

**ISARC Board Meeting  
August 7, 2021  
Peru River Rescue Station**

The August 7, 2021, ISARC Board meeting was held at the Peru River Rescue Station. The meeting was called to order at 0909 by Chairperson Ed Kemper. Members present at the meeting were Chairperson Ed Kemper, Vice Chairperson Jason Buckley, Secretary Tom Foust, Treasurer Carol Lussky, and Board Members Kim Gotte and Richard Bickel. Also present was guest Dawn Watson from LaSalle County. Absent was Board Member Richard Bickel.

**I. Approval of Minutes from June 26, 2021, Board Meeting**

A motion to accept the June 26, 2021, Board Meeting minutes was made by Richard Bickley. Jason Buckley seconded the motion. The motion carried.

**II. Treasurer Report**

- a. The June 2021 and July 2021 Treasurer's Reconciliation Reports were distributed by Treasurer Carol Lussky. There are two outstanding: one for reimbursement for Man-Tracking expenses to Brian Collett and one for the registration with the Attorney General's Office

Purchases include a laptop case, to protect the laptop during transportation; Zoom renewal; Weebly renewal; postage costs; and a TechSoup subscription for QuickBooks for five user licenses.

A thank you letter is being sent to D. Fellows for the donation on behalf of the family of R. Milka.

A few agencies have not paid for the Basic Man-Tracking course. McClean County only sent one participant and Boone County sent one participant. Outstanding invoices will be updated to reflect the cancellations.

Conference registrations received by mail will be deposited.

- b. Tax Exempt Certificate Status

Nothing has been received from the IL Department of Revenue yet.

- c. 2021 Member Agency Invoicing

Carol Lussky has sent three renewal notices by email. Board members will contact the agencies who have not renewed. There are 44 agencies that are currently paid.

Naperville requested a W-9, which Carol Lussky has sent.

- d. QuickBooks

Carol Lussky is working on importing data into QuickBooks.

Checks have been ordered.

- e. Carol Lussky applied for a grant for \$1,000 from RESILIA, a non-profit platform regarding non-profit taxes and filings. The grant request is to augment training, etc.
- f. Sheepdog Guardian Consulting offers a Search and Rescue one-day seminar on “Canine Legal Updates and Opinions Seminar.” Membership for a K9 handler is \$45/year. Carol Lussky recommends using the \$1,000 donation towards offering this course locally.
- g. Expenses for instructional materials for each ISARC class are approximately \$70 per box of material, which includes the printed materials; flagging tape, if appropriate; and the shipping cost. A discussion on how to continue to supply these materials for the trainings was held.

It was discussed to give an “emergency” box to the lead instructors. If the agency does not have the materials printed in advance, the lead instructor will inform the agency that they will be invoiced approximately \$50 for the box of materials.

It was suggested to give the agency options to either pay for the materials, pre-printed, or to receive the master documents and make their own copies.

A solution was not reached at this time.

A motion to accept the June 2021 and July 2021 Treasurer’s Reports was made by Jason Buckley and seconded by Kim Gotte. The motion carried.

A motion to table the issue of supplying instructor materials to allow Board members to think further about this was made by Jason Buckley and seconded by Tom Foust. The motion carried.

### **III. Public Comment**

None

### **IV. Old Business**

#### **a. Updates to Website**

Almost all updates were made recently. The cart has not been removed. The conference link on the Events page is not linked correctly.

Information on the Amazon Smiles and PayPal donation will be added.

#### **b. Additional Policies for Approval**

Ed Kemper passed out the Board of Directors Governing Documents binder.

Kim Gotte will be adding information on how to access and setup a Zoom meeting and create an Eventbrite event.

Tax Exempt certificates will be added once received.

The Conflict of Interest and Compensation Approval Policy with the policy number needs to be updated in the binder.

The ISARC Board contact information page will be updated after the election of new Board members in October.

Carol Lussky will send financial documents that should be included in Tab 9 to Ed Kemper.

Form 603 will be added to Tab 11 once completed.

BNAV instructor roles and responsibilities will be added to Tab 13 once completed.

**c. Cover Letter, Member Agency Application and Resource Guide, MOA to Membership**

The cover letter, explanation letter, applications (copy of previous and a blank if changes are needed), and MOA will be emailed to the 2020 points of contact.

**d. Lease of Peru River Rescue Station**

A \$1.00 check for the lease of the Peru River Rescue Station for FY2021-2022 will be written.

Comcast is approximately \$150/month by check or, if using autopay, the cost decreases to approximately \$120/month. If ISARC purchases its own router and modem, the cost will decrease. This cost is not currently included in the budget.

**e. Member Agency Feedback from Board Members Contact**

Jason Buckley will finish contacting the agencies that are assigned to him. Jason Buckley will contact Macon County to discuss trainings.

Kim Gotte talked to Ogle County, who indicated they don't have any members to train and thought they had to be members to use ISARC services.

**f. Anti-Harassment Policy Review and Code of Ethics Policy**

Carol Lussky researched possible Code of Ethics Policies. Copies of NASAR's Code of Ethics and the Greater Philadelphia Search and Rescue Code of Ethics was distributed.

A motion to adopt NASAR's Code of Ethics and add references to ISARC was made by Tom Foust and seconded by Jason Buckley. The motion carried. Kim Gotte will create the document.

The Illinois Search and Rescue Council Anti-Harassment Policy, for ISARC Board members and instructors, received from the insurance agency, was reviewed. Ed Kemper will check with the insurance agency to see if training on Anti-Harassment is required and, if so, what training the insurance agency provides. Ed Kemper will also ask the insurance agency if they have a document regarding the "internal procedures for victims to report" and definitions of supervisor.

**V. New Business**

**a. Approvals**

**i. Instructors**

There are no new instructors for approval.

**ii. Member Agencies**

Lake County EMA has applied for membership.

A motion to accept Lake County EMA as a member was made by Carol Lussy and seconded by Jason Buckley. The motion carried.

**iii. Board Member Appointments – Additional Board Member, Committee Chairs, Etc.**

Ed Kemper requested Tom Foust get the paperwork regarding the Board elections ready. Nominations can be made by any member and the nominate must have approval by their agency's point of contact. Nominations will be sent to the Board. The Board acknowledges receipt of the nomination. Voting instructions with nominations will be sent to the points of contact and voting delegates. Nominations must be submitted by September 1.

Three positions are up for nomination in October: Tom Foust, Kim Gotte, and Richard Bickel.

Elections will be done electronically, using Election Buddy, prior to the conference, with results announced at the conference.

**iv. Supporting/Honorary Membership**

There are no new Supporting/Honorary memberships.

**v. After search documentation**

A motion to approve sending the 7-31-2021 Gurnee search overview and maps was made by Carol Lussy and seconded by Richard Bickel. The motion carried.

**b. Committees**

**i. Conference October 8-10, 2021**

A conference committee Zoom meeting will be held on August 11. September 4<sup>th</sup> will be the after-Board meeting work meeting to put the packets together.

Seventeen people have registered so far. Instructors who stay for most of the conference will need to register.

Prices for patches and hats should be received on Monday.

The session on SarTopo requires internet service or a hot spot. Board members will investigate options.

It was requested to have agendas and minutes of the Conference Committee meetings.

**ii. Curriculum/Training**

1. Training and Exercise Plan

A chart of upcoming trainings was distributed.

Statistics on searches and classes held so far was also distributed by Kim Gotte.

A lot of positive feedback is being received about getting new instructors the opportunity to teach to lead to lead instructor status.

A discussion about registration responsibilities was held.

2. Man-Tracking

Kim Gotte will send the Basic Man-Tracking profit/loss statement to Carol Lussky.

There are currently three registered, with two more in the works.

Cost is \$225/per person. Fees for Fernando are \$125/person.

3. Jason Buckley thanked Douglas County EMA for hosting the GSAR class in July.

4. The GSAR Instructor Roles and Responsibilities will be updated to include supplying materials. A Roles and Responsibilities for BNAV courses will be created.

**iii. Mutual Aid – Resource Guide Review**

Ed Kemper is still working on updating the Resource Guide.

**iv. Outreach – Member Agency Contact 2021**

Michael Burns, Outreach Committee chair, will be requested to attend the September 2021 Board meeting.

**v. Other**

It was discussed that Board members and instructors have embroidered polo shirts. Instructors should wear the polos during the class portion of trainings.

**c. Board Discussion Workgroup**

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

Kim Gotte distributed the Hot Line/Duty Officer procedures to the Board Members for review. A flowchart will be created.

**ii. I Am Responding Plan**

A test was successfully completed between Kim Gotte and Dave. Another test will be done next week with the Board members. Board members should receive an email indicating they have been set up with an account. Contact Kim Gotte if you do not receive that email by Monday evening.

**iii. ISARC Copyrights on Governing Documents**

Not discussed.

**iv. ISARC Newsletter**

Carol Lussky passed around a draft of the upcoming newsletter for review. More articles are needed. Requests for articles from the Douglas County GSAR course and the Man-Tracking course was made.

**v. Board Access to Various Platforms – Drop Box, Eventbrite, Calendar, etc.**

Kim Gotte will create documents explaining how to create Zoom meetings, Eventbrite events, I Am Responding calls, etc.

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

Not discussed.

**VI. Equipment Purchases**

The Board agreed to purchase a printer, scanner, modem, printer cabinet, and internet mesh wi-fi system to use at the Peru River Rescue Station. Ed Kemper will also purchase the mailbox.

**VII. For the Good of the Organization**

**VIII. Adjourn**

A motion to adjourn at 1305 was made by Jason Buckley and seconded by Richard Bickel. The motion carried.

Respectfully submitted,  
Dawn Watson  
Board scribe