel suggested that IPWMAN sponsor some of the training already available. He recommended sponsoring FEMA or IFSI training.

Barb Stiehl mentioned that she had sent information about training available through ILEAS and IFSI.

Keith Watson said that IPWMAN needs to sponsor that type of training.

Betty Harrison said that she would be in contact with the Training Committee Chair to get this going.

5. Membership Committee

a. Website

Barb Stiehl said that the web site was down at the moment. She said that she would be meeting with the web administrator to discuss the members' only section and conference registration. She said that the members' only section might also be made available for those ad hoc and retired members.

b. Membership Roster

Barb Stiehl reported that she had been trying to update the membership roster as best as possible and urged members to submit any changes to her as soon as possible since this list was used to assist and respond to emergencies. She said that she had narrowed the list down so that only seven e-mails had been returned.

Keith Watson said that would be the most crucial part of the web site was to get the contact information populated.

Barb Stiehl asked that information was to be distributed to our members.

c. Membership (Building Inspector/Structural Engineer)

Mike Hall discussed meetings with IEMA and the Capitol Development Board regarding response to earthquake or any disaster resulting in building evaluation. He mentioned that the under EMAC, the Capitol Development Board is responsible for building evaluations during emergency response. He said that Lisa Mattingly from the Capitol Development Board established a committee of Structural Engineers of Illinois, Code Administrators, and Illinois Society of Professional Engineers to develop an emergency mobile team for building evaluations. He said that most of their organization and structure emulated IPWMAN documents. Mike Hall asked if it was possible for this group to become part of IPWMAN or to talk to them about starting an organization. He asked if a municipality is a member of IPWMAN, would the building inspectors in that municipality be a responder.

Barb Stiehl mentioned that Mayors, Board Chairs and Township Supervisors authorize the public works agencies to participate in IPWMAN.

Keith Watson said that some municipalities building inspectors were in public works agencies and some were not.

Mike Hall said that the organization might want to approach IPWMAN to share structure and the call system without having to set up a separate group.

Keith Watson said that the call-out system might be something they could work out with SEECOM.

Mike Hall said that there was an on-call list of structural engineers, but no mechanism to contact them.

Barb Stiehl recommended that they contact SEECOM to discuss a call-out program.

Mike Hall said that they would most likely be called as a State asset.

Keith Watson wondered if IEMA might want to work something out with SEECOM. He said that it would require a separate phone number and a contact person to coordinate the call-out.

Don Wenzel remarked that they might follow a structure similar to public health since that deals with public/private responders.

Mike Hall asked if IPWMAN representatives could talk to them to discuss what might be possible.

Barb Stiehl recommended that they let us know when they are meeting and we will send representatives to meet with them.

6. Nominating Committee

Betty Harrison said that members were needed on the Nominating Committee but that they had to be from a region where board members were up for election.

Betty Harrison, Gary Holm, Don Wenzel, Keith Watson, and Bob Tyler agreed to serve on the committee to nominate Directors from Regions 2, 7 and 9. She said that Toby Rinehart and Steve Miller had agreed to serve another term from Region 9; Bob Scott and Dennis Schmidt had agreed to serve another term from Region 7, and Dan Davies had agreed to serve from Region 2. Betty said that she would contact Richard Westmoreland to see if he was willing to serve from Region 2. She added that Region 11 needed an additional Director and Ryan Buckingham was a Director from that region; Region 6 needed an additional Director and Tom Casson was representing that region and Region 8 had one member agency, the City of Troy so IPWMAN was looking for a Director to represent that region.

Keith Watson asked about requiring Directors to attend meetings.

Betty Harrison said that the requirement was part of the letter to be sent to new directors.

E. Other Business

Betty Harrison mentioned that the Iowa APWA asked to have a representative from IPWMAN talk to them about our organization.

Ed Markison reported that he had been asked to present at the Iowa meeting and asked for permission from the Board of the Directors to present.

Betty Harrison suggested talking to Ken Miller about the work that he was doing on a national level.

Don Wenzel asked if he was asking for travel reimbursement.

Ed Markison said that the Iowa APWA was sponsoring him.

Don Wenzel wanted to thank Ed and the McHenry County Department of Transportation for their assistance during the Northern Illinois response. He mentioned that Ed would be a great spokesperson for the organization.

F. Adjourn

Don Wenzel moved to adjourn the meeting.

Gary Holm seconded the motion.

The motion to adjourn was approved by the members present. The meeting adjourned at 12:34 p.m. The next meeting will be held on Tuesday, October 23, 2012 in Bloomington, Illinois.