



# Board of Directors Meeting Minutes

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|---------------------|---|-------|----------|
| Date:               | August 8, 2024  | Time: | 10:00 AM |
| In-person Location: | Romeoville Public Works – 615 Anderson Dr. Romeoville, IL 60446 |       |          |
|                     |   |       |          |

A. Call to Order 10:01am

B. Roll Call/Introductions

- In Person Mark Runyon, Village of Oswego, President
- Vince Kilcullen, Village of Algonquin, Vice President
- Joe Cronin, Village of Lockport, Secretary
- Bob Rick, Village of Naplate, Region 3
- David Koehler, DuPage County, Region 4
- Graham Strebler, Village of Rolling Meadows, Region 4
- Barb Stiehl, IPWMAN, Nominating Committee
- Chris Drey, Operations Committee
- Mark Doerfler, IPWMAN Executive Director
- Sarah Harbaugh, IPWMAN Executive Assistant
- Zoom Aaron Howe, Village of Hoffman Estates, Treasurer
- Ed Markison, McHenry County, Past President
- Tim Isley, City of Rochelle, Region 2
- Clifford Frye, Christian County Highway Department, Region 6
- Alice Ohrtmann, City of Macomb, Region 6
- Chris, Cougill, Newcomb Township, Region 7
- Dave Clark, City of Champaign, Region 7
- Jason Helldoerfer, City of O'Fallon, Region 8
- Rob Hancock, City of Troy, Region 8
- Jeremy Heuerman, City of Effingham, Region 9
- Brandon Tanner, Johnson County, Region 11
- Karl Ottosen, Ottosen, DiNolfo, Hasenbalg & Castaldo, Ltd.
- Cody Dengler, City of Joliet

C. Public Comment



#### D. Approval of Minutes

- a. Board of Directors Meeting – Thursday, May 2, 2024 (discussion/vote)

*Motion was made by Vince Kilcullen to approve the Thursday, May 2, 2024, Board of Director Meeting minutes.*

*Joe Cronin seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

#### E. Attorney Presentation – Karl Ottosen

The transition from IPWMAN Inc. to Intergovernmental Agency IPWMAN was discussed, with Carl providing the necessary documentation and clarifications. Changes to the intergovernmental agreement were also addressed, including the process for asset transfer and the elimination of references to the incorporated entity. A tax exemption issue was brought up, with Carl awaiting a response from Michael Castaldo.

#### F. Report of Officers

- a. President's Report

- i. IPWMAN Administrative Assistant – Vince, Mark, and Aaron discussed preparations for an upcoming transition and staffing overlap with Sarah.
- ii. Membership & Nominating Committee Appointment-These vacancies were discussed, and it was decided that Mark Runyon will appoint Karen Young to chair both of these committees.
- iii. Management Committee -Vacancy
- iv. October Board Meeting – The meeting is set for 9am on October 22.
- v. IPSI Scholarship Update- Eleven applications were received.

- b. Vice President Report

- c. Treasurer's Report

- i. Budget Update – Aaron presented the 2025 budget, highlighting a projected deficit due to increased expenses and decreased administrative support, though the 2026 projection showed a significant drop in administrative expenses.

- d. Secretary's Report

- i. New Members – Joe reported that 10 new agencies joined IPWMAN since the last meeting.



## G. Executive Director's Report

- a. See report in Box.com folder
  - i. One item to highlight was that Mark went to a five day All Hazard Incident Management Class and he learned how important it is for IPWMAN to obtain an authorization form from the city administrators giving IPWMAN authority to function in that community.
- b. DNC Update – Mark is working on the DNC plan. It will not be available to all until after the DNC to protect sensitive information. IPWMAN could be tasked to help with traffic control and to move the national stockpile.
- c. Untangle Update – Everything has been completed.
  - i. HSAC Funding Unspent funds – Projects and equipment – Mark is going to request funds for projects, like updating the Operations Manual.
- d. Duty Officer Manual and Forms – Mark D. has updated these but wants to test the forms before distributing the new manual.
- e. Tax-exempt status – Karl Ottosen is working on getting this done with one of his colleagues.

## H. Report of Standing Committees

- a. Operations Committee – Chris Drey – Chris is excited that Mark D. put together the new duty officer forms. Duty officer training needs to happen. There will be a tabletop exercise which will be a good thing.
- b. APWA Liaison Update – Chris Drey – Chris submitted an article for the APWA newsletter but his article was not selected for this edition.
- c. Management Committee – Vacant – Mark R. requested people to send him names of potential candidates if they know of anyone.
- d. Membership Committee – Karen Young – Not in attendance
- e. Nominating Committee – Karen Young – Not in attendance
- f. Finance Committee – Aaron Howe – Nothing to report
- g. Training Committee – Graham Strebler – Nothing to report
- h. Social Media Committee – Jeff Ruth – Not in attendance

- i. Technology Committee – Colleen Martoccio – Ed reported that Colleen is waiting for the tax exempt status to be completed so that she can purchase the computers for the conference.
- j. Trailer Committee – Vince Kilcullen – This committee was moved into the Operations committee.
- k. Marketing Committee – Chester Gorecki
  - i. Summer Newsletter – Mark R. reported that Chester requested that people send him information about the newsletter. Any stories or pictures from recent activations, any conference speakers that should be highlighted, etc. should be sent his way.
- l. Conference Committee – Chris Lempke – Mark reported that we have some new sponsors participating this year. The speakers are all verbally committed. He is working on getting them to register their presentations. Attendees are coming along as expected. Board members were encouraged to book their rooms and register for the conference. Bubba is going to help us get continuing education credits (CECs) for the water operators. April with IAA is helping us get CECs for the foresters/arborists. Elections this year are for Regions 2, 7 & 9. Mark R. will be stepping down as president. Vince Kilcullen will take his spot. There will be an opening for Vice President. Cliff Frye said he is retiring at the end of the year so there will be a open Regional Director spot in Region 6.

I. Old Business

- a. Website – The new website is up and running. Mark R. is almost done with his review of the collar county contacts in our database. There was discussion on whether to have the website people create a user manual on how to use the website. Sarah said she would work on putting together a manual of the basic functions of the website.
- b. Regional IEMA Director Meetings – All  
Mark D., Mark R., Vince and Bubba attended the Region 3 meeting in Yorkville.

J. New Business

- a. Administrative Assistant Transition – Executive Board will discuss in a private session.
- b. Approve Event Attendance Policy  
*Motion was made by Graham Strebler to approve the Event Attendance Policy as presented.*

*Joe Cronin seconded the motion.  
Voice vote was taken. Motion passed unanimously.*

**c.** Approve Non-Member Agency Board Position Policy

*Motion was made by Graham Strebler to approve the Non-Member Agency Board Position Policy with the addition to extend the grace period for an additional 6 months with board approval after the initial 6 months.  
Bob Rick seconded the motion.  
Voice vote was taken. Motion passed unanimously.*

**d.** Approve New By-Laws

*Motion was made by David Koehler to approve the new By-Laws.  
Graham Strebler seconded the motion.  
Voice vote was taken. Motion passed unanimously.*

**e.** Approve New Membership Agreement

*Motion was made by Vince Kilcullen to approve the new Membership Agreement.  
Joe Cronin seconded the motion.  
Voice vote was taken. Motion passed unanimously.*

**f.** Approve Resolution to move assets from IPWMAN Inc. to IPWMAN Intergovernmental Agency

*Motion was made by Bob Rick to approve moving the assets from IPWMAN Inc. to IPWMAN Intergovernmental Agency.  
Vince Kilcullen seconded the motion.  
Roll Call vote was taken. Motion passed unanimously.*

**K.** Next Meeting Date and Location

- a.** Next Board of Directors Meeting Tuesday, October 22, 2024 @ 9:00 a.m. at DoubleTree Hotel, Bloomington, IL.

**L.** Adjournment to Executive Session: 11:38am