



**Board of Directors Meeting**  
**February 16, 2023, at 10:00 a.m.**  
**Virtual ZOOM Meeting**

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## **Board of Directors Meeting Minutes**

### **A. Call to Order 10:00am**

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

Mark Runyon, Village of Oswego, President  
Ed Markison, McHenry County, Past President  
Gary Holm, City of Batavia, Vice President  
Aaron Howe, Village of Hoffman Estates, Treasurer  
Mark Doerfler, DuPage County, Secretary  
Tim Isley, City of Rochelle, Region 2  
Sam Tesreau, City of Rochelle, Region 2  
Joe Cronin, Village of Lockport, Region 3  
Vince Kilcullen, Village of Algonquin, Region 3  
Kelly Kerr, Village of Hoffman Estates, Region 4  
Graham Strebler, Village of Rolling Meadows, Region 4  
Clifford Frye, Christian County Highway Department, Region 6  
Chris Cougill, Newcomb Township, Region 7  
Dave Clark, City of Champaign, Region 7  
Robert Hancock, City of Troy, Region 8  
Dan Bowman, City of O'Fallon, Region 8  
Jeremy Heuerman, City of Effingham, Region 9  
Brandon Tanner, Johnson County, Region 11  
Sarah Harbaugh, IPWMAN Executive Assistant  
Chris Drey, Village of Romeoville, Operations Committee  
Barb Stiehl, City of Urbana, Nominating Committee  
Colleen Martoccio, Technology Committee  
Dylan Stern, Village of Lakewood  
Austin Creasy, McHenry County  
Chris Lemke, Village of Sugar Grove

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

- a. Board of Directors Meeting – Tuesday, October 25, 2023

*Motion was made by Ed Markison to approve the minutes of the Tuesday, October 25, 2023, Board of Directors Meeting.*

*Vince Kilcullen seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

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

- a. President's Report

- i. APWA Exhibit Booth – Chris Drey and Graham Strebler will be manning the booth on May 24<sup>th</sup> and 25<sup>th</sup>. If anyone else would like to help, please let them know.
- ii. IPSI Spring Scholarships– Mark R. is working on awarding the scholarship. He will make that announcement next week that they were a scholarship recipient for the spring. The fall. information will be coming out soon, and I will get with Sarah to update that on the website.
- iii. Options for retired/non-agency members interested in staying active with IPWMAN
  1. Barb & Elias
    - a. Barb contacted ILEAS to see if they had any information about liability insurance for this situation. They did not because they do not have comparable volunteers. Barb will continue to look into this. Barb will contact Travelers Insurance (IPWMAN’s current carrier) and see if they have any advice.
    - b. SEOC – Barb is still going to SEOC Meetings to represent IPWMAN. She is trying to make sure that we have somebody who's present at those meetings.
  2. Mark Doerfler - Mark is between jobs right now so he is not associated with an agency. Can he still be on the Board? In the past Betty Harrison was in the same situation and she was allowed to carry on temporarily until she got a new position that qualified her to be on the board. The executive board agreed to continue this option for Mark D.

***Motion was made by Gary Holm to motion to continue Mark Doerfler in the role of secretary for the period between now and the next quarterly board meeting.***

***Graham Strebler seconded the motion.***

***Voice vote was taken. Motion passed unanimously.***

- iv. Membership Survey
  1. Mark R. asked if anybody has anything they would like to see on the survey send him an email within next week or so, and then he'll get with Sarah we'll get that taken care of.
- v. Open Positions/Interested Members Introductions - Austin, Chris and Dylan were able to attend the meeting. They gave quick introductions of themselves.
  1. Dylan Stern – Village of Lakewood – Adam and Gary from Lakewood are also interested in getting involved.
  2. Chris Lemke – Village of Sugar Grove
  3. Daniel Juaraz – Village of Libertyville
  4. Scott Normand – Village of Romeoville
  5. Austin Creasy – McHenry County
  6. Chester Gorecki – Village of Arlington Heights
- b. Vice President Report – Gary Holm said he has nothing to report.
- c. Treasurer’s Report – Aaron Howe said he has nothing to report
- d. Secretary’s Report
  - i. New Membership

1. Sarah reported that the new members that have joined IPWMAN since our last meeting are: City of El Paso Village of Forest View and the Village of Plainfield. Johnson Township and the Village of West Chester are on her desk and will be processed.
- ii. New member process
  1. Mark D. contacted the Lawyer from ILEAS along with some folks from IEMA, and MABIS to find out if we need to have ink signatures on our membership agreement. The consensus came back from everyone that the ink signature (wet signature) is a thing of the past. So now, instead of having Sarah mail the packet to Mark Runyon to sign and Mark R. mailing it to Mark D. for signature and mailing the member packet to the new agency, Sarah will insert digital signatures into the documents and send the packet off to the member. She will also email the finished documents to Mark R. and Mark D. along with posting them on the IPWMAN Google Drive.

**E. Report of Standing Committees** – Each committee chair gave a brief description of their committee.

- a. Operations Committee – Chris Drey
- b. Management Committee – Kelly Kerr
- c. Membership Committee – OPEN
- d. Finance Committee – Aaron Howe
- e. Training Committee – Graham Strebler – A duty officer training is being discussed for when the weather gets better.
- f. Social Media Committee – Jeff Ruth – It would be great to get Jeff on the Weather Service reports throughout the state so he can send out information via social media.
- g. Technology Committee – Colleen Martoccio
- h. Nominating Committee – Barb Stiehl/OPEN
- i. Trailer Committee – Vince Kilcullen
- j. Marketing Committee – Barb Stiehl
- k. Conference Committee – Mark Doerfler – Mark is looking at different ideas to reduce the cost of the IPWMAN conference.
- l. APWA Liaison Update – Chris Drey– Chris is trying to work with APWA to see if we can have more involvement.

**F. Old Business**

- a. Website Refresh – Doerfler & Harbaugh
  - i. Proposal review and questions about budget – Sarah reported that the board liked the number 3 version in the proposal. We shared that with Sharp Innovations. They said, that's great. Then Sharp Innovations sent us a monetary proposal of how much it would cost to actually update the website and it is almost \$15,000, with an additional, almost \$10,000 for programming to get new reports and things like that. IPWMAN does have almost a \$5,000 credit so that drops the costs down. We do not have the full cost in the 2023 budget. So we have to decide if we want to do the update and how we want to fund that, or if we can fund it. Aaron said, there are ways we can fund this in the budget.

*Motion was made by Vince Kilcullen to accept the Website development of option 3 with Sharp Innovations Incorporated.  
Cliff Frye seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

Sarah will contact Sharp Innovations and let them know we will be proceeding with the project.

- a. Regional IEMA Director Meetings – All
  - i. Vince went to Region 3 last Friday, and they were talking about the Multi Year Preparedness plan.
- b. SEOC is looking for IPWMAN representatives to attend the meetings to go over the different sections of the emergency response plan for the State of Illinois. Mark D. will try and attend those meetings.
- c. ITTF Full Membership & Critical Infrastructure–Mark Doerfler –
  - i. ITTF Critical Infrastructure committee is focusing on the secured sites for power plants or substation attacks and things like that.
  - ii. A presentation on critical infrastructure was given and the speaker had 2 GIS maps that are out there and available, and Mark D. believes that they're open source. The map gets into details as small as the power poles that carry big power., They are really trying to gain knowledge about all of the critical infrastructure across the State to implement into this map. All the fire stations and train stations are included. ComEd and Ameren provided their information. There is a lot of stuff that's out there that's available for planning, or during response. You could pull up that map and see what sort of things you have in the area.
  - iii. The other big thing is that the ITTF Chair left. Jim Page was appointed to be the ITTF Chair. He is only in that position for one year, because the governor is appointing a Homeland Security Council person, or someone along those lines. Jim's main goal this year is to triple the money that is given to ITTF by the State of Illinois, to offset a lot of the costs of Illinois State mutual Aid. Mark D. is in the process of becoming the Vice Chair of the ITTF Critical Infrastructure Committee. His goal for this is to get more money for IPWMAN. Jim Page said there may be money for IPWMAN to hire a full-time person to assist IPWMAN.

#### **G. New Business**

- d. Senate Bill 249 – Ed Markison
  - i. If passed this bill would be very detrimental to IPWMAN. It discusses prevailing wages for public works employees working outside of their municipality. Everyone needs to reach out to their Senator and let them know that they oppose this bill.

#### **H. Next Meeting Date and Location**

- e. Next Board of Directors Meeting Thursday, May 4, 2023 @ 10:00 a.m. at Peoria Convention Center, Room 209.

#### **I. Adjournment 11:24**

*Motion was made by Vince Kilcullen to adjourn the meeting.*

*Kelly Kerr seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*