

**ISARC Board Meeting  
June 5, 2021  
Peru River Rescue Station**

The June 5, 2021, ISARC Board meeting was held at the Peru River Rescue Station. The meeting was called to order at 0854 by Chairperson Ed Kemper. Members present at the meeting were Chairperson Ed Kemper, Vice Chairperson Jason Buckley, Secretary Tom Foust, and Board Members Kim Gotte and Richard Bickel. Also present were guests Dawn Watson and Anthony Sondgeroth from LaSalle County. Absent was Treasurer Carol Lussky.

**I. Approval of Minutes from June 5, 2021, Board Meeting**

Spelling corrections were made, as well as a clarification that the Volunteer Act is officially called the Volunteer Emergency Worker Job Protection Act (50 ILCS 748).

A motion to accept the May 1, 2021, Board Meeting minutes, with these corrections, was made by Richard Bickel. Jason Buckley seconded the motion. The motion carried.

**II. Treasurer Report**

- a. The March 2021, April 2021, and May 2021 Reconciliation and Treasurer's Reports were submitted by Carol Lussky by email. Ed Kemper reviewed the reports with the Board members. The March 2021 reports were resubmitted, as requested at the April Board meeting.

The ending balance for the ISARC checking account is \$3761.04 for March 2021. Activity includes dues paid, interest, and a check written to VFIS for liability insurance.

The ending balance for the ISARC checking account is \$2561.31 for April 2021. Activity includes Mantracking registration deposit from Eventbrite, interest, and a check written for the Dropbox subscription.

The ending balance for the ISARC checking account is \$3042.24 for May 2021. Activity includes deposits of dues and AmazonSmiles donates, interest, and checks written for reimbursement of expenses for Mantracking and printing, as well as annual registration fees.

- b. QuickBooks will be updated and used to print checks and reconcile the accounts. New checks with two signature lines will be ordered. A printer with wi-fi capability may be purchased to print checks, as necessary, at each Board meeting.
- c. Dues received and Amazon Smiles donations, along with \$0.16 in interest, were deposited.
- d. 2020 Tax Filing and Reporting  
The 2021 tax filings have been completed.
- e. 2021 Member Agency Invoicing  
As of April 3, there were 43 member agencies.
- f. Carol Lussky has applied for tax exempt status with the State of Illinois.

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

**III. Public Comment**

None

**IV. OLD Business**

**a. Updates to Website – Archived Minutes and Agenda, Approved Policies, COVID-19 Phase 4 Guidelines, ISARC Code of Conduct, Amazon Smiles and Donate Now Tab, Committee Chairpersons Job Descriptions, Instructor Policy, Etc.**

The COVID-19 Guidelines were updated as of 2-2021 and will be updated after next Friday.

Kim Gotte is still investigating how to create an archived minutes and agendas webpage, as well as the events webpage.

Committee Job Descriptions will be added to the Committee page.

The Amazon Smiles information and the PayPal donate here button will be added somewhere to the website. PayPal has made the changes to remove Eric Hodges.

The member agency links will be updated.

Links to the Good Samaritan Act (745 ILCS 49) and the Volunteer Emergency Worker Job Protection Act (50 ILCS 748) were added to the documents page.

The Curriculum Committee has updated ISARC forms 501, 502, and 503. The new versions of these forms will be reviewed at the next Board meeting. Approved forms will be updated on the website.

The ISARC store will be removed from the website.

**b. All Approved Policies, Procedures, Guidelines and Governing Documents Updated Along with Numbering and Table of Contents**

Kim Gotte has converted all the documents to pdf and will number each document. Once a clean copy of the IRS letter of determination for 501(c)(3) status is available, the governing documents will be compiled into one handbook for each of the Board members.

ISARC forms will be added to the handbook.

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

Carol Lussky and Kim Gotte submitted revised versions of the cover letter. After discussing the revisions, a motion was made to accept the letter with minor corrections was made by Tom Foust and seconded by Jason Buckley. Motion carries.

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

Kim Gotte emailed the Excel spreadsheet to the Board members. The Board members will review the information already entered in the spreadsheet and fill in the information for the agencies they contacted.

**e. Meeting of the Membership**

TBD

**f. FOIA requests**

The Board of Directors held a discussion regarding search reports that are given to the requesting law enforcement agency.

Search managers and searchers are not going to a search as ISARC members, but as members of their individual agencies, even though they are ISARC trained. However, ISARC trainings give certificates but do not give trainees certification in the training subject.

Kim Gotte discussed search documentation with the several State's Attorney and law enforcement. It was recommended to only give a PDF of the overall search map and the summary sheet.

A motion that summary reports created by ISARC Search Managers be limited to the after-action report and a pdf of the overall search map, with the caveat that further information is available by request and be approved by ISARC Board of Directors prior to being released to the law enforcement agency requesting ISARC's assistance was made by Jason Buckley. Motion was seconded by Kim Gotte. Motion carried.

**V. New Business**

**a. Approvals**

i. Instructors

There is one new BNAV Lead instructors: Anthony Sondgeroth. Motion to approve this new BNAV Lead instructor was made by Tom Foust and seconded by Jason Buckley. The motion carried.

ii. Member Agencies

There are no new member agencies.

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

There are no additional board member or committee chair appointments.

iv. Supporting/Honorary Membership

There are no new Supporting/Honorary memberships.

**b. Committees**

- i. Conference October 8-10, 2021  
Hotel rooms are reserved.

A Conference Committee meeting will be held in approximately two weeks.

Participant cost will be:

\$75 for pre-registered, plus Event-Brite fees

\$85 for non-members (plus Event-Brite fees) and late registrations (at the door)

\$35 for Friday's Lost Person Behavior class

Cabin rental cost is for 20 participants. The camp charges \$15 per person over that 20 if they stay at the camp.

A cabin will be reserved for Thursday night for conference committee members and Lost Person Behavior attendees.

Kim Gotte and Tom Foust are getting quotes for clothing items to sell at the conference. Questions will be asked on the registration regarding clothing sizes that attendees would prefer. Clothing will be ordered in September to receive it in time for the conference.

ii. Curriculum/Training

1. Advanced Man Tracking

Attendees are responsible for their own lodging and food. Course will be held September 14-17 in Sommer Park in Edwards, IL. Course cost will be \$225. Fernando's fee is \$125/person. A maximum of 30 participants will be allowed. Other costs include insurance and Fernando's plane ticket.

Registration will be available after July 3.

2. Instructor Updates

There will be an Instructor Updates meeting on June 8 at 7:00 pm. Invitations have been sent to the instructors who have not yet attended an Instructor Updates meeting for 2021.

3. Training Exercise and Planning Workshop

Kim Gotte will send the Training Exercise and Planning Workshop spreadsheet to the Board members.

June 8 – Instructor Updates

4. Trainers Compensation Policy

The Roles and Responsibilities document will have information regarding travel fees for trainers who are driving from more than one hour away and lodging for certain trainings, such as GSAR, added to it.

The costs are NOT for ISARC sponsored trainings. These costs are only for additional trainings requested by member agencies.

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

Ed Kemper added a NIMS statement to the Resource Guide.

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

Kim Gotte emailed the Excel spreadsheet to the Board members. The Board members will review the information already entered in the spreadsheet and fill in the information for the agencies they contacted.

**c. Board Discussion Workgroup**

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

The ISAR Hot Line/Duty Officer Policy will be sent to the Board of Directors for review.

A flow chart will be added to the policy.

**ii. I Am Responding Plan**

Kim Gotte will contact the company to continue the process of setting this up for ISARC. ISARC has not paid for this service yet and will not be asked to pay until all the bugs are fixed.

**iii. ISARC Copyrights on Governing Documents**

ISARC documents now have watermarks.

**iv. ISARC Newsletter**

Not enough articles have been submitted for publication.

**v. Illinois Search and Rescue Council Anti-Harassment Policy**

The Board will review the draft of this policy and discuss at the next Board meeting.

**vi. ISARC Executive Director of Training and Exercise Job Description**

A draft of the Executive Director of Training and Exercise Job Description will be reviewed by the Board.

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

Not discussed.

**VI. For the Good of the Organization**

None.

**VII. Meeting with the Board Peru River Rescue Station Board**

The ISARC Board Meeting was put on hold at 10:00am to meet with Clint Kapinski and Steve Hammerich, representing Peru River Rescue Station, to discuss allowing ISARC to use their building for storage, and meetings. The Peru River Rescue Station members had additional questions regarding storage space, keys, insurance, and shop access.

Use of the Peru River Rescue Station will give ISARC a physical address, which is required by VFIS for insurance purposes and for tax exempt status with the State.

A secure mailbox will be attached to the building, as well as an ISARC logo.

ISARC will investigate installing internet access at the building. ISARC would like to install a color printer which will be used by both ISARC and Peru River Rescue Station.

ISARC will require storage for training documents, office supplies, and conference supplies. ISARC would like to have a locking, 4-drawer file cabinet at the station.

Keys will be supplied to the chairperson. Tom Foust, as a member of Peru River Rescue, already has a key.

Liability Insurance naming Peru River Rescue as an additional insured will be requested once a memorandum of agreement is finalized.

Peru River Rescue Station will determine costs for utilities – water, electricity, gas. ISARC will determine costs for internet service.

Ed will create a memorandum of agreement between ISARC and Peru River Rescue Station.

**VIII. Adjourn**

A motion to adjourn at 1307 was made by Jason Buckley and seconded by Tom Foust. The motion carried.

Respectfully submitted,  
Dawn Watson  
Board scribe