

**ISARC Board Meeting
February 6, 20201
Peru River Rescue Station**

The February 6, 2021 ISARC Board meeting was held at the Peru River Rescue Station. The meeting was called to order at 0857 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 John Bennett from Maine Township and Dawn Watson and Anthony Sondgeroth from LaSalle County.

I. Approval of Minutes from January 2, 2021 Board Meeting

A motion to accept the January 2, 2021 Board Meeting minutes with minor corrections was made by Kim Gotte. Jason Buckley seconded the motion. The motion carried.

II. Treasurer Report

- a. The Treasurer's Report was given by Carol Lussky. The account earned \$0.15 in interest. Membership checks have not been deposited yet. The Bussey account is closed and done and will be removed from future treasurer reports.

Donations from Amazon Smiles are received based on Amazon's quarterly system.

Expenses include the renewal of the PO Box and another check to Krueger & Associates. This check to Krueger & Associates has been cashed. The other checks that Krueger has not received yet will be returned or credited to ISARC's account.

The check to Tom Foust was voided. Tom Foust used this reimbursement to pay for the Peru River Rescue membership dues and donated the rest to ISARC.

- b. Prior Tax Year Reporting 2018 IRS Status
Carol Lussky has not heard anything further from the IRS.
- c. 2021 Member Agency Invoicing
Approximately 35 member agencies have paid for membership. Carol Lussky will send out reminders and 2nd invoices next week.

A motion to accept the Treasurer's Report as made by Jason Buckley and seconded by Richard Bickel. The motion carried.

III. Public Comment

John Bennett mentioned that he is here to help the agency. ISARC just needs to ask.

IV. OLD Business

- a. **Updates to Website – Approved Bylaws, Approved Policies, 2021 Board Meeting Location**

The Bylaws are updated.

The policies, forms, and job descriptions are all formatted consistently.

The donation letter needs to be placed on letterhead. Kim Gotte and Tom Foust will get this done.

Ed Kemper asked about archiving minutes and agendas on the website. The web master is working on this.

The Board member job descriptions will go on the website, after they are formatted consistently.

The Board is still waiting for verbiage and documentation from Amazon and PayPal before the donation buttons can be implemented on the website.

The ISARC COVID-19 policy will be updated on the website to reflect the guidelines for Phase 4.

The Code of Conduct will be placed, in full context, under the COVID guidelines on the “Who We Are” webpage, after it is updated as discussed at the January 2021 meeting. The electronic version of the Code of Conduct will be numbered according to the policy numbering system.

A snapshot of the first newsletter is posted on the website, along with a link to subscribe to the newsletter.

b. 2020 Annual Membership Meeting Discussion – Quorum, Define POC, Voting Delegate

Ed Kemper wrote a “Letter to Member Agency Point of Contact”, taking portions from the ISARC bylaws, website, and other ISARC documents. The letter defines an organizational member and offers the option of being a non-voting organizational member for those agencies who want to be part of ISARC but don’t have the time to go to membership meetings. The non-voting organizational member option is not in the bylaws yet and may be subject to a bylaw amendment.

The non-voting organizational member option could be used by those agencies that don’t have searchers. The membership application will need to be revised if the non-voting organizational member option is amended into the bylaws.

Kim Gotte had responded by email regarding the letter. Ed Kemper indicated that Kim Gotte’s comments and suggestions should be added to the website, policies, and other documents, as appropriate.

It was suggested to have another membership meeting in April, with voting ahead of time. A discussion on using “Election in Absentia” was held. A designated proxy must be another member of that agency and cannot be given to another agency.

c. Board of Directors Liability Insurance Policy

Quotes were received from several insurance agencies. A discussion was held regarding the options available and the cost. The Board members will contact their insurance contacts for clarification of coverage and costs so that an “apples to apples” comparison can be made at the next Board meeting.

Options include Board of Directors coverage only or that and general liability coverage. General liability coverage covers any events and trainings held by ISARC. This would eliminate the need for individual policies for each event.

A safety manual is required for some insurance policies and may need to be created for ISARC.

A concern regarding the additional insurance costs is how ISARC will pay for it. It was suggested to find a grant writer and/or conduct fundraising to cover the costs.

d. Policy, Procedure, and Guideline Numbering System

Kim Gotte distributed a list of documents ISARC has been working on with the associated policy numbering. There was some concern about the difficulty of finding what you are looking for with the complexity of the numbering system Kim Gotte will be organizing the documents in a “table of contents” spreadsheet.

e. ISARC Code of Ethics, Waiver of Liability

The waiver of liability is pending until an insurance liability policy is implemented. The liability statement is too long to put on the sign-in sheets used at searches.

f. Board Member and Committee Chairperson Job Descriptions

The Board of Director’s Chair, Treasurer, Vice-Chair, Secretary, and Member job descriptions have been approved previously. The “Effective Date” needs to be updated.

The Committee Chair job descriptions were reviewed. The Executive Committee is spelled out in the bylaws.

A motion to accept the committee chair job descriptions was made by Carol Lussky, seconded by Jason Buckley. The motion carried.

The Committee Chair job descriptions will be added to the ISARC website.

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

A cover letter, member agency application, resource guide, memorandum agreement, and an explanation on how to fill out these documents will be sent to member agencies. In the future, these will be sent in advance of the invoices.

ISARC has the option of sending the member agencies a copy of their previous application. If there aren’t any changes, the member agency can sign and return the application. If there are changes, the member agency will fill out a new application.

The memorandum of agreement is not required annually.

V. New Business

a. Approvals

i. Instructors

There are currently no new instructors.

ii. Member Agencies

1. Carol Stream Search and Rescue has filled out the application but are waiting on ISARC's W9 before sending in their check. Carol Stream is tied to the Carol Stream Police Department. They have approximately 20 members who are trained and very involved.

A motion to accept Carol Stream as a member agency was made by Kim Gotte and seconded by Jason Buckley. The motion carried.

2. Southern Illinois Search and Rescue, led by David Jennings, has requested training. Kim Gotte will contact them to find out more about their group and get them started on the path correctly.
3. Carbondale and Makanda are tied to a government agency and are willing to work together to get training.
4. Little Egypt hasn't paid for membership but still list themselves as a member agency on their website. Kim Gotte will contact them.

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

1. There is still one vacant appointment on the Board.
2. Mike Burns is still willing to serve as chair of the Outreach Committee. The Board will invite Mike Burns to a future Board meeting. Jason Buckley will get the job description to Mike Burns.

b. Committees

i. Conference October 8-10, 2021

Tom Foust will contact the Conference Committee members and review the plans for last year. Kim Gotte has a few new possible presenters to cover any possible vacant training slots.

ii. Curriculum/Training – Fernando, April 16-18, 2021, TEPW 2021, Instructor Policy

1. Basic Man Tracking: Fernando is scheduled to come in April. The course is limited to 40 participants, so registration will start with a limit of four per agency. The member agency must be a current member in order to have members attend. Cost is \$200 per member.

Some meals will be included. Brian Collett has volunteered to smoke some meats for dinner.

Jim Hanley, Brian Collette, Kim Gotte, Tom Foust, and Richard Bickel are volunteering their time for this event and will be comped for housing and meals.

This training will include four hours of classroom time on Friday night and in the field training on Saturday and Sunday.

2. An Advanced Man Tracking training is scheduled for September. This course is limited to 30 participants, with a minimum of 12 participants. Participants must pass the Basic Man Tracking training in order to attend.

This training will be hosted by Peoria or Tazwell County. Lodging and meals are up to the participant. This is field only training and participants will be eating out of their backpacks. ISARC costs are the airplane ticket and insurance, as well as general operating expenses.

A brief discussion was held regarding recovering general operating expenses, such as postage, attorney fees, etc., and including a portion of these costs in event fees.

3. BNAV Train the Trainer courses are scheduled for February 27 and April 24. This is a closed registration, since participants must meet the requirements. As of this meeting, there are six signed up for the February training and two are signed up for the April training.

iii. Mutual Aid – Resource Guide Review

Ed Kemper distributed the 2018 version of the Resource Typing Library Tool. This tool spells out what each position is, what the requirements are, and what is needed to maintain that position. This can be used to create a training matrix, showing the pathways to earning qualifications for specific positions.

Suggested changes include:

- a. Updating the GSAR Technician Education Requirements
- b. Changing “Required” to “ISARC Recommended” for some categories
- c. Rewording the “Personnel Equipment” requirements for clarification of PPE worn and what should be in the backpack or SAR vest.
- d. Removing Credentialing Licenses from General Requirements.
- e. Renaming Identification Card to Agency-provided Identification Card.
- f. Moving “See Appendix A” after “...every 3 years” under Education Requirements.

The Board suggested creating a Basic and Advanced category for some positions.

Carol Lussky indicated that the K9 sections have great explanations.

Ed Kemper will revise the GSAR Technician pages to reflect these suggested changes and asked the Board members to review the tool and bring feedback to the next Board meeting.

iv. Outreach – Member Agency Contact 2021

ISARC has a Facebook page and website. The Board doesn’t feel that additional social media is necessary.

c. Board Discussion Workgroup

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

Kim Gotte has created a draft of the Hot Line procedures, including ISP plane contacts and Salvation Army contacts. The resource guide will be updated. Blank forms were included as examples. A spreadsheet of member agencies by region is also included.

Kim Gotte logged the calls received by the Hot Line for 2021 so far and most of the calls are not relevant to ISARC.

ii. I Am Responding Plan

A test of this system is this Wednesday. There will be two people at each agency who will be able to respond, but the login will be the same for each person. Each person can change their agency responses until they arrive on scene. Responses will include Acknowledged, Unavailable, 1, 2, 3, 4, 5, 6, 7, 8+, Standing Down. The system has messaging capability if you have more than 8 searchers responding so the agency can indicate exactly how many.

iii. ISARC Newsletter

1. A snapshot of the first newsletter is posted on the website, along with a link to subscribe to the newsletter. The newsletter was sent to last year's points of contact, but Board members have heard from other agency members that the newsletter was not distributed by some points of contact. It was suggested to also send the newsletter to the voting delegates, in the hopes that it will be distributed.

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

Not discussed.

v. Training Exercise Planning

Ed Kemper would like to have a calendar of ISARC training events, possibly two in the north, two in central, and two in the south. It is too late to plan this for 2021, so the Board will work on this for 2022 and have it ready before the member agencies plan their 2022 schedules. Trainings should include BNAV, SAR-M, SARIO, and GSAR.

A Lost Person Behavior class is scheduled for February 20, 2021 and is already full.

BNAV is most important to new searchers. This class has a limit of 24 participants.

GSAR training can have a maximum of 32 participants. Tazwell has a GSAR scheduled for August 21 and 22, 2021.

There is a BNAV in Kendall County and a SAR Exercise in Tazwell County scheduled for March 27.

Instructor Updates are scheduled for March 9 at 7:00 pm and repeat on March 20 at 9:00 am. These will be held by Zoom and will be approximately one hour long.

VI. For the Good of the Organization

Jason Buckley indicated he will not be available for the March Board meeting.

VII. Adjourn

A motion to adjourn at 1:05pm was made by Richard Bickel and seconded by Carol Lussky. The motion carried.

Respectfully submitted,
Dawn Watson
Board Scribe