



**Board of Directors Meeting**  
February 22, 2024, at 10:00 a.m.  
Virtual

## **Board of Directors Meeting Minutes**

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### **A. Call to Order 10:01am**

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

Zoom

- Mark Runyon, Village of Oswego, President
- Ed Markison, McHenry County, Past President
- Mark Doerfler, IPWMAN Executive Director
- Joe Cronin, Village of Lockport, Secretary
- Vince Kilcullen, Village of Algonquin, Vice President
- Sam Tesreau, City of Rochelle, Region 2
- Bob Rick, Village of Naplate, Region 3
- Lou Leone, City of Harvard, Region 3
- David Koehler, DuPage County, Region 4
- Graham Strebler, Village of Rolling Meadows, Region 4
- Clifford Frye, Christian County Highway Department, Region 6
- Rob Hancock, City of Troy, Region 8
- Jeremy Heuerman City of Effingham, Region 9
- Brandon Tanner, Johnson County, Region 11
- Barb Stiehl, IPWMAN, Nominating Committee
- Chester Gorecki, Marketing Committee
- Chris Drey, Operations Committee
- Jeff Ruth, Social Media Committee
- Chris Lemke, Conference Committee Member
- Mike Way, Kane County
- Andrea Podraza, Village of Batavia
- Amy Ferris, Massac County

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

- a. Board of Directors Meeting – Tuesday, October 24, 2023 (*discussion/vote*)

***Motion was made by Lou Leone to approve the Tuesday, October 24, 2023 Board of Director Meeting minutes.***

***Sam Tesreau seconded the motion.***

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

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

- a. President's Report

- i. Mark. R. reported that he is retiring March 31<sup>st</sup>. He would like to stay involved with IPWMAN.
- ii. IPSI spring scholarship update – Decision will be made soon.

**[www.ipwman.org](http://www.ipwman.org)**

- b. Vice President Report
  - i. Road Scholar/Scholarship Update – One application was received. Decision will be made soon.
- c. Treasurer’s Report
  - i. Budget Update – Aaron reviewed the status of the IPWMAN budget. We seem to be on target. Aaron will share the budget with the board.
- d. Secretary’s Report
  - i. New members – Since last meeting IPWMAN brought on 6 new members

**E. Executive Director Report – Mark Doerfler**

- a. Report to the HSAC
  - i. IPWMAN needs to send a report to them each year. It was submitted. It is an extensive report. That report will be combined with all other reports submitted and then sent to the Governor so that he will have information on how the funds are spent.
- b. Review of HSAC timeline
  - i. Mark shared the funding process with the board. The final budget gets voted on around April 24<sup>th</sup>.
- c. Review of the possibility of adding two part time staff members funded by the HSAC – Mark D. reviewed the funding he is planning on requesting for these positions.
  - i. Central/ South Branch Chief/ Chief Liaison to the SEOC – The SEOC liaison should be associated with IPWMAN. If they are not with an agency, it is worthwhile having them as an employee.
  - ii. North Branch Chief/ Operations Section Chief – Would be worthwhile to budget this position because there is grant funding specifically for items related to Cook County. This person would be highly associated with Cook County.
- d. Update on not-for-profit status, Mutual Aid Agreement changes.
  - i. Tax exempt service – Yes, we can apply for this under the governmental agency portion of IPWMAN vs. the not-for-profit side. The attorney can do this for around \$700 to do this for us. Hotel taxes are not eligible for tax exempt. Local sales tax is eligible, for example, displays, copies, computers, etc.
  - ii. Karl Ottosen attended and reviewed our Mutual Aid Agreement changes for IPWMAN transitioning from a not-for-profit corporation to an intergovernmental entity (IGE). We will need to have all agencies resign the new agreement along with an ordinance also if applicable. Can have the same board of directors on both entities. One is more of a fundraiser and the other is the operational entity. The new IGE will need to have a separate tax ID number. A committee will work together to finalize the new Mutual

Aid Agreement. It will then be voted on by the board in May and sent out to the member agencies for adoption over the summer.

- iii. Karl Ottosen reviewed the bylaws for the IGE. There was discussion on the different membership types and voting privileges. The committee from above will work on this also.
- e. Mission Ready Package for the SEOC – Mark D. completed this package and submitted it to IEMA so if the state wants to send us out as an asset for a deployment, they will know approximately what it will cost. Mark D. reviewed the package with the board.
  - i. “task force” calculator – Mark D. created spreadsheets that allow someone to enter the number of this and number of that and it will auto calculate the costs.
- f. Renaming of IPWMAN Response Teams – Mark D. renamed the teams to a descriptive name vs. a letter or number.
  - i. Survey to be sent to members asking which teams they can respond with
- g. Odin’s Dawn Update – Mark D. discussed all the different meetings, planning and safety strategies that are being implanted.
- h. GIS project – David Koehler discussed a new project that is being worked on that will assist people on a deployment. It currently is meant for a Hurricane disaster deployment, so it is getting adapted for our Illinois type of deployments.
- i. GIS statewide project – MABAS showed Mark D., David Koehler and Mike ?? their GIS program. The idea came up to have all of the disaster groups on one subscription, so everyone’s data is available to everyone else (MABAS, ILEAS, IPWAN, etc.)
- j. BOX.com – Shared drive like One Drive. It will be used so IPWMAN board members can access files easily regardless of email provider. IPWMAN tried using Google applications but people encountered problems if they did not have a Gmail account.
- k. Presentation at the IESMA Conference at the end of April – Mark has 5 slides to present at this conference.
- l. Website update – There are still some changes that need to be addressed but it is coming along well.
- m. Money savings tactics –
  - i. Tech Soup – Not-for-profit purchasing platform
    - 1. Box.com
    - 2. QuickBooks
    - 3. Constant Contact
  - ii. Removed a large number of unused email addresses.

- n. Public works training academy with IRMA – IPWMAN may get involved with the project.

## **F. Report of Standing Committees**

- a. Operations Committee – Chris Drey – It has been quiet so that is good.
- b. Management Committee – Open
- c. Membership Committee – Open
  - i. Presentations at IEMA Region meetings (Barb Stiehl) – Noted below in G.a.
- d. Finance Committee – Aaron Howe – Nothing to report
- e. Training Committee – Graham Strebler – Nothing to report
- f. Social Media Committee – Jeff Ruth
- g. Technology Committee – Colleen Martoccio
- h. Nominating Committee – Open
- i. Marketing Committee – Chester Gorecki
  - i. Newsletter update – The newsletter is ready to send out after a final review. Chester is going to incorporate some new items in the spring newsletter.
- j. Conference Committee – Open
  - i. Conference Update (Mark Doerfler) – Nothing to report.
- k. APWA Liaison Update – Chris Drey – Nothing to report.

## **G. Old Business**

- a. Regional IEMA Director Meetings – All – Barb did presentations for Regions 8 & 9. Vince attended Region 3. They discussed damage assessments.
- b. Website Update – Mark Doerfler - Nothing to report that was not mentioned above.
- c. Associate Membership Waiver and Release Liability – Barb Stiehl
  - i. Update per attorney meeting – Nothing to report
- d. Meeting location discussion – since the last meeting we are not an IGE so we do not have to follow the open meetings act at this time. Where do we want to meet in May? The board is open to either location (Peoria or Bloomington). We will go to Peoria and see who shows up. The date will be May 2<sup>nd</sup> at 10am. Mark will confirm with the APWA for a room.
- e. Region 11 Director position

## **H. New Business**

- a. Motion to approve Mark Runyon to stay in the President position until a replacement can be decided.

*Motion was made by Ed Markison to approve Mark Runyon to stay in the President position until a replacement can be decided but no longer than the Annual Conference in October.*

*Graham Strebler seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

- b. Motion for funding for IPSI Liaison (Mark Runyon) hotel stipend to be covered by IPWMAN if there is not money in the HSAC grant.

*Motion was made by Joe Cronin for funding for IPSI Liaison (Mark Runyon) hotel stipend to be covered by IPWMAN if there is not money in the HSAC grant.*

*Vince Kilcullen seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

- c. Motion to renew the IPWMAN agreement with SEECOM.

*Motion was made by Ed Markison to approve the IPWMAN agreement with SEECOM.*

*Graham Strebler seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

- d. Motion to approve the “Item Purchase Policy.”

*Motion was made by Vince Kilcullen to approve Item Purchase Policy.*

*Dave Koehler seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

- e. Motion to approve updated/new job descriptions.

*Motion was made by Graham Strebler to approve the updated/new job descriptions.*

*Vince Kilcullen seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

- f. Motion to approve HSAC funding request.

*Motion was made by Ed Markison to approve the HSAC funding request that Mark D. will present for grant funding.*

*Joe Cronin seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

- g. Tax exempt status for IPWMAN, Inc. & IPWMAN (IGE) prepared and finalized by Attorney Karl Otteson

*Motion was made by Vince Kilcullen to approve Attorney Karl Otteson to pursue establishing tax exempt status for IPWMAN, Inc. & IPWMAN (IGE).*

*Cliff Frye seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

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

- a. Next Board of Directors Meeting Thursday, May 2, 2024 @ 10:00 a.m. at Peoria Convention Center.

## **J. Adjournment 12:40pm**

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

*Graham Strebler seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

*February 22, 2024, Meeting Minutes*

***BOARD PRESIDENT APPROVAL***

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

***BOARD SECRETARY APPROVAL***

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