



Illinois Public Works Mutual Aid Network
October 11, 2016 at 7:00 a.m.
Double Tree Hotel – Ironwood Rm.
10 Brickyard Dr.
Bloomington, IL 61701

BOARD OF DIRECTORS MEETING

Present:

Don Wenzel, City of Rolling Meadows, President
Mark Doerfler, Wauponsee Township, Region 3, Secretary
Tom Casson, Menard County, Region 6
Vince Kilcullen, Village of Algonquin, Region 3
Nancy Crossman, ILEAS Administrative Assistant
Ed Markison, McHenry County, Region 3, Vice President
Dennis Schmidt, City of Champaign, Region 7
Vydas Juskelis, Village of Villa Park, Region 4
Sean Henry, City of Carbondale, Region 11
Betty Harrison, Lake Zurich, Past President
Gary Holm, City of Batavia, Region 3
Elias Koutas, Village of Palatine, Region 4
Howard Killian, City of Elmhurst, Treasurer

Present by Phone:

Need quorum of 9, 12 present

A. Call to Order

The meeting was called to order by President Don Wenzel at 7:08 am

B. Roll Call/Introductions

Roll was called. A quorum was present

C. Approval of Minutes

Motion was made by Vince to approve the minutes of the August 18, 2016 minutes and the October 28, 2015 minutes.

Vydas seconded the motion.

Voice vote taken. Motion passed unanimously.

D. Report of Officers

a. President's Report

- i. Don commended Mark for doing a great job putting together the 2016 conference.
- ii. Road Scholar Training Program - APWA Chicago Metro Chapter is introducing a training program called Road Scholar. This training is similar to IPSI: a certificate program done over a 3 year period geared for public works and street maintenance employees. Don asked the board for their thoughts on sponsoring the event via website advertising and helping with the training.

Motion was made by Vince for IPWMAN to promote the Road Scholar Training Program and help with training.

Ed seconded the motion.

Voice vote taken. Motion passed unanimously.

- iii Radios - Don stated that the batteries for the portable radio caches (12 radios/cache) need to be replaced. \$500 estimate to do this. There is a new rechargeable battery that has a 10 year life and holds a two week charge. They cost \$39 each. The 6 board members should get these rechargeable batteries.

Motion was made by Vydas to purchase the batteries this year.

Tom seconded the motion.

Voice vote taken. Motion passed unanimously.

b. Treasurer's Report

- i. Howard Killian phoned in. Stated that 2016 and 2017 budgets are staying status quo. 2017 does have a bit more expenditures due to the website design. Projected bottom line for 2017, \$98,000. The budget will be voted on for approval at the members meeting tomorrow.

c. Secretary's Report

i. New Membership Additions

Added the following new members since last meeting (Errienna Township, Highland Township, Village of Minooka, Christian County Highway Dept., Village of Schiller Park, Newcomb Township, Village of Peotone and Village of Rochester)

ii. Conflict of interest forms

Mark passed out the forms. Per the bylaws they need to be filled out annually.

E. Report of Standing Committees

a. Operations Committee (Keith Watson) - Not present to report

- i. **Update -- Redraft of Illinois Emergency Operations Plan – Ed Andrews:** Not present to report

b. Management Committee (Marty Whitrock)

Sent report via email to Don Wenzel. Item i below is ready. Don reported that Marty is stepping down as Management Committee chair. Don is looking for a replacement

i. By-law changes ready for Annual meeting

1. Changing Regions from two votes to one

ii. Reviewing IPWMAN Documents

Don reported that the items below will be taken over by the new Management Committee Chair. These documents will go on the member only side of the website when they are finalized.

1. Bylaws

2. Operations Plan

3. Policy Manual

c. Membership Committee - Don Wenzel reported

- i. **244 last year, 271 this year** Don hopes that we will increase our membership by 10% to 300 next year.

d. Finance Committee (Howard Killian)

- i. **2017 Budget** - Will be presented to the membership for a vote tomorrow. Howard requested a membership database to crosscheck for payments due.

e. Training Committee (Don Wenzel)

It was discussed to offer scholarships to training opportunities (IPSI and Road Scholar). The scholarships would be for a member of a member agency. Some specific criteria would need to be developed.

Motion was made by Vince to develop and criteria and then offer 1 scholarship (registration fee) per year for IPSI (recipient decides which session) and 1 scholarship (registration fee) per year for Road Scholar Training.

Ed seconded the motion.

Voice vote taken. Motion passed unanimously.

This needs to be added to budget.

Motion was made by Howard for board members that attend the ISPI or Road Scholar Training to assist in the training will receive reimbursement from IPWMAN for the cost of their hotel at the state rate.

Vince seconded the motion.

Voice vote taken. Motion passed unanimously.

f. Nominating Committee --

i. Election Update – Betty Harrison

Region 4 & 11 Board Member positions have been filled. Still looking for another Board Member for Region 2.

F. Other Business

- a. **Executive Director Position Description** – A new description was presented for Regional Director Positions.

Motion was made by Vydas to accept the new description as presented

Mark seconded the motion.

Voice vote taken. Motion passed unanimously.

b. Naming Regional Director for Region 2 for Vacant Position

c. Hiring of Consultant as Executive Secretary

Motion was made by Tom Casson to extend a 1 year contract to Sarah Harbaugh

Ed Markinson seconded the motion.

Voice vote taken. Motion passed unanimously.

a. IPWMAN/ ILEAS Admin Contract for 2017

Motion was made by Betty to keep contract through the 1st quarter of 2017.

Howard seconded the motion.

Voice vote taken. Motion passed unanimously.

- b. Renewing Website Contract** - renewing monthly maintenance fee (\$288) and hosting fee.
- c. Purchase Batteries for Portable Radio Cache** - approved - see President's report
- d. Promotional Items for Board Members**

Shirts were ordered for Board members. It was discussed to purchase business cards for Regional Directors and Board Members. Need to make them uniform. Vince will work on getting this done.

Motion was made by Vince to purchase business cards for Regional Directors and Board Members. Mark seconded the motion.

Voice vote taken. Motion passed unanimously.

e. General Promotional Items

Mark has blue folders for new members and prospective members, pens (about 10,000), paper pads (only about 25-30 with old logo), pamphlets (has a handful but they need to be updated, Emergency Preparedness Guides (have about 10,000) and lapel pins (with old logo).

Need to update trade/conference display.

Maybe purchase IPWMAN magnets for first responders at events that can be put on cars.

f. Restructuring Committees

i. Adding Technology Committee

ii. Conference Committee

- g. Corporate Memberships** - It was discussed to start working on this for the 2018 conference. Have different level sponsorships with different benefits. Joe, Mark, Sean and Vince volunteered to be on a committee to discuss coordinating this and coming up with a marketing plan. Possible ideas are: putting our logo on sponsor website, advertising in a quarterly newsletter, space at conference.

iii. Cost to become a corporate member

iv. Specific logo for corporate members

- h. MEOC Trailer Update/ Tour** - Trailer is now in the City of Washington and available for community events.

i. Meeting Dates for 2017

v. Centralized location in the state making travel easier

vi. February 24, 2017 -- Thursday - Thursday 2/13/17 Bloomington

vii. May 19, 2017 – Thursday – depending on APWA - May 14, 2017

viii. August 18, 2017 -- Thursday - 8/17/17 Bloomington

ix. 2017 Annual Conference – October 17, 2017

j. **IPWMAN October Conference Discussion** - the agenda for the conference was reviewed.

x. **2016 Conference update**

xi. **Dates for 2017 -**

Motion was made by Mark to approve the 2017 conference dates of October 17 & 18, 2017.

Ed seconded the motion.

Voice vote taken. Motion passed unanimously.

xii. **Merging with another group for 2018**

Possible options are Highway Commissioners (who are having trouble getting attendees during their summer conference), APWA. It was mentioned to overlap the conference with another organization so that there is one shared day and one IPWMAN only day. This would help alleviate the problem of not enough meeting rooms for the board meeting and the annual member meeting.

Mark Doerfler mentioned that he had talked with Township Officials and their insurance company about becoming members in IPWMAN. They have 1700 road districts. There are potential communication issues associated with this.

k. **Committee Chairs and Co-Chair Discussion/ Assignments**

G. Adjournment

Motion was made by Vydas to adjourn the meeting at 8:34am.

Tom seconded the motion.

Voice vote taken. Motion passed unanimously.