

**ISARC Board Meeting**  
**March 4, 2023, 0900**  
**Illinois Valley Community College, CTC-124, Or Zoom**

I. Call to Order

The March 4, 2023, ISARC Board meeting was held at Illinois Valley Community College. The meeting was called to order at 0913 by Chair Jason Buckley. Members present were Chair Jason Buckley (via Zoom), Treasurer Carol Lussky, Secretary Dawn Watson, and Board Members Beth Drendel (via Zoom) and Mike Crews (via Zoom). Also present were Curriculum/Training Committee Chair Kim Gotte, Outreach Committee Chair Tom Foust and Tony Sondgeroth from La Salle County. Vice Chair Richard Bickel and Board Member Jim Hilgenberg were absent.

II. Approval of Minutes from February 4, 2023, Board Meeting

A motion to accept the February 4, 2023, Board Meeting Minutes was made by Carol Lussky and seconded by Beth Drendel. Motion passes.

III. Treasurer Report

a. February 2023 Reconciliations and Treasurer's Report

The only expense for February was for the GoDaddy email accounts. Membership renewals have been coming in.

A motion to accept the Treasurer's Report was made by Mike Crews and seconded by Beth Drendel. Motion passes.

b. 2023 Member Agency Invoicing

Dues are still coming in. There are 29 paid members as of 3/2/23.

Carol Lussky will be sending reminders to those agencies who haven't paid yet.

c. Year End Reports

Year end reports will be completed after taxes are filed.

d. Taxes

Taxes are not due until May, but Carol Lussky hopes to get this done in the next few weeks. Carol is also working on the Attorney General's report.

IV. Public Comments

Tom Foust would like to suggest that ISARC should change the requirement that lead instructors must lead a course every two years in order to stay a lead instructor back to all lead instructors must lead a course every year.

V. Old Business

a. Bank CDs

Carol Lussky has not had time to investigate this yet.

b. GoDaddy Email Accounts, Zoho

Dawn Watson was able to cancel the GoDaddy Web Security, but has not followed up on Zoho yet.

- c. Proposed changes to bylaws  
Dawn Watson did not work on this in February. This is tabled until Dawn Watson finishes making the proposed changes.
- d. Membership Application  
A motion to approve the membership letter, application form, and renewal guide was made by Carol Lussky and seconded by Mike Crews. Motion passes. Dawn Watson will get these emailed to the Points of Contact.
- e. IESMA Summit  
Tom Foust, Beth Drendel, and Jim Hilgenberg will represent ISARC on Thursday. Dawn Watson and Tony Sondgeroth will represent ISARC on Friday.

The tri-fold brochure will be printed. Kim Gotte will investigate price breaks and see if they will also fold the brochures. A minimum of 200 will be printed. Kim Gotte is authorized to purchase brochures if the cost is under \$200. Kim Gotte confirmed that printing costs should be less than \$75.

## VI. New Business

- a. Village of Tinley Park Vendor Ownership Status Form  
Carol Lussky will fill this out.
- b. Use of ISARC curriculum for agency trainings  
A discussion of using ISARC curriculum for agency trainings was held. Board members and Curriculum/Training Committee members are on both sides of the fence. Some members indicate that agency members should get the concept from the ISARC trainings and the agencies should build upon those. There was also concern about keeping the integrity of the ISARC curriculum and teaching the material the way ISARC wants it taught.  
  
It was decided that agencies can use ISARC curriculum only if there are no alterations, no certificates are distributed, and no completion of ISARC curriculum is awarded.
- c. Strategic Plan – Executive Committee – Develop Growth Goals and Establish Budget  
The Executive Committee needs to schedule a meeting to develop these goals. Carol Lussky will have a tentative budget available at the April meeting.
- d. Information requests  
All information requests, except for one that is pending for Kim, have been answered.
- e. Search Requests and Results  
No search requests were received in February.
- f. Approvals
  - 1. Instructors  
No new instructors yet.
  - 2. Member Agencies

Dawn Watson asked for follow-up information on some of the agencies that were discussed in prior meetings, such as Bath County and Mid-Piatt. Kim Gotte referred Bath County to Tazewell County. Mid-Piatt is a member agency, but they have not reached out for additional training yet.

## VII. Committees

### a. Conference Committee

#### 1. Potential future location visits

4H Camp in Monticello visit will be held on May 20, 2023.

#### 2. Scheduled meeting

A Conference Committee meeting on Monday, May 6, 2023.

#### 3. Donation letter

Kim Gotte will send the vendor prospectus to Dawn Watson to update for the 2023 conference.

There isn't much room in the lobby of the Self-Control Building. It was suggested that vendors could set up around the dining hall in the evenings.

#### 4. Sponsor letter

Tom Foust will get the sponsor letter from Peru River Rescue to Dawn Watson to modify for ISARC.

### b. Curriculum/Training – Kim Gotte, Chair

#### 1. Training Requests and Scheduling – Tony Sondgeroth

North Aurora's BNAV is scheduled for 4/22/23.

McDonough County's BNAV is scheduled for 5/13/23.

Some county's BNAV's still have low numbers, such as Washington and St. Clair.

Agencies will have to work together to schedule GSARs, as there aren't enough people for one agency to fill a GSAR class.

#### 2. BNAV Printing

It was suggested to give every active lead instructor two BNAV boxes. This will decrease the amount of traveling lead instructors and/or whoever has the materials will need to do.

#### 3. 2022 Year End Report

Kim Gotte will submit the 2022 Year End Report on trainings and participation that occurred that year at the next meeting.

#### 4. Anti-harassment Policy – New instructors

The Anti-Harassment Video will be show to ALL instructors during the instructor updates meeting.

#### 5. ISARC Regional Trainings

No dates have been set yet, but there are many counties interested in hosting.

#### 6. Curriculum Updates

a. BNAV

The revised BNAV was taught on 2/25/23. More revisions were made at the Curriculum Committee meeting held on 3/1/23. This revision will be taught at the 3/11/23 BNAV in Tazewell County.

Kim Gotte ordered registrations forms, hand-outs, and triangulations. Kim Gotte printed the evaluations on her personal printer.

A discussion regarding why new instructors don't have access to the PowerPoint was held. The pdf that is given to new instructors does not allow them to view videos or any changes to slides, such as the BNAV slide showing the segments before and after a search. The ISARC Board indicated that not giving the PowerPoint to new instructors is a good protection against having the materials used inappropriately. It was suggested that Lead Instructors review the PowerPoint with their instructors prior to the scheduled class.

Folders were created on DropBox for lead instructors to upload the completed BNAV paperwork.

b. GSAR

Some GSAR revisions were suggested at the Curriculum Committee meeting held on 3/1/23. Kim Gotte has made those revisions already.

A Curriculum Committee meeting is scheduled for 3/15/23.

c. SARIO

Kim Gotte and Tom Foust are working on this.

d. SARM

Tabled until BNAV and GSAR are finished.

e. BNAV TTT

Tabled until BNAV and GSAR are finished.

f. GSAR TTT

Tabled until BNAV and GSAR are finished.

g. Training Scheduling Procedures

A review of the training scheduling procedures will be done at the next Board meeting. Kim Gotte will send the current procedures to the Board and Training Committee.

c. Mutual Aid Resource Committee – Richard Bickel, Chair

1. Memorandum of Agreement

Tabled as Richard Bickel was unable to attend this meeting.

2. ISARC Hot Line/Duty Officer Policy, Procedures, Guidelines

Kim Gotte will email the latest version of the Hot Line Procedures to the Board.

Kim Gotte would like to have an I am Responding training for the Board members.

3. ISARC Google Phone

Instructions on how to add people to the Google Phone line has been added to the Hot Line Procedures. A second hot line duty officer needs to be assigned. If you already have a google number assigned to your phone, you cannot have another google phone line.

d. Outreach Committee – Tom Foust, Chair

1. Outreach calls responses

The latest Outreach survey is not completed yet but should be done before Wednesday. Tom Foust will send the comments to the Board soon.

Two positive things that Tom Foust has noticed in the responses are that 1) the Board is doing better and 2) trainings are getting scheduled. A majority of agencies indicated that an increase in dues is acceptable.

VIII. Board Workgroups

a. ISARC Newsletter

The ISARC Computer that Carol Lussky uses has crashed. Carol Lussky is working on getting the computer fixed.

IX. For the Good of the Organization

Tony Sondgeroth asked how to become a SARIO instructor. Kim Gotte indicated that requirements are ISARC's SARM and GSAR.

IamResponding sign-ups are not equal to the number of agencies that are ISARC members.

Agencies without IamResponding contacts are not getting call out for searches.

The request for IamResponding contact information was added to the membership application.

A motion to adjourn at 1146 was made by Carol Lussky and seconded by Beth Drendel.