



**Board of Directors Meeting**  
**May 2, 2024, at 10:00 a.m.**  
**In-Person and Virtual**

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## Minutes

### A. Call to Order

### B. Roll Call/Introductions

In Person	Mark Runyon, Village of Oswego, President Ed Markison, McHenry County, Past President Mark Doerfler, IPWMAN Executive Director Joe Cronin, Village of Lockport, Secretary Bob Rick, Village of Naplate, Region 3 Barb Stiehl, IPWMAN, Nominating Committee Alice Ohrtmann, City of Macomb, Region 6
Zoom	Vince Kilcullen, Village of Algonquin, Vice President Aaron Howe, Village of Hoffman Estates, Treasurer David Koehler, DuPage County, Region 4 Graham Strebler, Village of Rolling Meadows, Region 4 Clifford Frye, Christian County Highway Department, Region 6 Chris, Cougill, Newcomb Township, Region 7 Jason Helldoerfer, City of O'Fallon, Region 8 Brandon Tanner, Johnson County, Region 11 Amy Ferris, Massac County, Region 11 Chris Drey, Operations Committee Darren Monico, Gewalt Hamilton Associates

### C. Approval of Minutes

- a. Board of Directors Meeting – Thursday, February 22, 2024 (*discussion/vote*)

***Motion was made by Ed Markison to approve the Thursday, February 22, 2024, Board of Director Meeting minutes with corrections.***

***Bob Rick seconded the motion.***

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

### D. Report of Officers

- a. President's Report
  - i. IPSI/MAPSI Updates – There were over 150 attendees. Steve Wolf, City of Crystal Lake received the spring IPSI scholarship. Fall Scholarship information has been posted.
  - ii. Oden's Dawn Update – Mark R. and Bob Rick helped with Oden's Dawn at the Salem Sumac Command Center. Barb Stiehl was at the State Emergency Operations Center (SEOC). She said all went well at the SEOC.

- iii. Swearing in – Amy Ferris, Region 11 Director
- b. Vice President Report
  - i. IPWMAN Travel Reimbursement for Attending Conferences - Vince brought up the idea of paying for IPWMAN directors or other representatives to attend conferences like IPSI, ensuring the organization's presence and networking opportunities. A list of all the different events members attend will be compiled including costs to provide a realistic budget number for 2025.
- c. Treasurer's Report
  - i. Budget Update – The budget is uploaded to Box.com. There have not been any large expenses, so the budget did not change much. Aaron thinks the organization is in a strong position. Aaron and Mark D. Will work together to put the budget in the right place on Box.com and visible for all board members.
- d. Secretary's Report
  - i. New members – Seven new members joined since the last board meeting. (City of Alton, North Palmyra Township, Bruce Township, Village of Piper City, Village of Forest Park, Tremont Township, Jarvis Township, Village of Tremont)

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

- a. Box. Com is up and running. Colleen mentioned that a lot of government agencies are locking down on systems like box.com. Mark put together a file naming system so everything is consistent and easy to find.
- b. Mark received 125 responses for the Response Team Survey. He is happy with that response
- c. IPWMAN Paperwork - Mark has been working with other board members to get all the IPWMAN paperwork in order to hand off to the lawyers to review.
- d. **GIS Project** - Mark is working with others on a GIS project. So, during an activation someone can “tag” a debris pile and then when it is gone the tag will go away. It can also track labor. It should help with paperwork and organization.
- e. Mark met with Jim Donelon with TOIRMA. Township Officials of Illinois Risk Management Association (TOIRMA) would like us to put a quarterly newsletter in their Perspectives magazine. TOIRMA is very interested in helping us get the word out about IPWMAN. Ed asked Mark D. to speak with Jim about the two townships that dropped out of IPWMAN and see if TOIRMA could encourage them to rejoin.
- f. Homeland Security Advisory Council (HSAC) Funding – Mark D. submitted an initial ask of \$260,000. HSAC asked everyone to cut 9%. Mark cut out 12%. We were approved for \$108,000 which basically covers the current employee.
- g. Review of updated job descriptions – Mark D. updated all the descriptions to make them more uniform.
- h. SEE Doerfler Meeting Report – Attached.

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

- a. Operations Committee & American Public Works Association (APWA) Liaison– Chris Drey
  - i. Duty officer schedule is set up for the remaining month and Chris will work on the next schedule. Chris would like to hold a Duty Officer training.

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

- ii. Darren Monico (APWA) was on the call. He is an engineer who is interested being involved with IPWMAN and help volunteer. There are legal issues that need to be overcome but he just wanted to bring it up for discussion. Mark R. suggested IPWMAN discuss as a board and then get back to Chris and Darren about this subject.
- b. Management Committee – Open – Barb attended the East Central Illinois Highway Conference, the APWA Conference, Illinois Emergency Services Management Association (IESMA) conference and planning to be at the Illinois Association of County Engineers meeting.
- c. Membership Committee – Open
- d. Finance Committee – Aaron Howe – Nothing to report.
- e. Training Committee – Graham Strebler – Graham is looking into new training for duty officers.
- f. Social Media Committee – Jeff Ruth – Not in attendance.
- g. Technology Committee – Colleen Martoccio – Colleen talked about the 5 PCs that she has in her possession. They are very outdated and should be replaced. The cost for a new computer is not much. Mutual Aid Box Alarm System (MABAS) said they would give IPWMAN the software for the computers. Mark D. will follow up with MABAS to verify. Further discussions ensued and Mark D. will investigate adding the new computers to his combined subscription that he shares with Barb.

***Motion was made by Ed Markison to purchase five computers for the conference, meetings and exhibits not to exceed \$2,000.***

***Joe Cronin seconded the motion.***

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

- h. Nominating Committee – Open
- i. Marketing Committee – Chester Gorecki
  - i. Newsletter update – Mark Runyon asked everyone to forward any information that they would like to have in the newsletter to Chester.
- j. Conference Committee – Open
  - i. Conference Update (Mark Doerfler) – It was decided that IPWMAN would pay \$50 for one room per agency. IPWMAN needs to let agencies know that IPWMAN will not be contributing toward hotel rooms in 2025. IPWMAN pays for board members and active committee chairs. Mark has a few speakers already lined up to present.
- k. APWA Liaison Update – Chris Drey – Covered under F.a.ii above.

## **G. Old Business**

- a. Regional IEMA Director Meetings – All – Vince will go to Region 3 on May 17<sup>th</sup>. Mark D. will be attending Region 11.
- b. Website Update – Mark Doerfler – The website is up and running. We will make an announcement when we get a few more final touches. We need a calendar added to the website along with directions for how to access the website for our members.
- c. Associate Membership Waiver and Release Liability – Barb Stiehl – Waiting for information from

the lawyer.

- d. Region 11 Director position - Amy Ferris was sworn in for this position.

#### **H. New Business**

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

*Motion was made by Alice Ohrtmann to approve the updated/new job descriptions.*

*Joe Cronin seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

- b. McHenry County is holding a Touch a Truck event at the Kmart parking lot in Woodstock. Ed plans on having the IPWMAN trailer at the event.

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

- a. Next Board of Directors Meeting, Thursday, August 8, 2024 @ 10:00 a.m.

#### **J. Adjournment 11:29**

*Motion was made by Joe Cronin to adjourn the meeting.*

*Ed Markison seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*



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## Doerfler Report for the May 2, 2024, Board of Directors Meeting

This is a snapshot of some of the things that I have worked on since our last meeting 2/22/2004

- Setting up Box.com – this is a constantly evolving process.
- Began planning box.com educational sessions for IPWMAN Board members. Those are to come soon.
- Updated several IPWMAN Forms for “branding” consistency and some just needed updating.
- Created several new IPWMAN forms. More to come on those as they become relevant.
- Odin's Dawn planning activities, meetings, binders, coordinating, hotel reservations, etc. hosted 2 pre-event webinars for member agencies, coordinated daily activities and daily briefing calls, and attended IEMA-OHS Daily Calls. Worked to coordinate activities with MABAS and attended the MABAS pre-event webinar.
- Participated in Odin's Dawn – visited SUAC in Salem and maintained situational awareness.
- Attended multiple HSAC meetings – Council of Chairs, Full Committee, and Sub-Committee
- Maintained situational awareness of multiple weather events.
- Developed a statewide GIS committee to develop a common GIS platform and hosted three meetings thus far. Many agencies are involved with this such as IEMA, MABAS, the Fire Marshal's office, DNR, the Red Cross, Western Illinois University, and ILGISA.
- Worked on editing the new website in preparation for its launch.
- Working on developing and tabulating the response survey – this will be an ongoing project.
- Began meeting with the management committee to discuss the IPWMAN untangle project.
- Communicated with Ottosen Law several times regarding the Untangle and the sales tax-exempt status.
- Attended SEOC meetings and in-person training.
- Completed version 1 and version 2 of a budget for HSAC – I'll report more about this during the 5.2.24 board meeting.
- Attended IPWMAN Executive Board Meetings via Zoom.
- Attended the Statewide Flood workshop put on by IEMA-OHS
- Working on creating new “Duty Officer forms”.
- Working with the IPWMAN GIS committee on developing a new damage assessment/labor/equipment tracking application to be used on deployments.
- Identified some issues with the new website. Worked with the company to remedy those.
- Updated IPWMAN member's GET/WPS cards.
- Attended the IEMA-OHS Region 11 meeting in Marion.
- Working on updating and redrafting IPWMAN job descriptions for elected officers.