

**ISARC Board Meeting
September 9, 2023, 0900
Zoom**

I. Call to Order

The September 9, 2023, ISARC Board meeting was held via Zoom. The meeting was called to order at 0902 by Chair Richard Bickel. Members present were Chair Richard Bickel, Treasurer Carol Lussky, Secretary Dawn Watson, and Board Members Jim Hilgenberg and Mike Crews. Also present were Tom Foust, Outreach Committee Chair, and Tony Sondgeroth, Training Schedule Coordinator and Liz Brady from Plainfield County EMA. Board Member Beth Drendel was absent.

II. Approval of Minutes from August 5, 2023, Board Meeting

A motion to approve the August 5, 2023, minutes as submitted was made by Carol Lussky and seconded by Mike Crews. Motion passes.

III. Treasurer Report

a. August 2023 Reconciliations and Treasurer's Report

A donation from Gateway Search Dogs for the auction was received via PayPal.

Carol Lussky will review the final balance sheet, due to a typo in the ending balance of the savings account. A motion to approve the Treasurer's Report with the correction to the savings account balance was made by Richard Bickel and seconded by Dawn Watson. Motion passes.

b. Membership Dues

Tom Foust has contacted all the remaining member agencies. Almost every agency has paid their 2023 dues. Maine Township EMA is not active currently. Tom Foust talked to Micah Gallardo who indicated he will investigate paying the dues for DeWitt County.

IV. Public Comments

None

V. Old Business

a. Bank CDs – no progress.

b. Chase account signers

This will wait until the new Board is installed.

c. IEMA Summit Report

Kim Gotte set up the table on Tuesday. Tom Foust attended on Wednesday and Thursday and talked with a good quantity of people.

Kankakee County is interested in restarting their team. Chicago Ridge is interested in starting a team.

A motion to reimburse Tom Foust \$158.46 for his hotel cost for the IEMA conference was made by Carol Lussky and seconded by Richard Bickel. Motion passes.

d. Proposed changes to bylaws – no progress.

VI. New Business

a. Elections

1. There were five (5) nominations for Regions 2, 3, 4 and At-Large
Dawn Watson will enter nominations into ElectionBuddy in the order they were received:
Dawn Watson, Liz Brady, Chad Reese, Jeff Marvin, Linda Keen
Mike Crews asked if there was any possibility of extending the deadline for nominations as he would like to run again. The Board agreed to not extend the deadline to not set precedence in the future.
2. There were two (2) nominations for Regions 6, 7
Dawn Watson will enter nominations into ElectionBuddy in the order they were received:
Scott Garrett, Richard Bickel

ElectionBuddy's list of voting delegates needs to be updated before the election link gets emailed to the voting delegates. This will be done by 9/13/23.

b. October Board Meeting Agenda

The Board reviewed the proposed October agenda and approved as is.

c. October Membership Meeting Agenda

The Board reviewed the proposed October Membership Meeting agenda and approved with additions. The agenda will be sent, along with the Zoom link, to the PoCs, SAR reps, and Voting Delegates.

d. Eventbrite Pricing

As of 9/6/2023, Eventbrite is charging for events with a possible attendance over 25 people. Options are \$10 per event or \$29 per month.
A motion to pay \$10 per event was made by Jim Hilgenberg and seconded by Carol Lussky.
Motion passes.

e. Information requests

There is one request for camping information that has not been answered yet. Board members gave suggestions for responses. Dawn Watson will get back to this one.

f. Search Requests and Results

No updates since Kim Gotte was absent.

g. Approvals

1. Instructors
No new instructors nor lead instructors this month.
2. Member Agencies
No new member agencies this month.

VII. Committees

a. Conference Committee

1. Registrations

- a. There are over 90 people registered for the conference. There are 25 registered for the AFRC and 21 for Traumatic vs. Medical Emergencies, and over 20 each for the Evidence class and Forensic Anthropology class. There are 17 registered for the Drone course.

Civil Air Patrol paid the non-membership rate for the conference. The Board agreed to reimburse them for the extra fees.

Boone County has not paid the \$25 fee for the Traumatic vs. Medical Emergencies and indicates they will bring a check to the conference.

Aurora EMA should have sent check for three (3) conference registrations and three (3) Traumatic vs. Medical Emergencies course.

There will be three (3) people from Hanover Township presenting the Drones course on Sunday.

The following Conference and Board members need to register: Tim Killeen, Richard Bickel, Jim Hilgenberg, and Mike Crews.

2. Merchandise

The approval to order shirts from Model Tees was given by email. This order brings the merchandise quantity to 10 of each shirt. Tom Foust will get in contact with Beth Drendel on Monday to make sure merchandise is ordered.

ISARC Window Clings have been ordered and should be received by 9/14/23.

A discussion on the ISARC 2023 Conference shirt was held by email. There is a concern regarding the shirts not selling, as was the case in 2015. One donation of \$500 was received from Bradley Systems. Their logo will be added to the sleeve of the shirt. Carol Lussky will get their logo. The Board agrees to not print a year on the T-shirts and to only order 25 shirts. Tom Foust will follow up with Beth Drendel on Monday.

A motion to reimburse Dawn Watson for the conference expenses for the Window Clings (\$144.05), ISARC logo stickers (\$47), and folders (\$15) was made by Richard Bickel and seconded by Jim Hilgenberg. Motion passes.

Tom Foust will order 25 more hats with the correct logo colors.

Merchandise pre-orders will be bagged on Friday, October 6, at the camp.

3. Snacks and water

Richard Bickel and Jim Hilgenberg will get the water and snacks donated again this year.

4. Conference Day Price

Peru Rescue Station has a few members who would like to attend just on Saturday. The Board agrees to allow one PRS member to attend on Saturday for \$50.

5. Evaluations

The evaluations that were used in the past had specific times for sessions on them. Dawn Watson will update the evaluations to make them more generic. She is also thinking of

creating separate evaluations for the AFRCC course and the Traumatic vs. Medical Emergencies course.

Dawn Watson will check with AFRCC and Carol Lussky will check with Shawn Beane, instructor for the Traumatic vs. Medical Emergencies course.

6. Brochure

Tom Foust got pricing from SheetWise - \$75 for 100 brochures, 6 pages, double-sided, color, with single staple in upper left. Tom brought the brochure to SheetWise yesterday.

7. Breakout sessions

Dawn Watson will check with the camp to see if we can move the game tables downstairs and use that space for the Traumatic vs. Medical Emergencies class.

Carol Lussky will check with Shawn Beane to see how much space he needs.

8. Keynote speaker

As of 4:00 pm on 9/8/23, Senator Chapin-Rose cancelled. Richard Bickel is still looking for a replacement. Mike Crews suggested reaching out to Kevin Sur, the IEMA PIO. The keynote is scheduled for 4:45-5:15pm on Saturday.

9. Certificates

Carol Lussky has printed the name tags and certificates. Dawn Watson will print the presenter certificates. Dawn Watson will get breakout numbers to Carol Lussky so she can print the breakout session certificates.

10. Folders

100 folders have the ISARC label on them already. Dawn Watson will print the name labels and Tom Foust will put the labels on the folders prior to the conference. The brochures, certificates, and evaluations will be added on Friday, October 6, 2023, at the latest.

11. Donations

ISARC has received donations from Gateway Search Dogs for the auctions and from Bradley Systems.

Carol Lussky picked up the donated lanyards and has printed the name tags already.

b. Curriculum/Training – Kim Gotte, Chair

1. Training Requests and Scheduling – Tony Sondgeroth

No additional training requests have been received.

The request from Carol Stream was accidentally missed. Dawn Watson has apologized to Carol Cadle for this mistake. The Carol Stream people attended the Kane County BNAV.

Montgomery County's GSAR is scheduled for 10/21-10/22/23. Kim Gotte agreed to be lead instructor for this but has not indicated if she has a team for that yet.

2. ISARC Regional Trainings – Tony Sondgeroth

Not completed yet. This will be discussed at the conference.

3. Request by host agencies (Kane County) for email addresses of registrants and/or attendees – The Board agrees to submit participant information to a host agency, if it is requested and used to advertise for an upcoming ISARC course.
4. Search management staffing requests – Beth Drendel
Tabled until next Board meeting.
5. Trainings by other agencies (IFSI, etc.) and credit through ISARC – clarification
The Board recommends that ISARC member agency's Search and Rescuers attend and successfully complete ISARC BNAV and GSAR classes. To take a ISARC GSAR class, the participants will need to take the required ISARC BNAV course.

Credentials are not checked at searches. It is the local agency's responsibility to ensure their team is search ready.

6. BNAV TTT
Tony Sondgeroth, Dawn Watson, Bryan Collett, Scott Garrett, and Tom Foust are available to be instructors for the BNAV Train-the-Trainer class on 10/21/23. Dawn Watson is working on the Eventbrite for this event. Location will be TBD, depending on where the participants are coming from.
7. Instructor Updates Zoom meeting dates
Dates to be determined.
8. Printing SARIO, BNAV, GSAR materials
Kim Gotte has not submitted any receipts for printing course materials.
Carol Lussky wants the printing cost invoices sent to ISARC and not paid for by individuals.
ISARC needs to investigate other printing options. Dawn Watson will check with IVCC.

A motion to reimburse Dawn Watson (\$96.23) for the printing of the McLean County BNAV materials was made by Carol Lussky and seconded by Jim Hilgenberg. Motion passes.

ISARC still has access to the closet at the Peru Rescue Station.

9. Curriculum Updates
 - a. SARM
The next meeting will be 9/20/23. The team is working on the Task Book and the Exercises.
Dawn Watson is converting the background to something more professional and less distracting.

The first SARM BETA will hopefully be in January.
 - b. BNAV TTT
The BNAV TTT Curriculum is in the process of being updated.
 - c. GSAR TTT
The GSAR TTT Curriculum needs to be updated. The next one is scheduled for the 2nd Saturday in April.

c. Mutual Aid Resource Committee – Richard Bickel, Chair

1. Memorandum of Agreement

No updates yet. The committee needs to update ISARC's role in the MoA. Tom Foust thinks he sent a revised version of that to Richard Bickel already. This may just need to be sent to the Board to review.

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

This will be reviewed at the November Board meeting.

3. ISARC Hot Line Responders

This will be a topic at the conference. Dawn Watson will add this to the agenda.

Carol Lussky asked if there are any other phone systems like Google Voice that can be used. She has volunteered to be on the hotline, but already has Google Voice. Dawn Watson will investigate other options.

d. Outreach Committee – Tom Foust, Chair

Tom Foust and Beth Drendel will start contacting each team next week to remind them to vote and to register for the conference.

VIII. Board Workgroups

1. ISARC Newsletter

Carol Lussky has sent out the latest newsletter and it has been uploaded to the website. Next newsletter will include the new Board members.

IX. For the Good of the Organization

A motion to adjourn at 10:56am was made by Dawn Watson and seconded by Dick Bickel. Motion passes.