



**Illinois Public Works Mutual Aid Network**  
**February 23, 2017 at 11:00 a.m.**  
**Bloomington Government Center**  
**115 E. Washington St., 3<sup>rd</sup> Floor**  
**Bloomington, IL 61702-3157**

## **BOARD OF DIRECTORS MEETING**

---

**Present:**

Don Wenzel, City of Rolling Meadows, President  
Ed Markison, McHenry County, Region 3, Vice President  
Mark Doerfler, Wauponsee Township, Region 3, Secretary  
Vince Kilcullen, Village of Algonquin, Region 3  
Vydas Juskelis, Village of Villa Park, Region 4  
Tom Casson, Menard County, Region 6  
Ed Andrews, City of Washington, Region 7  
Dan Bowman, City of O'Fallon, Region 8  
Sarah Harbaugh, IPWMAN Executive Assistant

**Present by Phone:**

Howard Killian, City of Elmhurst, Treasurer  
Betty Harrison, Lake Zurich, Past President  
Marcy Leach, City of Rockford, Region 2  
Gary Holm, City of Batavia, Region 3  
Dennis Schmidt, City of Champaign, Region 7  
Ryan Buckingham, Franklin County, Region 11  
Sean Henry, City of Carbondale, Region 11

Need quorum of 9, 8 present

### **A. Call to Order**

The meeting was called to order by President Don Wenzel at 11:00 am

### **B. Roll Call/Introductions**

Roll was called. A quorum was not present

Don reminded everyone that each physical presence at a board meeting reduces their member agencies bill by \$25.

### **C. Approval of Minutes**

Sarah had questions on October 2016 minutes. She will make updates and present revised minutes for approval at the next meeting.

### **D. Report of Officers**

a. President's Report

i. Executive Assistant Position Update

1. Introduce Sarah

ii. Presentation Requests

1. APWA Chapter Expo

Wed & Thur before Memorial weekend (May 24 & 25)

2. APWA in Peoria – May 3-5/17

3. Illinois Emergency Services Management Association

4. International Association for Emergency Managers

- a. Funding, IAEM will assist with \$500 IPWMAN cover the remainder

Don submitted to their call for speakers has not heard back. Don or the new President should be the speaker. This is being held in Long Beach California November 10-15, 2017. The theme is Navigating a journey with the whole community.

Don was invited and accepted to speak at the ILEAS Annual Conference.

- b. Treasurer's Report

- i. 2017 billing update

-Bills will go out in the next two weeks. To get the IPWMAN credit card Howard needs information from Ed Markison.

-Some mail is still going to ILEAS. Need to do a change of address at the post office for the PO Box. Some items will require a physical address. Those items will go to Howard.

-Howard is finishing up on the 2016 reconciliation. He noted that we are down on membership. Howard is contacting the towns that haven't paid for 2016.

-The PNC card is a cash rewards card. Last year we got back \$300-\$400. The card should be used if possible because of the cash back benefits.

-Howard is going to contact people for an Audit Committee the end of March.

- c. Secretary's Report

- i. 2016 attendance report

Report was passed out for people to check because that is what will be used to credit the agencies membership fees.

- ii. New Membership Additions

1. Village of Arlington Heights

2. Village of Montgomery

3. Village of Homewood

And Wheatland Township Road District

- iii. Conflict of interest forms

1. Need from -- Howard Killian, Marcy Leach, Kent Cox, Ed Andrews, Dennis Schmidt, Jeff Soland, Dan Bowman, Toby Rinehart, Steve Miller, Ryan Buckingham

Please send these in to Mark

iv. Update of moving files from ILEAS to IPWMAN

1. Destruction of files per Sec of State guidelines

Nancy has scanned copies of all of the files. Mark said he reviewed the States policy and we need to keep original signed intergovernmental agreements. Sean Henry can store all of the records in Carbondale. He will work on getting that done. In the future items will just need to be forwarded down to him.

v. The need for IPWMAN Conference Calling ownership

Need to invest in a conference calling system. Mark brought information on Grasshopper. Ryan Buckingham, Ed Andrews and Sarah Harbaugh are checking on different free services. An option that is preferred is having the same call in and pin number every time.

## **E. Report of Standing Committees**

a. Operations Committee (Scott Weber absent)

- i. Update -- Redraft of Illinois Emergency Operations Plan – Ed Andrews

ii. MEOC Update

1. New Tires

Purchased and are on it.

iii. Duty Officer assignments

Scott will get these out. There was only 1 activation for 2016, street sweeper request.

iv. Duty officer training – Doerfler/ Kilcullen

1. Feedback from Conference session

Positive feedback. Need to have ongoing training, maybe a couple of courses throughout the year for the duty officers to stay fresh on their responsibilities.

Website has automated a lot of the work of the Duty Officer. Reports can be generated for the member agencies. Need to have a hands on table top event at least once a year.

It was asked if EOC can remotely look at a current event. Yes, but need to have the proper permissions set up by Tom & Barb.

b. Management Committee

- i. By-law changes ready for Annual meeting

1. Changing Regions from two votes to one
- ii. Reviewing IPWMAN Documents

Incorporation – registered agent is Dennis Schmidt 6/18/14. Per state website IPWMAN is not in good standing. Need to get that fixed. Didn't vote on bylaws because didn't think there was a quorum. All documents need to be reviewed.

  1. Bylaws – Update from Oct, 20016 annual meeting
  2. Operations Plan Review Update
  3. Policy Manual
- c. Membership Committee
  - i. Total Number of Members –  
278(9)
- d. Finance Committee (Howard Killian)
  - i. 2017 Budget  
Was proposed but not sure if it was adopted based on quorum issue.
- e. Training Committee
- f. Nominating Committee
  - i. 2016 Election Update – Barb Stiehl/ Betty Harrison  
Betty Harrison reported. Vote was on Region 4 & 11. Lack of quorum issue. Ryan Buckingham stated that the reason he did not attend board meetings last year was because he thought his term was over. Need to make sure everyone knows their position.
  - ii. 2017 Election
    1. What positions are up for election?  
Region 3, 6, 8
    2. Contact Candidates?

## **F. Other Business**

- a. Illinois Terrorism Task Force Discussion – Juskelis  
Vydas updated everyone on the ITTF. IPWMAN has been given membership under the Transportation Committee. A representative from IPWMAN has been going to the committee meetings and the Meeting of the whole. We have received funding from them in the past for Radios and Laptops. Memberhip in ITTF gives IPWMAN a voice. Vydas has been elected to Vice Chair. He is encouraging IPWMAN to continue it's commitment and participation with ITTF. There are currently 5 people that are from IPWMAN that are representatives at ITTF (Don-for IPWMAN, and Vydas, Tom, Barb and Sean for other agencies)

- b. DuPage Public Works Mutual Aid Discussion – Juskelis  
Vydas is working closely with them. They have new staff that needs to be coordinated.
- c. Naming Regional Director for Region 2 for Vacant Position – Wenzel  
No one has stepped up. Let Don know if anyone is interested.
- d. 2017 Committee Chair and Co-Chair Appointments, who are they – Wenzel  
Scott Weber is Chair of Operations Committee & Kelly Kerr is Chair of Management Committee. Still need chairs for Membership & Technical Committee.
- e. IPWMAN/ ILEAS Admin Contract for 2017 – Update – Wenzel  
Have contract for first quarter 2017.
- f. Website Update – Harbaugh  
Have contacted all the agencies that did not have email accounts. Updated a lot of them but some agencies just don't use email.
- g. Purchase Batteries for Portable Radio Cache Update – Wenzel  
Still trying to figure out what the best batteries are.
- h. General Promotional Items -- Henry  
Sean has been talking with a local vendor. Will have more to report in May
- i. Restructuring Committees – Wenzel  
Scott from City of McHenry is interested in being on a committee or chairing a committee. Don wants to know more where his interests lie to determine the best fit.
  - i. Adding Technology Committee
  - ii. Conference Committee  
Mark appointed Chair of Conference Committee. Don would like to do a survey about committees and interest in vacancies and also information about the conference. Sean has a Survey Monkey account that can be used.
- j. Meeting Dates for 2017
  - i. Thursday, February 27, 2017 – Bloomington Government Center
  - ii. Thursday, May 4, 2017 – APWA Conference, Peoria Civic Center  
10AM
  - iii. Thursday, August 17, 2017 – Bloomington Government Center
  - iv. Tuesday October 17, 2017 IPWMAN Conference Double Tree Hotel, Bloomington
- k. Corporate Memberships – Doerfler  
Memberships/sponsorship
  - i. Cost to become a corporate member

- ii. Specific logo for corporate members

With a date on it so it will encourage the sponsors to renew their sponsorship

- iii. Vince and Mark are attending the Work Truck Show in Indianapolis to try to pick up new sponsors.

There was a lot of discussion about the sponsorships. Nothing was finalized.

# 1. IPWMAN Conference Discussion -- Doerfler

## i. 2016 Conference update

### 1. Attendees

48 agencies, 69 registered, 61 attended day 1, but only 38 communities for day 2

### 2. Costs

### 3. Feedback

## ii. 2017 Conference -- October 17 & 18 2017

### 1. Conference Theme? – Wenzel

### 2. Conference Flow Chart -- attached

Mark is looking for volunteers to chair the different conference committees.

### 3. Speakers, IEMA Director Joseph – Markison

Ed will check with him but noted that it is probably too late to get him scheduled for this year.

### 4. Rearranging the schedule

#### a. One day or two?

#### b. Breakout sessions or large sessions

#### c. Moving the meeting to the first day

##### i. keynote speaker to open the meeting

##### ii. “Dignitary” speakers during the meeting

##### iii. elections during the meeting, swearing in officers before meeting ends?

### 5. Reception – discussion on future reception

#### i. Food and beverage quantity

#### ii. Relocated to a different location?

#### iii. Have something to “do” during reception – going to an event?

### 6. Merging with another group for 2018

There were a lot of discussions about items 4, 5 and 6. Nothing was finalized.

**G. Any additional business**

**H. Adjournment**

Motion was made by Mark to adjourn the meeting at 1:20pm.

Vince seconded the motion.

Voice vote taken. Motion passed unanimously.