

IPWMAN COMMITTEE MINUTES

Wednesday, February 18, 2009, 10:00 a.m. – 3:00 p.m.
Fire Station #5, Community Meeting Room
1900 Rodeo Drive, Bolingbrook, IL 60490

- A. The February 18, 2009, IPWMAN Committee meeting was called to order by Interim President, Rick Marley.
- B. Attendance: Debbie Bright, Keith Watson, Tony Torres, Douglas Knott, Vydas Juskelis, Larry Lux, Nancy Sweeney, Rick Marley, Barb Stiehl, Daniel Smith, Scott Gauvin, Chris Isbell, David VanWy, Betty Harrison, Ken Miller, Chuck DuShane, and Nancy Burrows.
- C. Review and Approval of Agenda
- D. December 17, 2008 Minutes approved.
- E. **Committee & Individual Reports**
 - 1. We are incorporated as of January 21, 2009.
 - 2. Operation Plan Committee Report (Chris Isbell)
 - a. Chris provided an update on the status of the Operation Plan. Debbie will email the Interim Board of Directors the Operation Plan (in pre-final draft form) before the next IPWMAN meeting in March. The Interim Board of Directors will review the Operation Plan and send their responses to Chris.
 - b. Ken Miller will work with Scott Gauvin to develop a standard resources request form.
 - 3. IESMA will be holding a meeting in Decatur beginning April 15 through April 16. Chris will contact Dave Christensen about setting up a board to board meeting for a think tank session.
 - 4. David VanWy from JULIE, Inc. gave a presentation. JULIE would set up a separate database for IPWMAN. There would be a fee involved based on the number of transmissions. A committee was formed to meet with Mark Frost the Executive Director of JULIE to discuss a price structure. Larry Lux, Ken Miller, Keith Watson, Chris Isbell, and Vydas Juskelis will serve on the committee. Tentatively the committee will meet with Mr. Frost on either March 2 or March 5.
- F. **Old Business**
 - 1. Insurance (Barb Stiehl): Please respond to the questions Barb set out by email yesterday so we can have two quotes to review. Barb will check with IML to see if they would insure IPWMAN.

2. Budget Update (Barb Stiehl): Barb opened a banking account with National City. Larry Lux made a motion to buy Quick Books for \$9.99 per month to start with and seconded by Chris Isbell. All members voted aye. Rick Marley declared the motion carried.
3. Membership Packet Update (Barb Stiehl): Barb received three bids. The low bid was \$4,800 for 1,000 membership packets. Nancy Burrows will get a price for printing the tri-fold brochure and get together with Barb. Rick will ask the webmaster in Decatur to reorganize the website and put all the membership information under one tab called membership packet for application.
4. Certificate of Membership Update (Barb Stiehl): Tony prepared a Certificate of Membership. Rick suggested that we print off Tony's Certificate of Membership on a laser printer. Barb requested that an embosser be purchased. Larry Lux moved to allow Barb to have a spending limit of \$100.00 a purchase and seconded by Chris Isbell. All members voted aye. Rick Marley declared the motion carried.
5. Modification to Mutual Aid Agreement Update (Barb Stiehl): Barb will ask Jerry Dietz to send a letter in writing of his explanation for supporting not changing the Mutual Aid Agreement and make it readily available if questions would arise and then the other organization will have to decide if they want to join or not. We could add it to the FAQ list.
6. Marketing Plan (Larry Lux): Larry sent out a copy of the most recent draft with the suggestions people made. Larry led a discussion identifying specific target organizations and agencies.

G. New Business

1. IPWMAN launched as of January 21, 2009.
2. Resource List: We need to talk to Emergency Managers to see what they are doing to maintain a resource list.
3. Adopt Priority Action Plan (Rick Marley): Rick suggested that as the Interim Board of Directors that they appoint the first two representatives from each region as the interim Board of Directors until there is an election and as part of their duty they need to talk to their neighbors. Also, part of their duty will be to serve on a committee.

Committees formed:

Operations: Chris Isbell, Kent McKenzie, Ken Miller, Keith Watson, Lenny Gaghan, Dick Borders, Geno Koehler, Vydas Juskelis

Membership: Nancy Burrows, Nancy Sweeney, Tony Torres, Barb Stiehl, Betty Harrison and Keith Watson.

Management: Tammy Bennett, Larry Lux, Debbie Bright, Vydas Juskelis, and Rick Marley

H. Information Sharing (Around the table)

1. To see a copy of ILWARN Membership Agreement, go to their website at ilwarn.org.
2. Larry: The Task Force and ILEAS have a new online training program called Suspicious Mail Packages and Explosives. Larry passed around information about the Homeland Security Grant Program. Look online for upcoming FEMA training.
3. Debbie spoke with Tammy and Tammy requested help from the Membership Committee with the process of reviewing the applications. The Membership Committee will review the agreement for language and the committee will make a recommendation to the Board. Discussed adding Item #7 to the Checklist addressing the concerns that the applicant is submitting the agreement in its original format. Also discussed adding a contact person or phone number to the Checklist. These items will be discussed at a later date.
4. Tony has given some IPWMAN presentations. Larry wrote a nice article. Tony is waiting on the Council to approve the IPWMAN agreement.
5. Vydas informed the members that Villa Park had signed the IPWMAN agreement. Vydas is targeting a neighboring municipality.
6. Doug Knott's from METRA is training Public Works in first responders for train emergencies.
7. Ken would like to nominate Tammy for an APWA award. Betty will submit a nomination for Tammy.

I. Rick adjourned the meeting at 3:00 p.m.

Next IPWMAN Committee meeting is at the SEOC in Springfield, on Wednesday, March 18, 2009, 9:00 a.m. – 12:00 p.m.