



# Illinois Public Works Mutual Aid Network

May 5, 2016 @ 10:00 a.m.  
 Peoria Civic Center  
 201 SW Jefferson Ave.  
 Peoria, Illinois IL, 64602

To participate via conference call:  
 Dial: 1-712-832-8320  
 Access Code: 652763  
 PIN: 3290

## BOARD OF DIRECTORS MEETING

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**Present:** Don Wenzel, City of Rolling Meadows, President  
 Mark Doerfler, Wauponsee Township, Region 3,  
 Secretary  
 Ed Markison, McHenry County, Region 3, Vice  
 President  
 Elias Koutas, Village of Palatine, Region 4  
 Gary Holm, City of Batavia, Region 3  
 Tom Casson, Menard County, Region 6  
 Ed Andrews, City of Washington, Region 7  
 Sean Henry, City of Carbondale, Region 11  
 Vince Kilcullen, Village of Algonquin, Region 3  
 Marcy Leach, City of Rockford, Region 2  
 Steve Miller, City of Flora, Region 9  
 Barb Stiehl, City of Urbana

**Present by Phone:** Nancy Crossman, ILEAS Administrative Assistant  
 Betty Harrison, Lake Zurich, Past President  
 Vydas Juskelis, Village of Villa Park, Region 4  
 Howard Killian, City of Elmhurst, Treasurer

- A. Call to Order**  
 The meeting was called to order by President Don Wenzel at 10:04 a.m.
- B. Roll Call/Introductions**  
 Roll was called. A quorum was present
- C. Approval of Minutes**  
 Motion was made by Gary Holm to approve the minutes of the February 28, 2016 minutes. Ed Markison seconded the motion. Voice vote taken. Motion passed unanimously.
- D. Report of Officers**
  - 1. President's Report**
    - i. Purchase of Promotion Materials**  
 Motion made by Vince Kilcullen and seconded by Sean Henry to approve the purchase of 4000 IPWMAN removable vinyl stickers. Voice vote taken. Motion passed unanimously.
    - ii. Website – Update, Costs and Training**  
 The website is up and running. Don stated that he was very pleased with it. Phase 1 is complete and we are stopping at this point other than making any minor modifications that may need to be done. need to get a proposal for phase 2. Don talked to the web developers regarding the emails and stated that they hope to have the email addresses set up by next week. There is an allotted amount of time for training. Don distributed copies of directions to log in to the website.

**iii. Status of Moving the MEOC**

Per Ed Markison, the paperwork is still being sorted out regarding the MEOC.

**iv. Region 7 Director**

Motion made by Ed Andrews and seconded by Ed Markison to approve the appointment of Dennis Schmidt to the Region 7 Board of Director position. Voice vote taken. Motion passed unanimously.

**v. Oath of office**

Elias Koutas and Marcy Leach took the oath of office.

**2. Treasurer's Report**

Howard Killian reported that checks will be going out tomorrow as he has been having problems with the laptops and Quick Books. Howard also stated that his name is the only name on the checking account and for security reasons there needs to be at least one other name on the account. Don Wenzel stated that he, Ed Markison and Mark Doerfler need to be added. Mark Doerfler stated that he does not need to be added, so only Ed and Don will be added to the account. Howard will work with PNC to get this done. Motion made by Vince and seconded by Elias to approve the addition of Don Wenzel and Ed Markison's names to the checking account. Voice vote taken, Motion passed unanimously. Don stated that the 4 officers, Don W. Ed M. Mark D. and Howard K. should have credit cards. Motion made by Vince and seconded by Gary to approve the issuance of a credit card to the 4 officers. Voice vote. Motion passed unanimously.

**3. Secretary's Report**

**I. New Membership Additions**

Membership currently stands at 263, having signed 9 new members since the last Board meeting. There are a few agencies that have sent in paperwork for membership, however, not all information was received. IPWMAN is still waiting on completion of that paperwork.

**E. Report of Standing Committees**

**1. Operations Committee (Keith Watson)**

The list of duty officers needs to be expanded. Vydas stated that he has gotten feedback from members stating that they would be willing to be on the committee with the proper training. This would be a good opportunity to get all of the duty officer together and do web training and as a follow up have a 2<sup>nd</sup> training session for those members who would like to get involved. Will check with developer to see if they can do a webinar. Also, as part of the conference we should have a section for the website and website training and duty officer training.

**2. Management Committee - (Marty Whitrock)**

All the changes to the bylaws will be brought to the general membership meeting at the conference. Per Mark Doerfler, the changes that we requested last month for each director and executive officer to receive \$25.00 credit towards their agency dues, Marty Whitrock stated that this does not require a bylaw change because the Board has the right to change and assess fees as needed. Motion made by Mark and seconded by Vince to approve that each Board of Directors member, the community that they represent get a \$25.00 per physically attended meeting, that they will receive a \$25.00 credit to their next year's annual dues. That is for quarterly meetings and you have to be physically present to get that credit. Vince seconded the motion. Voice vote taken. Motion passes unanimously.

**3. Membership Committee - (Chris Isbell)**

**4. Finance Committee - (Howard Killian).**

See Treasurer's report

**5. Training Committee - (Don Wenzel)**

IPWMAN has been asked by member agencies to sponsor training. At this point the only training that we are looking at is what will be done at the conference.

**6. Nominating Committee –**

Barb Stiehl stated that until we have a conference date it is hard to the start nominating process. Don has asked the nominating committee to start thinking about a way to recognize the contractor for the website. Don stated that they have done an outstanding job and they have also offered to come to the conference. Mark Doerfler would like to see them sponsor a vendor booth as well. Barb Stiehl stated that the nominating committee only nominates officers and the it is up to the president to nominate other people for awards. Don has asked the Board if they are in favor of recognizing the contractor for the services that they have provided.

**F. Other Business**

**a. Executive Director Position**

Don has asked for a committee to be put in place to talk to Sara Harbaugh or anybody else who may be interested in the Executive Director position. Betty Harrison, Don Wenzel, Gary Holm, Ed Markison and Marty Whitrock have agreed to be on the committee. Don will set something up within the next 2 weeks.

**b. IPWMAN/ILEAS Admin Contract for 2016**

Don Wenzel stated that IPWMAN will need to extend the contract with ILEAS for another quarter, which runs through September. Motion made by Sean and seconded by Ed M. to extend the contract from January 2016 through September 2016. Voice vote taken. Motion passed unanimously.

**c. Conference Booth Space – Volunteers Needed**

**i. APWA Metro Chapter**

Vydas, Don W., Betty, Elias and Howard have all volunteered to man the booth at the APWA Metro conference.

**d. IPWMAN October Conference Discussion**

Barb Stiehl has asked the Double Tree Hotel in Bloomington to hold the tentative dates of October 11<sup>th</sup> and 12<sup>th</sup> for the IPWMAN conference. Don W., Vydas and Mark have made several suggestions as to what breakout sessions, speakers and presentations that would be possibilities for the conference. A conference committee was formed. Barb Stiehl, Vince Kilcullen, Vydas Juskelis, Sean Henry, Elias Koutas and Mark Doerfler have all agreed to be on the committee.

**e. Computer User Policy**

**f. Committee Chairs and co-Chairs Discussion/Assignments**

**g. Bi-Law Changes**

**i. Changing Regions from two votes to one**

**ii. Quarterly reimbursement for meeting attendance**

**iii. Waiving IPWMAN Annual conference fees for sitting board members**

**h. Redraft of IL Emergency Operation Plan**

IPWMAN was invited to participate in the redraft of the IL Emergency Operation Plan. They have been having sessions twice a month in Springfield with IEMA. Ed Andrews has handed out information regarding this.

**G. Adjournment**

Motion made by Sean and seconded by Ed A. to adjourn the meeting at 12:30 p.m. Voice vote taken. Motion passed unanimously.