

**ISARC Board Meeting
March 6, 2021
Peru River Rescue Station**

The March 6, 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, 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. Absent was Vice Chairperson Jason Buckley.

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

A motion to accept the February 6, 2021 Board Meeting minutes, with corrections to the spelling of Carol Lussky's last name, was made by Tom Foust. Kim Gotte seconded the motion. The motion carried.

II. Treasurer Report

- a. The February 2021 Reconciliation and Treasurer's Report was submitted by Carol Lussky. Dues received and Amazon Smiles donations, along with \$0.15 in interest, were deposited.

Expenses include the renewal of the GoDaddy account.

- b. 2020 Tax Filing and Reporting
Carol Lussky will contact the accountant.
- c. 2021 Member Agency Invoicing
Carol Lussky will send out 2nd reminders and invoices. 37 members have paid so far.
- d. A motion to reimburse Kim Gotte, for up to \$40, for the USB drives purchased for the BNAV instructors who were trained on February 27 was made by Tom Foust and seconded by Richard Bickel. The motion carried.

A motion to accept the Treasurer's Report as presented was made by Richard Bickel and seconded by Kim Gotte. 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 will be updated since all zones are in phase 4.

2021 Events and Course Offerings events that have already happened will be posted on the website, so people who are looking at the website can see that trainings are being held.

Reference to the ESDA Administrative Rule, in the GSAR 16 description on the Training Programs webpage will be linked to that rule. The Incident Forms are for the benefit of the police. All forms are being updated.

The formatting on the Board Meetings on the website will be corrected for consistency.

b. Board of Directors Liability Insurance Policy

Carol Lussky distributed the latest premium calculations for worker's compensation insurance, which were based on 19 members. However, it was not clear if that was 19 individuals or agencies.

Motion to purchase the management liabilities, general liabilities, and excess liabilities insurance for a total of \$2216 from VFIS was made by Carol Lussky and seconded by Kim Gotte. The motion carried.

Ed Kemper will contact Bob Brady with VFIS to discuss the workers' compensation insurance. Ed Kemper will also contact the attorney.

The Board will discuss a possible increase in dues to pay for the additional insurance and operating costs. The insurance costs can be absorbed for the next two years.

c. Policy, Procedure, and Guideline Numbering System

The Job Descriptions for Committee Chairs will be updated with the guideline numbering system. Kim Gotte will update the Table of Contents.

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

The Member Agency Application will be renamed to Member Agency Application/Renewal.

Before offering a non-voting membership option, the Board will contact the membership agencies that haven't been attending the membership meetings to encourage them to attend and vote. The Board agrees that it will more effective to call each agency.

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.

The Board needs to follow-up on getting the resource guides from the member agencies.

Supporting/Honorary Membership should include the Salvation Army and Burlington-Northern. This will be added to the "New Approvals" section of the agenda each month.

e. Training and Exercise Plan

Ed Kemper appointed Kim Gotte as the Executive Director of Training and Exercise, which will oversee the Training Liaisons for the North, Central, and South regions.

Jason Buckley is appointed as the Central Training Liaison, which includes Regions 6 and 7.

Carol Lussky will contact as the Training Liaison for the Non-Government Organizations. Richard Bickel is appointed as the South Training Liaison, which includes Regions 8, 9 and 11.

The North Region will be divided between Ed Kemper, Tom Foust, and Kim Gotte.

Ed Kemper will contact Region 4.

Tom Foust will contact Region 2.

Kim Gotte will contact Region 3.

Each training liaison will contact the agencies in their region and fill out the "Member Agency Input for Training and Exercise Planning" form. During this phone call, the liaisons will mention receiving a letter from the Board, the application/renewal, and the resource guide in the next few weeks, and also discuss the voting delegates and the annual membership meeting.

Peru River Rescue Station and St. Claire are 501c3s, so they should be included in the non-government organizations.

f. Meeting of the Membership April/May 2021

At the next Board meeting, the Board will decide when to hold the next membership meeting.

V. New Business

a. Approvals

i. Instructors

There are seven new BNAV instructors: Dan Martin, Scott Adams, Mark Hinch, Carol Lussky, Tom Foust, and Anthony Sondgeroth. Motion to approve these new BNAV instructors was made by Richard Bickel and seconded by Kim Gotte. The motion carried.

b. Committees

i. Conference October 8-10, 2021

Tom Foust and Kim Gotte will determine the Board's costs for the conference to determine if there should be an increase of the cost for each participant.

Selling merchandise at the conference was discussed. Vendors are a possibility. The "store" will be open during certain hours. No orders will be taken.

Stitch America is an option for hats with stitching.

Pins cost \$2.75 each and challenge coins cost \$5.50 each, for an order of 100 each. Pins will be sold for \$5.00 each and Challenge Coins will be sold for \$10.00 each. A motion to purchase 100 pins and 100 challenge coins was made by Carol Lussky and seconded by Tom Foust. The motion carried.

The Board will come up with a list of items to sell at the conference.

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

1. The Instructor Updates scheduled for March 9 will be postponed to March 16. Kim Gotte will send out the information soon.
2. Fernando Moreira has not received the airplane ticket for the April yet. The travel agency will send the ticket information to Kim Gotte to forward to Fernando.

As of yesterday, there were 15 members registered for the Man-Tracking training.

3. Training Exercise Planning
3/16 & 3/20 – Instructor Updates

BNAV

4/10 – LaSalle County, in conjunction with Multi-Agency GPS/UTM

4/24 – Train the Trainer, Peoria

6/12 - Jackson County, Carbondale

GSAR

5/16-17 – New Lenox

8/21-22 – Tazwell County

September – McHenry

SAR Exercise

3/27 – Peoria

7/25 - Tazwell

Carol Lussky will review the Roles and Responsibilities document and add information regarding travel fees for trainers who are driving from more than one hour away and lodging for certain trainings, such as GSAR. The costs are NOT for ISARC sponsored trainings. These costs are only for additional trainings requested by member agencies.

There are four lead BNAV instructors and seven new instructors currently. There are 22 GSAR instructors who need to teach at upcoming GSARs.

An ISARC All State Exercise is planned for 2022, possibly in April.

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 title will be changed to Ground Search and Rescue (GSAR) Technician – Operational and Ground Search and Rescue (GSAR) Technician – Advanced Advanced could include FEMA Independent Study 200 and 800, and future GPS curriculum.

The Board will continue to review the Resource Guide.

iv. Outreach – Member Agency Contact 2021

See notes above under IV.e Training and Exercise Matrix

c. Board Discussion Workgroup

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

Kim Gotte will continue to update the policy.

ii. I Am Responding Plan

Every agency is now signed up for this program.

iii. ISARC Copyrights on Governing Documents

Ed Kemper will discuss copyrights with an attorney.

iv. ISARC Newsletter

The next newsletter is scheduled for April. Please send articles to include in the newsletter to Carol Lussky.

v. 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 1:06pm was made by Richard Bickel and seconded by Kim Gotte. The motion carried.

Respectfully submitted,
Dawn Watson
Board scribe