

**ISARC Board Meeting
November 7, 2020
Peoria County Sheriff's Office**

1. The November 7, 2020 ISARC Board meeting was held at the Peoria County Sheriff's Office. After conducting trial runs and setup for December's Annual Membership Meeting via Zoom, the meeting was called to order at 0931 by Chair Ed Kemper. Members present at the meeting were Chair Ed Kemper, Vice Chair Jason Buckley, Treasurer Carol Lussy, and Board Member Kim Gotte. Absent were Secretary Tom Foust and Board Member Richard Bickel. Also present were guests Dawn Watson and Anthony Sondgeroth from LaSalle County GSAR. Dawn Watson volunteered to take notes in Tom Foust's absence. This was approved by Chair Ed Kemper.

2. The minutes of the October 3, 2020 board meeting had been sent to the Board members. The following changes were made to the October 3, 2020 minutes:

"...This will be a zoom call/conference. ~~At this meeting, we will use Zoom polling for the voting.~~ During this meeting, we may use Zoom polling for additional in-meeting voting. Due to the Peru Rescue Station being used that date, the meeting will be held at the Peoria County Sheriff's Office. Jason Buckley will confirm with the Sheriff but he said that he did not think that there would be a problem. Electronic voting was talked about and a group called Election Runner for the amount of \$15.00. Tom Foust moved that we use them. Jason Buckley seconded the motion. The motion carried. Election Runner will be used for voting for Board Election and Board Recommended changes to the Bylaws."

A motion to accept the amended minutes was made by Carol Lussy. Jason Buckley seconded the motion. The motion carried.

3. A. The Treasurer's report was given by Carol Lussy. Funds were transferred from the PayPal account to savings and from savings to checking, ensuring that each account had at least the minimum required to not be assessed fees. There are three outstanding checks, including two to the accountant, yet another invoice was received. Carol Lussy will contact the accountant to see if they received the checks.

B. Carol Lussy has not heard anything from the IRS regarding tax reporting.

C. She also reported that, as of this date, we have 56 paid teams, with DeWitt and Boon County submitting their applications.

Carol Lussy will start working on the 2021 renewal applications soon. It was agreed that a cover letter, membership application, resource guide, and MoA will be sent from the Board's email account. Carol Lussy will send the invoices. Last year, only eight resource guides were received. A printed, signed copy of the application must be submitted, as signing this document indicates that the member agency is agreeing to abide by the Bylaws, MoA, and the Code of Ethics. The application was slightly modified by removing the year at the top and adding a "date modified" to the bottom of the application.

Jason Buckley made a motion to accept the Treasurer's Report. Kim Gotte seconded the motion. The motion carried.

4. During public comments, it was asked if the Board has any policies and/or letters for donation solicitation of donations from companies. The Board does not have policies for solicitation of donations from companies yet but will review the vendor prospectus to see if that is applicable to soliciting donations.

5. A. Update to Website

The annual report is on the website. The Events page will be updated, as the BNAV and GSAR classes are completed. The BNAV portion of the Trainings page will be modified to reflect that BNAV is a requirement of GSAR. Adjustments will be made to the headings of the minutes and agendas for consistency. The Instructor Requirements Policy will be added. The Social Media policy is already posted. The Continuing Education policies need to be numbered before posting. These will be available on the Resources page. The Incident forms are also available under Resources. Kim Gotte has received tons of appreciation from law enforcement for these forms.

It was suggested to add the 2020 events that have already occurred on the "Previous Events" page. This would be updated as events occur.

A PayPal donation button will be added to the website, after PayPal verifies ISARC's 501C3, as well as information on how to donate by check. Corporations require a copy of the IRS 501C3 designation letter before donating. Information on Amazon Smiles will also be added to the website. Info@ILSARC.com will be the email used for administration of the PayPal account. The "About Us" page will be updated from "charitable" to-not-for-profit 501C3.

B. 2020 Annual Membership Meeting (Virtual) 12-5-2020

The council tested using Zoom for the Annual Membership meeting. Kevin Schreader, from Peoria County Sheriff's Office, will be responsible for admitting attendees into the Zoom meeting. Displayed names will be changed to represent agency and person. Dawn Watson, from LaSalle County GSAR, will monitor the chat. The list of attendees will be on one screen and the agenda and relevant documents will be shared from a second screen.

Board elections and bylaw changes will be voted on prior to the annual membership meeting. The bylaw changes and bios for those running for the board will be sent out at least 15 days prior to the annual membership meeting. This will give the voting delegates ten days to review the changes and five days to vote. The chair, vice-chair, and treasurer positions are up for election. Ed Kemper, Jason Buckley, and Carol Lussky are nominated for these positions, consecutively. There is an open position for a Board member from region 8, 9, 11 or at large.

Agenda:

1. Call Meeting to Order
2. Roll Call

- a. Tom Foust will conduct a roll call. Proxy delegates must be received prior to the meeting. There must be a quorum of at least 50% for any voting to occur.
If a quorum is not achieved, the election results will be announced and then the meeting will adjourn. A general membership meeting will continue, but voting will not be allowed.
If a quorum is achieved, the meeting will continue and voting on items brought up during the meeting may occur.
3. Approval of minutes from Oct 5, 2019 Annual Membership meeting
4. Chairman of the Board State of the State address
5. Committee chairpersons' reports
6. Old Business: Motions from Oct 5, 2019 Annual Membership meeting
7. New Business: Board of Directors Election
 - a. Election results will be announced.
8. For the Good of the Organization
9. Adjourn

Discussion and feedback from the Annual Membership meeting will be reviewed at the January 2021 Board meeting. If needed, the Board may opt to hold another vote electronically or wait until the 2021 annual membership meeting.

C. Board of Directors Liability Insurance Policy

There were still a few questions from VSF Underwriting, regarding the insurance policy, which covers errors and omissions of the ISARC Board.

The organization is not a first responder. The Board will create a policy on use of lights and sirens when responding to a search request.

The member agencies are not under ISARC, even though ISARC is telling them what to do. According to the MOA, the member agencies are responsible for workers compensation policies for their members. Additionally, waivers for searches cover volunteers. Board members are also volunteers, as these are not paid positions.

Trainers, however, could be considered volunteers for ISARC. Lost Person Behavior is not an ISARC course.

Kim Gotte will send Carol Lussky all the policies to submit with the application to VSF Underwriting.

Carol Lussky will organize the responses and submit for Board approval before submitting to VSF Underwriting.

D. ISARC Bylaws Finalization

Kim Gotte will finish updating the bylaws.

E. ISARC Code of Ethics/ Conflict of Interest Policy Finalization

The Code of Ethics needs to be updated, before posting on the website. The Board needs to sign these documents every year. The Conflict of Interest is signed by all Board Members, except Richard. The Conflict of Interest policy does not need to be on the website.

F. Board Member Job Descriptions Finalization

The Board Member Job Descriptions are done. These do not need to be posted on the website.

G. Donation Thank-You Letter Finalization

The donation thank-you letter was finalized at the last meeting, but needs to be put on letterhead, which will change each year. Donation thank-you letters are sent by the ISARC secretary. The treasurer will send a list of donators to the secretary.

H. Search – After Action Report/Improvement Plan

Jason Buckley indicated that an after-action report has not been completed yet, but also may not be required. The search leader has received enough feedback from their own people and is more receptive to constructive feedback. The search leader has shown that they are more willing to work as a team.

6. A. Approvals

No approvals of new instructors, member agencies, or board member appointments were required.

B. Committees

i. Conference Committee

The conference is scheduled for October 8-10, 2021.

The agenda is set. The conference committee is still waiting on one course description.

ii. Curriculum/Training

- a. Fernando Moreira is schedule to return April 16-18, 2021. A second instructor is needed if there are over 30 participants. A few SAR members have already passed the advanced training class. Bryan Collett and Jim Hanley are willing to serve as the second instructor.

Four cabins, the activity center, and the old dining hall at the camp have been reserved for these dates, with an additional \$100 deposit, on top of the \$500 on hold from the 2020 conference. ISARC has not committed to meals from the camp yet.

It was suggested to use the second airline ticket to bring Fernando back for an advanced class, which would be limited to 12 participants, who have passed the beginning course. Participants in this class would provide own housing and meals, which would be eaten while out in the field. The only costs to ISARC would be printing and the airline ticket.

- b. Due to COVID mitigations, the Board discussed future trainings. The trainings that have already been scheduled may continue to be held, if they meet all the mitigation requirements of the state at the time of the training. At this time, the scheduled trainings have already made adjustments to locations to meet the mitigation requirements.

The Board discussed whether to continue scheduling trainings due to the COVID resurgence. A motion was made by Jason Buckley to have a two-month hiatus on scheduling new trainings but continuing with already scheduled trainings, as long as mitigations are complied with. Carol Lussky seconded. Motion carried. The Board will review this motion at the January 2021 meeting.

- c. The SARM video will be added to the current curriculum. The curriculum committee reviewed the forms and made some formatting changes to keep the forms consistent in the headers and footers. The next meeting will be held on Dec. 9, 2020.

Law enforcement used the checklist and SURF. No new forms have been introduced.

The committee will review GSAR trainings to determine what can be removed due to BNAV being required prior to GSAR.

- d. Training Planning Exercise Workshop is a seminar for instructors on what has changed in course requirements. This needs to be completed at least once per year but scheduled on two possible dates.
- e. It was suggested to have ISARC trainings scheduled ahead of time to give leaders, FTOs, etc. ample time to sign up to help teach the course. This will be discussed at the annual membership. Member agencies will have an opportunity to indicate when they want to host these trainings. There should be at least two trainings (BNAV and GSAR) for each region (North, Central, and South).

iii. Mutual Aid

The Resource Typing Tool, which takes into account every position and identifies all resources used, needs to be reviewed.

iv. Outreach

The Outreach Committee has not met.

Committee Chair job descriptions will be reviewed at the December meeting. Ed would like to visit with all the member agencies, either via Zoom or regional informational meetings. The Board may consider, in the future, hosting quarterly meetings to share what's new, suggestions and feedback. It was suggested to hold a Board Meeting by Zoom each quarter, so member agencies could attend.

C. Board Discussion Workgroup

i. ISARC Hot/Line/Duty Officer Policy Procedures, Guidelines – in progress

ii. Search Release and Waiver of Liability

The top four questions from the CDC website will be added to the Search Release and Waiver of Liability form.

iii. Committee Chairpersons Job Descriptions

Committee Chair job descriptions will be reviewed at the December meeting.

iv. I Am Responding Plan

Kim Gotte has a webinar with “I Am Responding” on Tuesday. They are trying to tailor what they do to ISARC’s needs, being able to respond with a specific number of people, since the call for searchers goes to the agency contact person.

v. ISARC Newsletter

Carol Lussky is working on the ISARC letter but needs content. This will be a quarterly newsletter. It was suggested to have a “Chairman’s Corner” in the newsletter.

vi. ISARC History

Treasure history, going back to 2008, has been completed. Other portions are still in progress.

7. For the Good of the Organization – Nothing further was reported or discussed.

8. Adjourn – Motion to adjourn at 1336 was made by Jason Buckley. Carole Lusskey seconded. Motion carried.

Respectfully submitted,

Dawn Watson
LaSalle County GSAR