



# IPWMAN

ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK

**General Membership Meeting**  
November 16, 2020 at 10:00 a.m.  
Virtual ZOOM Meeting

## General Membership Meeting Minutes

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### A. Call to Order 10:04am

### B. Roll Call/Introductions

A list of the 52 attending agencies can be found in appendix 1.

### C. Approval of Minutes

a. Minutes of October 15, 2019

*Motion was made by Steve Miller, Village of Bolingbrook to approve the minutes of the October 2019 General Meeting.*

*Vince Kilcullen, Village of Algonquin seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

### D. Report of Officers

a. President's Report – Ed Markison – Covid has made this an interesting year. Some of the highlights are:

i. Barb Stiehl was able to make five IPWMAN presentations.

ii. Four board members retired this year: Vydas Juskelis, Dennis Schmidt, Howard Killian, and Tom Casson.

iii. Our first IPWMAN Newsletter was distributed.

iv. We looked into possibly holding a conference in conjunction with the Illinois Department of Transportation (IDOT). We were able to secure a pledge for a grant of \$20,000 from the Illinois Terrorism Task Force (ITTF) to assist with the 2020 conference but relinquished the funds since the conference was cancelled. ITTF promised they will provide those funds next year.

v. We have had many deployments. Most notably was the August 10<sup>th</sup> windstorm which was different from normal deployments in that we didn't get responses to assist at first. The storm was so big that agencies took care of their own agency first then were able to provide support to agencies in need. Elias will speak more about the deployments.

b. Treasurer's Report – Steve Miller presented the 2021 budget. Steve thanked Aaron and Sarah for putting the budget together. The 2021 dues invoices went out earlier this month.

*Motion was made by Sean Henry, City of Carbondale, to approve the 2021 Budget.  
Mark Doerfler, Waupoosee Township, seconded the motion.  
Voice vote was taken. Motion passed unanimously.*

c. Secretary's Report – IPWMAN had 14 new agencies join in 2020.

#### **E. Report of Standing Committees**

a. Operations Committee – Scott Webber – Not Present

b. Management Committee – Kelly Kerr – Kelly had minor changes to the Bylaws and Operations Plan that will get taken care of soon.

c. Membership Committee – Kent Cox – Not Present

d. Finance Committee – Aaron Howe – Proposed budget has been completed. Steve, Sarah and Aaron are getting organized with our new On-line QuickBooks.

e. Training Committee – Elias Koutas

- i. There was a virtual duty officer training on August 28. There were some new faces that participated which is great. The next virtual duty officer training will be held on December 11 at 10:00am.
  - ii. The last duty officer schedule had three people per month. There is the first and secondary duty officer and a shadow was added. The shadow is a person that is learning about overseeing the whole deployment but would like to get some experience being a duty officer.
  - iii. During the derecho windstorm deployment on August 10<sup>th</sup>, Tim Nearing and Elias had six agencies call for assistance. 24 agencies responded. Thank you to those that responded. Approximately \$100,000 of mutual aid was provided during that event.
  - iv. IPWMAN monthly test notifications. On the first Tuesday of every month a test will be sent out by Southeast Emergency Communications (SEECOM). If you are not receiving these please let Sarah Harbaugh know so we can make sure we correct the situation.
  - v. Please let Elias know about any training events that you are aware of or training that your agency is providing. We will spread the word on our website, newsletter and social media.
- f. Social Media Committee – Jeff Ruth – Jeff would like to get pictures from the last events. Jeff would also like to thank the agencies that helped during activations and advertise the amount of aid that was provided.
- g. Technology Committee – Colleen Martoccio – Nothing new to report. The Zoom meeting is going very well especially with as many members we have participating. If we were to go over one hundred participants, we would need to upgrade our plan but that can be done on a month-by-month basis.
- h. Nominating Committee – Betty Harrison – Regional Directors were voted in for Regions 3 (Gary Holm and Vince Kilcullen), 6 (Kent Cox and Cliff Fry) and 8 (Rob Hancock and Dan Bowman).

Gary Holm, Vince Kilcullen and Cliff Fry were sworn into office. President Markison thanked Mark Runyon for filling in as the temporary region 8 director and his role as IPWMAN liaison to Illinois Public Service Institute (IPSI).

- i. Trailer Committee – Vince Kilcullen – One trailer is done. One still needs to be worked on. It is difficult to work on them with COVID.
- j. Conference Committee – Mark Doerfler –
  - i. The 2021 conference will be held in Bloomington. October 18<sup>th</sup> will be the board meeting and the conference will be held on the 19<sup>th</sup> and 20<sup>th</sup>, hopefully in partnership with IDOT.
  - ii. Mark requested that the people that were just elected please sign the oath of office form and send a scanned copy to Mark. Sarah will send the form out via email.
- k. Marketing Committee – Barb Stiehl/Bonnie Woolard – Bonnie has done an amazing job. The newsletter has gone out and hopefully everyone is sharing this information. Bonnie created a short video with the City of Chenoa talking about why it is important to become a member of IPWMAN and the hard lessons learned about not being a member and needing assistance explaining that IPWMAN cannot help in those circumstances. The committee is looking forward to increasing our visibility among counties and townships. Several virtual presentations were given this year. IPWMAN will be giving a presentation to the Illinois Arborist Association next month. IPWMAN is also working closely with the U of I Extension to see if there are ways that we can work with them in their emergency response to get exposure to people that work closely with them.

## **F. New Business**

- a. TOIRMA Status Report – Mark Doerfler – Nothing new to report.
- c. FAST/IPWMAN – Barb Stiehl/Mark Doerfler – The state of Illinois approached IPWMAN about having FAST (a group of structural engineers, architects and building inspectors) partner with IPWMAN. FAST would be a group that the state could deploy to help evaluate structures for safety. Barb and Mark have participated in meetings with FAST. IPWMAN is not convinced that this would be a good fit with IPWMAN. Further discussion ensued.
- d. IESMA/IEMA MOU – Ed Markison – The new Chairman, Don Kauerauf, from ITTF, joined IPWMAN’s October board meeting to better understand what IPWMAN does and how ITTF can help IPWMAN. Per Don’s recommendation, Barb Stiehl and Ed Markison met with Eric Hodges, IEMA Chief of Operations. Eric was very positive about utilizing IPWMAN more in the future. IPWMAN may be redoing this Memorandum of Understanding (MOU) accordingly.
- d. IPWMAN Apparel – Kelly Kerr – IPWMAN apparel is still available on our website. We recently added a few new items. If anyone is looking for something specific to order, please reach out and let us know so we can add it to the website.

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

- a. Next Meeting Tuesday October 19, 2021 at the Bloomington – Double Tree Hotel & Conference Center, Bloomington, Illinois

**b. Adjournment**

*Motion was made by Vince Kilcullen, Village of Algonquin, to adjourn the October General Meeting.*

*Mark Doerfler, Wauponsee Township, seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

Meeting adjourned at 11:14 am

## **Appendix 1**

### **Attending Agencies**

Algonquin, Village of  
Alsip, Village of  
Bannockburn, Village of  
Barrington, Village of  
Bartlett, Village of  
Batavia, City of  
Beecher, Village of  
Bloomington, City of  
Bolingbrook, Village of  
Buffalo Grove, Village of  
Carbondale, City of  
Carol Stream, Village of  
Cary, Village of  
Christian County Highway Dept.  
Clarendon Hills, Village of  
Collinsville, City of  
Decatur, City of  
Diamond, Village of  
Downers Grove, Village of  
Elmhurst, City of  
Flora, City of  
Galesburg, City of  
Hanover Township  
Hoffman Estates, Village of  
Homewood, Village of  
Jackson County Highway Department  
Lake County  
Lake Zurich, Village of  
Lincolnshire, Village of  
Manteno, Village of  
McHenry County  
McHenry, City of  
Monee, Village of  
Morrison, City of  
Niles, Village of  
Oswego, Village of  
Palatine, Village of  
Peoria County Highway Dept.  
Richmond, Village of  
Rochelle, City of

Rolling Meadows, City of  
Schaumburg, Village of  
South Elgin, Village of  
St. Joseph, Village of  
Urbana & Champaign Sanitary District  
Urbana, City of  
Wauconda, Village of  
Wauponsee Township Road and Bridge  
Dist.  
Wilmette, Village of  
Wilmington, City of  
Winthrop Harbor, Village of  
Woodridge, Village of

**November 16, 2020 General Membership Meeting Minutes**

**BOARD PRESIDENT APPROVAL**

**Signature & Date** \_\_\_\_\_

**BOARD SECRETARY APPROVAL**

**Signature & Date** \_\_\_\_\_