



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

Members Present: Chris Isbell, Stephenson County, President
David Bloodworth, City of Carterville, Region 11 Board Member
Bob Tyler, City of Peoria
Ken Miller, Village of Mundelein, Vice-President
Betty Harrison, Village of Wauconda, Region 4 Board Member
Dan Smith, IEMA
Geno Koehler, IDOT
Tom Kordy, IDOT
Steve Miller, City of Effingham, Region 9 Board Member
Toby Rinehart, City of Flora, Region 9 Board Member
Bob Scott, City of Danville, Region 7 Board Member
Dennis Schmidt, City of Champaign Region 7 Board Member
Walter Burnett, City of Macomb, Region 6 Board Member
Barb Stiehl, City of Urbana, Secretary/Treasurer

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. David Bloodworth moved to approve the minutes. Toby Rinehart 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 December 10, 2009 was \$13,800.31. Expenditures for the period of October 19, 2009 to December 10, 2009 were \$3,236.39; revenues were \$4,810.

Geno Koehler moved to accept the Treasurer's report.

David Bloodworth 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 reported that the balance in the petty cash fund was \$33.76. She asked the Committee to approve moving money from the general fund to bring the petty cash fund back to \$200.

Dan Smith moved to replenish the petty cash fund to the amount of \$200.

Chris Isbell amended the motion to allow the Secretary/Treasurer to replenish the petty cash fund to \$200 every month.

David Bloodworth seconded the motion.

The motion was approved by unanimous voice vote.

E. Committee and Board Assignment

1. Board Assignments:

Chris Isbell stated that the vacancies on the board would be filled at the next meeting in February.

Barb Stiehl said that the Secretary of State's Office requested a list of officers to be filed by December 31, 2009. She said that she would submit the current list of officers as was approved by the Interim Board of Directors at its October 21, 2009 meeting.

2. Committee Assignments:

Chris Isbell presented committee assignments. Each member is asked to submit the name of a representative who will represent their agency on their appointed board. He added that new agencies will be added to the committees as they join. Mr. Isbell will send an e-mail with a list of responsibilities for each committee.

2010 STANDING COMMITTEE ASSIGNMENTS

Finance Committee: Walter Burnett, City of Macomb (co-chair); Barb Stiehl, City of Urbana (co-chair)

City of Aurora, Village of Coal Valley, City of DuQuoin, City of Effingham, Freemont Township, City of Geneseo, Macon County, Village of Manhattan

Ex Officio: ILEAS

Operations Committee: Keith Watson, Village of Bartlett (chair)
City of Moline, Village of Mundelein, Town of Normal, Village of North Utica, Village of Ogden, City of Peoria, Blackhawk Township, City of Champaign, Franklin County, Village of Gurnee, City of LaSalle
Ex Officio: IEMA, IESMA, MABAS, IDOT, ILEAS

Training: Vacant (chair)
Village of Bannockburn, Village of Bartlett, Village of Bedford Park, City of Carterville, City of Decatur, City of Flora, Village of Milan, Village of River Forest, Village of South Elgin, Stephenson County, Tazewell County
Ex Officio: IDOT, MABAS, ILEAS, IEMA, IESMA

Membership: Tony Torres, Village of Bolingbrook (chair)
Village of Barrington, Village of Batavia, City of Danville, Village of Hanover Park, Village of Hoffman Estates, City of Pekin, City of Rolling Meadows, Waddams Township, Williamson County, Village of Woodridge

Management: Vydas Juskelis, Village of Villa Park (chair)
Village of Bridgeview, City of Geneva, Village of Libertyville, Village of Lindenhurst, Village of Long Grove, City of Palos Heights, Village of Round Lake Beach, Village of Wauconda, Village of West Dundee, Winnebago County

F. Report of Standing Committees

1. Operations Plan Committee:

Keith Watson submitted a report for the Operations Plan Committee which was read into the minutes.

**IPWMAN
Operations Committee Report
December 10, 2009**

The Operations Committee has not met since prior to the Annual Meeting. The Operations Plan is being updated to address corrections and comments sent to me. Once committee membership for the current year is established, I'll set up a meeting to determine our goals for the year.

I attended a meeting of the ITTF Validation Exercise Sub-Committee on November 17th 2009. The committee is currently planning an exercise to validate MABAS HAZMAT teams in April of 2010, as well as a larger scale exercise in October of 2010. They've asked for IPWMAN involvement on the committee. The following are a few highlights of the meeting:

- IPWMAN will have no direct participation in the April exercise. We will be able to have several of our members act as observers to the exercise. This will give us some familiarity with what goes on during an exercise.
- IPWMAN will be able to participate in the October exercise. We will need to determine what function we want to exercise. I would suggest starting with our communications function, getting a message through the call center, to a resource coordinator, and to a responding member. Concept planning for the October exercise will begin in January.
- The committee will work with IEMA to have the Homeland Security Exercise and Evaluation Program (HSEEP) course offered to committee members who have not taken it. I'm working to get space for interested IPWMAN members as well. I'll keep everyone informed as to when it will be offered.

Involvement in this committee will be an exceptional opportunity for IPWMAN. We'll have a chance to begin working the bugs out of our Operations Plan. This will also show members of organizations like MABAS and ILEAS that we're here and ready to help. The next meeting of the ITTF Sub-Committee will be in January of 2010. I'll keep everyone informed as we move forward.

Respectfully Submitted,
Keith Watson, Chairman
IPWMAN Operations Committee

It was mentioned that there would be a training exercise at the Illinois Fire Service Training Institute on April 7 and 8, 2010 that any interested party could observe. The IFSI is located on Gerty Drive in Champaign.

Tom Korty mentioned that the Illinois Department of Transportation (IDOT) will offer training for public works agencies through the Illinois Terrorism Task Force (ITTF) Transportation Committee.

Dan Smith stated the Homeland Security Exercise and Evaluation Program (HSEEP) training is available to train individuals on how to develop training exercises. He recommended going to the Illinois Emergency Management Agency's web site to find out when and where the training sessions will be held. He added that this training helps agencies when they prepare After Action Reports following an actual emergency response. He added that the October exercises planned by ITTF would be better for public works since it is a full-scale exercise.

Chris Isbell said that MABAS would like IPWMAN members to have training to assist special units.

2. Planning Committee

a. Annual Meeting

Barb Stiehl reported that revenue from the annual conference exceeded expenditures by approximately \$900.

Chris Isbell said that the Planning Committee needed to look at sites for the next meeting that would be centrally located.

Geno Koehler said that the University of Illinois might be able to coordinate registration since Monica Risse was no longer at IDOT. He suggested contacting Dave King at the U of I to explore that possibility.

3. Management Committee

a. Policy and Procedure Manual

Betty Harrison said that she has submitted policies and procedures and made the changes suggested by those who responded. She said that she would change the policy for the Finance Committee to include the Secretary/Treasurer as a chair of the committee to reflect the by-laws.

Barb Stiehl said that we currently have one signatory on our checks instead of two as stated in the draft policy.

4. Finance Committee

a. Budget

1. ITTF Funding

Chris Isbell submitted a request for a seat on the ITTF Transportation Committee for IPWMAN and budget request for \$800,000 to the ITTF Transportation Committee for the following:

Call Center	\$100,000
STARCOM Radios	450,000
Credentialing	70,000
Training	20,000
Web Site	10,000
Command Trailer	150,000

Chris Isbell said that all but the request for the command trailer was approved. He was told by the Chairman of the ITTF, Mike Chamness, that there were sufficient numbers of command trailers available throughout the state. He added that if IPWMAN needed a trailer, all they had to do was to ask for one and it would be provided.

Tom Kordy said that IDOT would allocate the money to IPWMAN. He added that since IPWMAN was now part of the training committee, money could be dispensed for training.

Mr. Isbell said that he would prepare lists of items to request when a unit was deployed. He added that the \$70,000 for credentialing would come from the IT Committee of the ITTF, but the rest would come from the Transportation Committee. This would include issuing SMART cards to each agency after background checks and finger printing took place. Once two people from each agency are credentialed, they can verify other representatives from his/her agency as they report to request for assistance.

Chris Isbell stated that Jim Page from the Illinois Law Enforcement Alarm System (ILEAS) will mentor IPWMAN as they work with grant money. He added that the Executive Committee of IPWMAN will meet with Mr. Page in February to discuss the procedures for receiving grant money.

Ken Miller said that the number to call if requesting assistance is **847.968.4600**. He added that discussions with JULIE will continue.

The Finance Committee will prepare a budget for approval at the February meeting.

5. Membership

a. Membership Status of IPWMAN Agencies

Barb Stiehl said that she was preparing a list of member agencies with contact information. She added that since some of the information was personal, such as home phone numbers, she did not want to distribute the information in a mass e-mail.

Bob Scott recommended placing information about contacting each agency, not the individuals, on the website.

Barb Stiehl reported that IPWMAN had 56 member agencies.

b. Mass Mailing

Barb Stiehl said that she would prepare a mass mailing to go to each member agency with an invoice for 2010 dues, resource lists, member agencies list, vinyl window stickers and other items.

c. Applications for Non-governmental Agencies

Chris Isbell recommended that the Membership Committee develop a form for non-governmental agencies to complete and that each agency list whether it can provide a service or serve as support for IPWMAN.

Tom Korty said that it would be helpful to have consultants on-file in different regions to help with disasters.

G. Unfinished Business

1. Meeting Calendar

A meeting calendar was approved for 2010.

**BOARD OF DIRECTORS
2010 MEETING CALENDAR**

The IPWMAN Board of Directors meets on the Wednesday before the third Thursday of the even-numbered months.

Date	Location
Wednesday, February 17, 2010	Effingham
Wednesday, April 14, 2010	Carterville
Wednesday, June 16, 2010	Bolingbrook
Wednesday, August 18, 2010	Macomb
Day Before Annual Conference, October 2010	TBD
Wednesday, December 15, 2010	Danville

The IPWMAN Committees meet during the odd-numbered months at times agreed upon by the committee members.

H. Presentations

Bob Scott discussed a presentation that he gave in the Peoria area. He mentioned that the presentation tells why an agency should become a member. He will pursue making copies and possibly producing it as a video.

I. New Business

Chris Isbell urged member agencies to consider representing IPWMAN on the Illinois Terrorism Task Force Committees. He asked each agency to consider this opportunity and letting him know what committees were of interest to them.

Travel reimbursement will be discussed at the February meeting.

CERT program and IPWMAN coordination will be discussed at the February meeting.

J. Information Sharing

Barb Stiehl mentioned that ILEAS had asked IPWMAN to organize a break-out session for their conference that would include public and private utilities and how they respond to emergencies. The conference will be held at the Crowne Plaza in Springfield from February 28 through March 2, 2010. The break-out session is scheduled for Monday, March 1, 2010.

K. Adjourn

A motion to adjourn was made and seconded.

The motion passed by voice vote.

The meeting adjourned at 1:45 p.m. The next meeting will be held on Wednesday, February 17, 2010 at 10:00 a.m. at the Effingham Fire Station, Effingham, Illinois.