

**ISARC Board Meeting
April 3, 2021
Peru River Rescue Station**

The April 3, 2021 ISARC Board meeting was held at the Peru River Rescue Station. The meeting was called to order at 0900 by Chairperson Ed Kemper. Members present at the meeting were Chairperson Ed Kemper, Vice Chairperson Jason Buckley, Treasurer Carol Lussky, Secretary Tom Foust, and Board Members Kim Gotte and Richard Bickel. Also present were guests Dawn Watson and Anthony Sondgeroth from LaSalle County.

I. Approval of Minutes from March 6, 2021 Board Meeting

A motion to accept the March 6, 2021 Board Meeting minutes, with a change to the following, under IV.e: “Carol Lussky ~~is appointed...~~*will contact...*” and a change to the year in the heading, was made by Tom Foust. Jason Gotte seconded the motion. The motion carried.

II. Treasurer Report

- a. The March 2021 Reconciliation and Treasurer’s Report was submitted by Carol Lussky. Deposits include \$100.05 in membership dues and \$0.17 in interest. Agency membership payments made through Paypal include a processing fee of \$1.85, which explains the additional \$0.05 paid in dues.

The check for the liability insurance was mailed, but not noted on the report. There was an additional \$50 deposit through EFT, from another member agency.

Expenses include the renewal of the GoDaddy account.

- b. 2020 Tax Filing and Reporting
Carol Lussky will contact the accountant after April 15, since tax filings aren’t due until May for ISARC.
- c. 2021 Member Agency Invoicing
Carol Lussky has not sent out the invoices yet. Second reminders and invoices will be sent soon. There are 43 member agencies whose have submitted their membership fees. The late fee will be added to the invoices being sent. Carol will remove non-paying agencies from the membership list. An updated member agency list is included in this month’s Board packet.

A motion to accept the Treasurer’s Report as presented was made by Kim Gotte and seconded by Jason Buckley. The motion carried.

III. Public Comment

Pana search went very well. The ISP were very pleased.

IV. OLD Business

a. Updates to Website

The COVID-19 Guidelines are updated. Minutes, agendas, and upcoming trainings (BNAV) have been posted.

The Code of Conduct will be added.

Electronic versions of the committee job descriptions will be emailed to Kim Gotte to add to the website.

The Past Events page should be updated monthly, instead of just at the end of the year.

Reference to the ESDA Administrative Rule, in the GSAR 16 description on the Training Programs webpage, will be linked to that rule.

The Amazon and PayPal donate buttons need to be added to the website.

Information on the Good Samaritan Act may be added to the website.

b. ISARC Workers Compensation Policy Update

It was determined that the 19 members included in the previous workers compensation quote included the committee members. The minimum premium for workers compensation is \$1800, based on 50 people. The insurance company needs specific names, for auditing purposes. Ed Kemper submitted the current instructor list and the committee members, which equals 50 people, to the insurance company. The basic workers compensation coverage does not include the Board members.

The Board will discuss the options and costs of workers compensation with the member agencies.

A motion to table the workers compensation policy topic while the Board investigates options to fund the workers compensation insurance was made by Tom Foust and seconded by Jason Buckley. Motion carried.

c. Policy, Procedure, Guidelines and Governing Documents Numbering System

Kim Gotte has created an Index of the ISARC charter documents, strategic plan, mission and vision, Board organization and operation, and policies and procedures.

d. Board of Directors Cover Letter, Member Agency Application and Resource Guide, MOA to Membership Agencies

The cover letter and member agency letter will continue to be word smithed. The letter will indicate that the enclosed application is filled out with the information the agency has submitted previously. If there are changes, they can fill out a revised application.

e. Member Agency Feedback from Board Members Contact

The Board members reviewed what they had learned from the member agencies they contacted, as assigned last month. The information will be entered into an Excel spreadsheet so that the Board can have a better understanding of how many members need which trainings.

f. Meeting of the Membership May 2021

The next meeting of the membership will be held on June 5. Ed Kemper will talk to the liability insurance company to get a copy of the policy to hold the event at Illinois Valley

Community College (IVCC). The Peoria Sheriff's Office will be the back-up location if things fall through at IVCC.

V. New Business

a. Approvals

- i. Instructors
No new instructors
- ii. Member Agencies
There are a few potential agencies for future approval.
- iii. Board Member Appointments – Additional Board Member, Committee Chairs, Etc.
No new Board Appointments
- iv. Supporting/Honorary Membership
No new supporting/honorary members

b. Committees

i. Conference: October 8-10, 2021

A zoom meeting will be held on April 14, at 7:00pm.

It was suggested that the Chill & Grill on Friday night be a bonfire and cook your own hot dogs/brats on skewers, with baked beans, potato salad, chips, desserts, etc.

Breakdown costs are not determined yet.

Tom Foust will be contacting vendors, such as Gander Mountain/Bass Pro. Rescue Direct is no longer in business.

Challenge coins and pins have been ordered.

The committee will look at purchasing T-shirts, sweatshirts, hoodies (full-length and ¾-length zip), polos, and hats to sell at the conference.

ii. Curriculum/Training

1. Man-Tracking: April 16-18, 2021

There are 22 members registered for the Man-Tracking training. Registration will be opened to all member agencies, removing the limit of four per agency. Non-member agency participants will be charged \$225.

There is a 22-page handout and tracking cards for the training. Kim Gotte will have these printed.

2. Advanced Man-Tracking: September 2021

The airline tickets have been changed. Rooms are on your own, meals will be eaten out of your backpack. Maximum number of participants is thirty.

3. Training and Exercise Planning Workshop

A new google calendar was sent to those who attended the Instructor Updates meeting.

Another Instructor Updates will be held on May 11, 2021, at 7:00pm. More advance notice of these update meetings was requested by member agencies.

Kim Gotte updated the 2021 ISARC instructor workbook.

SARM will be removed from the GSAR Lead Instructor requirements since it is not being taught at this time.

Recommendations for GSAR instructors to become GSAR lead instructors are requested from the lead instructors who have worked with that GSAR instructor. After each training, lead instructors indicate who the instructors were. Kim Gotte uses this to update the instructor workbook, which indicates which instructors need to teach which sections of the trainings.

Instructors who are no longer active will be moved to a new tab in the Excel workbook, so there is documentation of why they are no longer active instructors.

An approved FTO list is not available yet. FTOs need to be evaluated by a GSAR lead instructor. FTO training is not formalized, but there is a lot of discussion and instruction before, during, and after a GSAR training. An FTO train-the-trainer class will be developed.

Kim Gotte will ask the GSAR lead instructors for their approved FTOs. These will be presented at the next Board meeting.

BNAV

4/24 – Train the Trainer – The location will be changed to a northern location because the only participants, at this time, are from northern IL. If a location cannot be found, this event will be rescheduled.

GSAR

June (tentative) - Boone County

October 23-24 (tentative) – LaSalle County

Kim Gotte and Carol Lussky will review the Roles and Responsibilities document and add information regarding travel fees and lodging costs for trainers who are driving from more than one hour away for certain non-ISARC sponsored trainings. These costs are only for additional trainings requested by member agencies.

iii. Mutual Aid – Resource Guide Review

Ed Kemper distributed a revised version of the Resource Typing Library Tool. The Board reviewed the revised version and made additional wording changes.

The Board will continue to review the Resource Guide.

iv. Outreach – Member Agency Contact 2021

No updates currently.

c. Board Discussion Workgroup

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

Most of the policy is completed but needs to be fine-tuned.

ii. I Am Responding Plan

Kim Gotte entered all member agencies into the “I Am Responding” program, but the program is not up and running yet.

iii. Executive Director of Training and Exercise Job Description

The Board will review the first draft of the Executive Director of Training and Exercise Job Description.

iv. ISARC Copyrights on Governing Documents

Ed Kemper discussed copyrights with an attorney. A copyright costs \$450 for each document. A watermark can be applied to all documents, old and new, or the ISARC logo can be added to every page of every document. This will protect ISARC’s documents from plagiarism.

v. GSAR training materials

GSAR can have a maximum of 32 participants. Ed Kemper will have the student handbooks printed and prepare ten boxes of materials, including an envelope with all the documents for the lead instructor. These boxes will be shipped to the lead instructor prior to each GSAR training.

vi. ISARC Newsletter

The next newsletter is scheduled for April. Please send articles to include in the newsletter to Carol Lussky. Ed Kemper will write his “Chairman of the Board” article. Tom Foust will submit “Tips and Tricks.”

Upcoming trainings, as well as an article regarding the April Man-tracking class, will be included.

vii. ISARC History – Board of Directors, Member Agencies, Call Outs, Etc.

Not discussed.

VI. For the Good of the Organization

None.

VII. Adjourn

A motion to adjourn at 1:30pm was made by Richard Bickel and seconded by Kim Gotte. The motion carried.

Respectfully submitted,
Dawn Watson
Board scribe