

**ISARC Board Meeting
April 2, 2022, 0900
Peru River Rescue Station**

I. Call to Order

The April 2, 2022, ISARC Board meeting was held at the Peru River Rescue Station. The meeting was called to order at 0903 by Chair Jason Buckley. Members physically present at the meeting were Chair Jason Buckley, Vice-Chair Richard Bickel, Treasurer Carol Lussky, and Secretary Dawn Watson. Members present through Zoom included Beth Drendel and Domingo Kaller. Also physically present were guests Tony Sondgeroth and Tom Foust from LaSalle County, Kim Gotte from Kendall County, and John Nebl from DuPage County. Guests present via Zoom included Sean Madison from Kane County. Board member Mike Crews was absent.

II. DuPage County Presentation – John Nebl, Communications Team Lead for DuPage County, presented on “Interoperable Communications – Requesting Support from IL Strategic Technology Reserve”.

The IEMA Operations Center’s phone number is 217-782-7860.

After a very informative presentation, ISARC Board members inquired about the timing of receiving resources. John Nebl responded that the timing depends on what is requested. For example, portable radios can be sent out quickly, so it depends on location. The ITECS trailer takes a bit longer.

John Nebl indicated that ISARC can request the communications to come to trainings.

III. Approval of Minutes from March 2022 Board Meeting

A motion to approve the minutes for the March 2022 Board meeting was made by Richard Bickel and seconded by Carol Lussky. Motion passes.

IV. Treasurer Report

a. March 2022 Reconciliations and Treasurer’s Report

The starting balance is \$23,810. Activity included deposits of dues, \$18.89 from Amazon Smiles, \$0.33 from PayPal, and \$0.18 in interest and expenses for Comcast and \$0.50 for QuickBooks electronic payments. The ending balance is \$23,913.18.

A motion to accept the Treasurer’s report for March 2022 was made by Richard Bickel and seconded by Dawn Watson. Motion passes.

b. DUNS number

Tom Foust gave Carol Lussky the latest Comcast bill, so Carol Lussky can now file for the DUNS number.

c. 2022 Member Agency Invoicing

Reminders were sent to those agencies that have not paid yet. There are 37 agencies that have renewed so far. 2022 membership renewals will be sent out this week.

V. Public Comments

None

VI. Old Business

a. VFIS Insurance Renewal

Jason Buckley will resend the invoice to Carol Lussky. An annual renewal costs \$2,070, but only covers 19 members. It was thought that prices included up to 50 members, but VFIS indicated that was not included. If we include the additional members, the new cost is \$2,399.

A motion to approve payment to VFIS \$2399 for the annual liability policy for the ISARC Board and instructors was made by Carol Lussky and seconded by Richard Bickel. Motion passes.

b. IPEMA – M. Crews

Tabled

c. Bylaw amendment

Dawn Watson requested the Board to review the approved change to Article 13, Section 5 of the Bylaws. The Board indicated that the change was correct, as was approved at the March 2022, membership meeting.

VII. New Business

a. ISARC Annual Statement of Conflicts of Interest Policy

The ISARC Annual Statement of Conflicts of Interest Policy was distributed for signatures. An email, with the ISARC Annual Statement of Conflicts of Interest Policy and the Conflict of Interest Policy, will be sent to those Board members not physically present for signature.

b. Strategic Plan

It was suggested that each Board member review the 2020 Strategic Plan and bring suggested changes to the next Board meeting. Dawn Watson will send a copy of the 2020 Strategic Plan to the Board members.

c. Website Updates

The Covid 19 policy can be removed.

Donation buttons for PayPal and information on Amazon Smiles should be added to the ISARC Home page.

The location of the conference will be added.

ISARC's 501c3 status will also be added.

It was suggested that the Zoom link for the Board meetings be put on the home page and sent to the member agencies every month.

On the Resources page, the Incident Forms need to be updated. Kim Gotte distributed a revised Checklist for a Search of a Missing Person and Missing Person Questionnaire. Additional information fields for Special Needs were added to the last page of the Missing Person Questionnaire. The revisions were well received. It was noted that the revision dates need to be updated.

Kim Gotte will update the revision date and send the forms to Dawn Watson to update on the website.

The top portion of these document will now be on all forms prepared by ISARC that are specific to Search and Rescue.

Motion to accept the improvements to the Search and Rescue forms, with changes to the revision date, was made by Carol Lussky and seconded by Richard Bickel. Motion passes.

d. Information Requests

New Request for kayakers – this request will be forwarded to Points of Contact and Dawn Watson will respond to the requestor.

The following INFO requests were responded to during the month of March:

Dawn Severson– 3/22–Domingo Kaller and Kim Gotte

Jonathan Paranjothy – K9 – 3/18 – Carol Lussky

Andi Vacca – K9 – 3/16 – Carol Lussky

e. Approvals

1. Instructors

John Bennet finished BNAV lead instructor requirements. A motion to approve John Bennett as a BNAV lead instructor was made by Carol Lussky and seconded by Richard Bickel. Motion passes.

2. Member Agencies

Kim Gotte received an email from Milton Township CERT. They have submitted an application and the dues. Motion to accept Milton Township CERT as a member agency was made by Dawn Watson and seconded by seconded by Carol Lussky. Motion passes.

St. Clair has submitted membership dues for 2021 and 2022.

Boone County has not submitted their dues yet.

3. Supporting/Honorary Membership

None

f. Committees

1. Conference Committee

a. The next Conference Committee meeting will be held after the May Board meeting, at 11:00am. Dawn Watson will send an invitation to the Conference Committee members.

b. The donation of \$1000 to the K9 units will be used towards the K9 Legal Presentation. The cost for the presentation is \$175 per person, with a minimum for 15 participants. Carol Lussky has 10 people tentatively committed to attending the presentation. Registration will be handled through the presenters. Breakfast and lunch will be provided by ISARC, using the donation funds. Remaining portion of the donation will be distributed to ISARC members who attend the presentation.

- c. Janet recommended a presentation on K9 First Aid and already has a veterinarian who is willing to present. This presentation will replace the Knots session. Carol Lussky will confirm with the veterinarian.
 - d. Lost Person Behavior will also be available on Friday. Fee for this is \$35, including lunch.
 - e. ISARC needs to provide screens and projectors.
 - f. Jason Buckley will ask Bryan Collett to talk to Fernando Moreira regarding presenting at the October conference, since he was on the schedule for the last two years. Fernando Moreira is still scheduled to present on Saturday from 1pm – 5:30pm. Fernando has Expedia travel credits from ISARC in his name that he can use.
 - g. Kim Gotte will contact John Nebl to see if he interested in presenting for the last session before dinner on Saturday and supplying internet service or referring ISARC to someone else.
2. Curriculum/Training
- a. The request to use the airline ticket for Fernando has received a final rejection and there are no further appeals. Kim Gotte will inform Bryan Collett about the final rejection notice.
 - b. Instructor Updates Date
Instructor updates will be scheduled for April 23 (Saturday) at 10am, and 26 (Tuesday) and 28 (Thursday) at 7pm. The updates should only take about one hour.

Kim Gotte is working with VFIS on the Sexual Harassment training.

The Curriculum/Training Committee has had four working sessions reviewing SARM, with another session scheduled for Wednesday at 11am. The committee will conduct a beta class, including people who have taken the class previously.

Justin Kness will be resigning from the committee. He is looking at expounding on the Task Book.

The committee has received feedback on GSAR training, so the committee is reordering the slides, and providing better explanations. The movies need to be edited for spelling errors and consistency with the PowerPoint presentation.

The committee will continue to ask instructors to give constructive feedback on BNAV and GSAR presentations.

- c. Requests for Training
Lee County – Kim Gotte will send the request to lead instructors. Kim Gotte mentioned that most of Lee County's members don't go on a lot of searches since they aren't able to go in the field. Training will start with SARIO and BNAV. It was suggested that those who can't go into the field attend the classroom session but not take up a spot for someone who can go into the field.

Fayette County is starting over and would like a BNAV class.

Washington County has a BNAV scheduled for 5/21/22.

Lake County had 12 people attend their BNAV. John Bennett and Domingo Kaller are the instructors for their upcoming GSAR class.

There may be changes to the dates for Tazwell County's trainings. Jason Buckley will confirm.

The Board and members of the Curriculum/Training Committee discussed ISARC's SARM and other agency's SARMs. Tom Foust believes that ISARC classes have set standards. If there are too many outside influences, it just mucks everything up. ISARC sets the standards and does the work. Training can always be changed, but it shouldn't be diluted by other trainings.

Bryan Collett and Jim Hanley mentioned other, non-ISARC, trainings during the membership meeting in March. There has been feedback to simplifying trainings. However, the Board agrees that ISARC should teach what we do at a search.

Kim Gotte suggested possibly implementing proficiency testing for members who have completed trainings through other agencies or previous experience, but the trainings would have to be up to the standards of NFMP, etc. Beth Drendel questioned who would decide whether someone passes a proficiency test and further stated that everyone should have to take ISARC's training.

3. Mutual Aid – Resource Guide Review

a. Committee Chair

No chair has been appointed yet. Richard Bickel will join the committee to represent the Board.

b. Memorandum of Agreement

No progress since the committee has not met.

4. Outreach

Tom Foust would like to draft a letter to the 102 IL Sheriffs to reintroduce ISARC. The Board agrees that this is a good next logical step.

Sean Madison indicated that the letter should indicate if the county already has a SAR team and is a member of ISARC.

g. Board Discussion Workgroups

1. ISARC Hot Line/Duty Officer Policy, Procedures, Guidelines Draft

No updates.

2. I Am Responding (IAR) Plan

Aurora will have a new person in charge of their SAR.

Members who were active in 2021 were included I Am Responding if they submitted their contact information.

There were multiple groups set up in I Am Responding: North, Central, and South regions for Ground, K9, Drone, and Water (only North).

The Board agrees that all the Board members should be added to the I Am Responding, with the understanding that the Board members do not respond for their agencies, unless they are the point of contact for their agency.

Motion to sign the I Am Responding for one-year as a trial run was made by Richard Bickel and seconded by Dawn Watson. Motion passes. The I Am Responding contract has been signed and will be sent in with payment.

3. ISARC Newsletter

Carol Lussky would like to send out the next newsletter in May. Kim Gotte, Tom Foust, and Dawn Watson will submit article. Others can submit articles, team biographies, etc. for the next newsletter.

4. Board Administrative Instructions (website, login, password, etc.) to Various Platforms – Zoom, Eventbrite, GoDaddy, Weebly, I am Responding, Election Buddy, etc.
No updates.

VIII. SARC History – Board of Directors, Member Agencies, Call Outs, Etc.

Kim Gotte indicated that she has that information on the past Board of Directors' members and will send it to Dawn Watson.

IX. For the Good of the Organization

A motion to adjourn at 1219 was made by Richard Bickel and seconded by Beth Drendel. Motion carries.

Respectfully submitted,
Dawn Watson
ISARC Board Secretary