

IPWMAN COMMITTEE MINUTES

Wednesday, March 18, 2009, 9:00 a.m. – 12:00 p.m.
State Emergency Operations Center
2200 South Dirksen Parkway, Springfield, IL 62703

Please follow these instructions to join the meeting
by phone if you are unable to attend in Springfield:

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- A.** The March 18, 2009, IPWMAN Committee meeting was called to order by Interim President, Rick Marley.
- B.** Attendance: Rick Marley, Walter Burnett, Barb Stiehl, Larry Lux, Ken Miller, Vydas Juskelis, Lenny Gaghan, Keith Watson, Tammy Bennett, Chris Isbell, Bob Tyler, Kent McKenzie, Dave Christensen, Dick Borders, and Debbie Bright.
- C.** Review and Approval of Agenda:
1. Change Budget Update (Tammy Bennett) to Treasurer's Report (Barb Stiehl)
 2. Under Item E., #3, Management Committee add: Nominations of positions of liaisons with MABAS, ILEAS and ITTF.
- D.** February 18, 2009 Minutes approved.
- E. Committee & Individual Reports**
1. Operation Plan Committee Report (Chris Isbell, Kent McKenzie, Ken Miller, Keith Watson, Lenny Gaghan, Dick Borders, Geno Koehler, Vydas Juskelis)
 - a. A draft of the Operation Plan was sent out and Chris did receive some comments back. The committee will be working through the comments and should be ready to present a pre-final draft form at the next IPWMAN meeting.
 - b. Barb will get a membership list to Ken.
 - c. Chris, Vydas, Ken and Larry meet with Mark Frost, Executive Director of JULIE, Inc. They discussed the scope of the work and they took a tour of the facility. JULIE will have a draft agreement and a proposal at the follow-up meeting scheduled on March 25, 2009.
 - d. Barb will look into the details of obtaining a toll free 800 phone number.
 - e. Operation Plan Committee Chairman is Chris Isbell.
 2. Membership Committee: Nancy Burrows, Nancy Sweeney, Tony Torres, Barb Stiehl, Betty Harrison and Keith Watson.
 - a. Rick appointed Barb the Chairman of the Membership Committee.

- b. IPWMAN has received agreements from eleven agencies. Two of the eleven agencies have completed the application process.
 - c. Membership committee will continue to process the applications.
 - d. Barb and Tammy will check into the cost of making membership CDs and memory sticks.
 - e. Barb will send out a flow chart on the procedures for processing the applications to the Interim Board Members.
3. Management Committee: Tammy Bennett, Larry Lux, Debbie Bright, Vydas Juskelis, and Rick Marley
- a. Discussion about township dues. Larry Lux made a motion that the dues remain as they are already stated as based on the population and seconded by Tammy Bennett. All members voted aye. Rick Marley declared the motion carried.
 - b. Create a Policy Manual and include a statement on Membership Dues.
 - c. Barb will ask IPWMAN membership for help developing the website.
 - d. Tammy is checking with Jim Page to see if ILEAS can give us a cost to develop a website.
 - e. Ken and Larry will check to see what a web developer service would charge.
 - f. Rick will try to get a membership packet on the website.
 - g. Rick appointed Tammy as Management Committee Chairman.
 - h. Rick asked for a volunteer to serve as the IPWMAN representative at the ITTF meetings:
 - Chris Isbell will be the official representative.
 - Walter Burnett will be the first alternate.
 - i. Chris will meet with Scott Gauvin and find out what the requirements are to set on the SEOC.
 - j. The Finance Committee Chairman is Barb. Walter Burnett volunteered to be on the Finance Committee.

F. Old Business

- 1. Barb should receive a quote within the next two weeks from Wells Fargo for insurance. Barb does have a quote from Diamond Brothers for \$1,500.
- 2. Ken will have Resource Request Forms in draft form ready by April 10, 2009. Ken will email them to Barb and Debbie.
- 3. Tammy and Rick will attend the IESMA meeting at the Decatur Conference Center on April 15, 2009, at 3:00 p.m.
- 4. Ken made a motion to have Tammy serve as the IESMA representative and seconded by Barb. All members voted aye. Rick Marley declared the motion carried.
 - a. Lenny made a motion to have Chris serve as the MABAS representative and seconded by Tammy. All members voted aye. Rick Marley declared the motion carried.

- b. Tammy made a motion to have Barb serve as the ILEAS liaison and seconded by Vydas. All members voted aye. Rick Marley declared the motion carried.
- c. Rick to write an official letter to all agencies appointing liaisons.

G. Barb received an email from Jerry Dietz saying that we should be able to find the information we needed regarding the 501C3 on the Internet. Barb also received an opinion from Jerry Dietz regarding his support for not changing the Mutual Aid Agreement because it is a standard boiler plate agreement. It is the same agreement MABAS uses. Barb will send Jerry’s remarks to Larry.

H. Barb had 900 tri-fold brochures printed and they are available for distribution.

I. Treasurer Report given by Barb:

Previous Balance:	\$5,475.00
Receipts – Membership Dues:	1,350.00
Expenses:	
Brochures	360.40
Larry Lux-Articles of Inc.	100.00
Embossers	83.95
Office Supplies	<u>71.08</u>
Current Balance	\$6,209.57

Vydas Juskelis made a motion to approve the Treasurer’s Report and seconded by Larry Lux. All members voted aye. Rick Marley declared the motion carried.

J. Larry Lux made a motion to purchase a box copy of Quick Books Pro 2009 single license at the best price Barb can get and seconded by Dick Borders. All members voted aye. Rick Marley declared the motion carried.

K. Larry requested that members making an IPWMAN presentation to please let him know where, to whom and when they will be presenting. And after the presentation please let Larry know how many people attended the presentation.

L. Rick volunteered to contact Mike Norris in Springfield to join IPWMAN.

M. Tammy will be updating the Power Point presentation and sending it out for comments.

N. Larry will be updating the schedule of IPWMAN presentations and will send it to Debbie to publish as part of the minutes.

O. Information Sharing (Around the table)

- a. Rick lead discussion about the shortage of money and IPWMAN may want to seek legislative aid. Rick would like to develop a plan of action to legislate for money for a long term solution. We may want to incorporate it into an already

existing program for example IEMA. IPWMAN members need to seek out their legislators and start talking to them.

- b. Tammy will update the Business Plan for our next meeting.
 - c. Barb asked if anyone was interested in purchasing a polo shirt with the IPWMAN logo on it for approximately \$20-\$25. Members also expressed an interest for a hat and a long sleeve denim shirt.
 - d. Larry announced that there are still FEMA courses available. Check on line to see what courses are available.
- P.** Review the list of “Things To Do for Next Meeting”. See attachment.
- Q.** Lenny Gahgan made a motion to adjourn the meeting and seconded by Ken Miller. All members voted aye. Rick Marley declared the meeting adjourned.

Next IPWMAN Committee meeting is a conference call, on Wednesday, April 15, 2009, at 10:00 a.m.