



**Illinois Public Works Mutual Aid Network  
Board of Directors Meeting  
December 15, 2011  
Danville, IL  
10:00 a.m.**

**Members Present:** Bob Scott, City of Danville, Region 7 Board Member  
Tony Torres, Village of Bolingbrook, Region 3 Board Member  
Ken Miller, Village of Mundelein, Vice President  
Geno Koehler, IDOT  
Walter Burnett, City of Macomb, Region 6 Board Member  
Betty Harrison, Village of Lake Zurich, Region 4 Board Member  
Keith Watson, Village of Bartlett, Operations Committee Chair  
Barb Stiehl, City of Urbana, Secretary/Treasurer  
Ryan Buckingham, Franklin County, Region 11 Board Member  
Sharie Tinsley, IDPH  
Toby Reinhart, City of Flora, Region 9 Board Member  
Steve Miller, City of Effingham, Region 9 Board Member  
Don Wenzel, Village of Rolling Meadows, Region 4 Board Member  
Dennis Schmidt, City of Champaign, Region 7 Board Member

**A. Call to Order:**

The meeting was called to order by Vice-President Ken Miller at 10:01 a.m.

**B. Roll Call/Introductions:**

Roll was called.

**C. Minutes of Previous Meeting:**

Barb Stiehl reported that Roger Lauder from IEPA was omitted from the list of attendees in the minutes. Dennis Schmidt moved to approve the minutes as amended. Betty Harrison seconded the motion. The minutes of the October 28, 2010 meeting were approved as corrected by unanimous voice vote.

**D. Report of Officers:**

**1. President's Report:**

**a. Call Center**

Ken Miller discussed the status of the call center for IPWMAN. Chris Isbell has been notified by ITTF Chairman, Mike Chamness that there is movement towards one call center for all statewide emergency response organizations. Logan County volunteered to host this center at no charge. At this point, it was recommended that IPWMAN continue with the SEECOM agreement to ensure the continued operation of a call center.

**b. Radio Purchase**

Ken Miller mentioned that IPWMAN has authorized the purchase of 60 Motorola APX portable radios for its members' use. Eighteen of these radios will be located in the northern region, eighteen in the central region and eighteen in the southern region. Six will be assigned to the leadership team.

**2. Treasurer's Report**

Barb Stiehl presented the Treasurer's Report. She mentioned that there are a few bills outstanding from the conference in the amount of approximately \$1,000. For the period from October 26, 2010 through December 15, 2011, revenues totaled \$825; expenditures totaled \$7,917; the current balance was \$23,774.

Dennis Schmidt moved to accept the Treasurer's Report.

Bob Scott seconded the motion.

The motion passed by voice vote.

**E. Report of Standing Committees**

**1. Operations Committee:**

**a. Update on Call Center**

Keith Watson discussed the status of the agreement with SEECOM. He mentioned that Logan County had volunteered to host a call center, but that there was no information about when or if it would be functional in the near future.

Jim Page said that Logan County would not be a call center for ILEAS and that he doubted if it would be for MABAS. He said that Logan County would be a call center for other statewide emergency response agencies.

Ryan Buckingham said that Logan County would be the point of contact for the Emergency Management Agencies so that all assets would go through Logan County.

Tony Torres said that he thought we should continue our plan to enter into an agreement with SEECOM since it is ready to go if approved.

Walter Burnett suggested including an escape clause of 60 days in the agreement in case there was a need to dissolve the agreement.

Keith Watson said that he was waiting for recommendations to go ahead.

Jim Page suggested that Mick McAvoy review the agreement to make sure that the agreement has language that the State would approve.

Tony Torres asked if Mundelein would extend its agreement to host IPWMAN's call center.

Ken Miller said that they would be willing to do it for a little while longer.

Keith Watson said that he would have ILEAS and Jerry Dietz review the agreement and then he would make any changes.

Mick McAvoy asked if there had been any discussions regarding costs for additional services.

Jim Page said that IPWMAN needed to talk to Mike Chamness to make sure that he knows what is needed.

Keith Watson asked if the communities that created SEECOM could be exempt from membership dues as part of the arrangement with SEECOM.

Ken Miller said that it would be easier if SEECOM adjusted their rates to reflect the costs to their members and they decide how to pay those agencies. He did not want to set a precedent that would involve IPWMAN waiving fees and/or dues.

Dennis Schmidt moved that the communities that created SEECOM be reimbursed for the use of the call center.

Betty Harrison seconded the motion.

The motion was approved by voice vote.

## **2. Management Committee:**

The Management Committee has no items to report.

**3. Finance Committee:**

**a. 501 (c) 3**

Walter Burnett reported the 501 (c) 3 application for tax exempt status was ready to go.

Walter Burnett moved for the Board to authorize the Secretary/Treasurer to sign the document and send it to the Internal Revenue Service for their review.

Tony Torres and Betty Harrison seconded the motion.

The motion was approved by voice vote.

**b. 2011 Budget**

Barb Stiehl presented the 2011 Budget for approval.

Don Wenzel asked if ITTF denied some of the funding it had already allocated to IPWMAN.

Jim Page said that the Federal budget for 2011 had not been approved yet, but that the requests were being prioritized.

Geno Koehler said that the money given to IPWMAN can be carried over if we ask for an extension. He said that many of the agencies will ask for annual maintenance for programs already in place. He said that approximately \$24 million of the \$32 million allocated will be used for maintenance.

Ken Miller suggested that we vote on our proposed budget and then adjust it if we need to make any changes.

Walter Burnett suggested that IPWMAN consider an increase in the membership dues for the next budget. He said that we would need to let the membership know what the increase would cover. He added that IPWMAN would need to sustain its operation without depending upon grant money.

Jim Page said that both ILEAS and MABAS have struggled with the economics of operating an emergency response agency. He said that working together might be a possible way to use funds more efficiently.

Sharie Tinsley suggested that if dues were to be increased, then the membership should be notified at least 60 days in advance and that it should include information about what the increase would cover.

Ken Miller asked for a motion.

Don Wenzel moved to approve the budget for 2011.

Bob Scott seconded the motion.

The 2011 Budget was approved by voice vote.

**4. Training Committee:**

Sharie Tinsley said that the Training Committee is planning to have a calendar with training locations available at the beginning of the year.

**5. Membership Committee:**

Tony Torres said that he had presented to the Cook County Highway Commissioners. They had asked if they could join as a group.

Barb Stiehl said that they had to join as individual agencies since the group could not make decisions about the individual agencies.

Tony Torres presented to the Suburban Public Works Directors on December 13. He will present on February 10, 2011 to the Recreation and Park District Association.

Bob Scott will present to the AWWA in Springfield in March.

It was suggested that IPWMAN set up a booth.

Walter Burnett said that he would be willing to help.

Tony Torres said that he would be stepping down as chair of the Membership Committee. He said that he would like to help with training and the annual conference.

Sharie Tinsley said that there would be a UIC Rural Health Institute conference in Effingham in March.

Steve Miller said that he would be willing to help promote IPWMAN at the conference.

Sharie Tinsley mentioned that the Public Health Preparedness conference would be held in Lombard in June. She added that the conference would be a good place for IPWMAN to present. She said that she would forward exhibit information to Chris Isbell and Barb Stiehl for those conferences.

Tony Torres said that the Membership Committee will discuss the website information at its meeting in January.

Jim Page said that ILEAS is working on a Memorandum of Understanding.

Mick McAvoy said that it should be done by next week.

**G. Unfinished Business**

**1. Changes to the Position of Secretary/Treasurer**

Barb Stiehl brought up the possibility of separating the office of Secretary/Treasurer into two offices. She mentioned that when the organization had few members, the combined office was practical. As the organization has grown, it would be wise to consider two positions to handle the financial and administrative aspects of the organization.

Walter Burnett said that the financial bookkeeping could be delegated to another person.

Sharie Tinsley said that duties could be given to an administrative assistant who could handle mailings and membership updates. The position could be overseen by an administrative committee.

Jim Page said that it is difficult to have volunteers do the work in addition to doing their full-time jobs. He said that it might be possible to hire personnel to do the work and pay part of the salary with grant money.

Discussion will continue at a later date.

**2. Approval of the 2011 Board of Directors Meeting Calendar**

It was suggested that the rotating locations for the meetings be switched so the next meeting would be in Bloomington followed by the April meeting being held in Bolingbrook.

Dennis Schmidt moved to approve the calendar as amended.

Betty Harrison seconded the motion.

The calendar was approved by voice vote.

**H. Sharing Information:**

Geno Koehler asked for feedback on the conference. He asked for thoughts about having the combined conferences.

Sharie Tinsley thought it went well.

Barb Stiehl suggested that the IPWMAN conference be held on one-day instead of two half-days.

Tony Torres suggested that the site of the conference be rotated between Bloomington and a northern location.

Jim Page discussed the radio purchase. He said that Chris Isbell and Dave Dato, Chair of the ITTF Communication Committee, have been working to purchase radios. He said that the cache of radios would be housed in the 3 ITEC trailers. He added that the Communications Committee would work out an agreement with each agencies to make sure that they insurance.

Ken Miller said that he was nominated by Larry Lux to serve on a national committee for APWA to implement a national mutual aid program for police, fire and public works.

Geno Koehler said that IDOT was hosting Traffic Incident Management sessions in 2011.

## **I. Adjourn**

Dennis Schmidt moved to adjourn.

Bob Scott seconded the motion.

The meeting adjourned at 12:00 p.m.

The next meeting will be held on Wednesday, February 15, 2011 at 10:00 a.m. in Bloomington, Illinois.