

**ISARC Board Meeting
January 7, 2023, 0900
Illinois Valley Community College, CTC-124 Or Zoom**

I. Call to Order

The January 7, 2023, ISARC Board meeting was held at Illinois Valley Community College. The meeting was called to order at 0905 by Chair Jason Buckley. Members present were Chair Jason Buckley, Vice-Chair Richard Bickel, Treasurer Carol Lussky (via Zoom), Secretary Dawn Watson, and Board Members Jim Hilgenberg and Beth Drendel. Also present were Outreach Committee chair Tom Foust, Curriculum/Training Committee chair Kim Gotte, Tony Sondgeroth from La Salle County, Jim Hanley (via Zoom) from Peoria County, and Bryan Collett (via Zoom) from Tazwell County. Board member Mike Crews was absent. Matt Roop from Woodward County joined at 9:55 on Zoom.

II. Approval of Minutes from December 3, 2022, Board Meeting

A motion to approve minutes with the following correction to Public Comments: "John Bennett suggested creating different levels of GSAR and BNAV" was made by Jim Hilgenberg and seconded by Richard Bickel. Motion passes.

III. Treasurer Report

a. December 2022 Reconciliations and Treasurer's Report

The ISARC account balance has decreased due to payments to the Little Galilee Christian Camp for the 2022 conference, as well as the deposit for the 2023 conference, and, hopefully, a final payment to Comcast. Carol Lussky mailed the check for the deposit for the 2023 conference to Jason Buckley at the beginning of the month. Jason Buckley will let Carol Lussky know when he receives the check and will then send everything to the Little Galilee Christian Camp.

ISARC was charged for Comcast for December 2022 because Tom Foust forgot to mail the equipment back to Comcast. He will take care of that soon.

The ending balance of the account is \$20,088.10.

A motion to approve the Treasurer's Report was made by Dawn Watson and seconded by Jim Hilgenberg. Motion passes.

b. 2023 Member Agency Invoicing

The 2023 Member Agency Invoicing was emailed last night.

Carol Lussky needs an email address for the Cook County Sheriff's Office. Dawn Watson will get that information to Carol Lussky.

c. Simple 990 tax form

Carol Lussky will work on year-end reporting and upcoming tax reporting soon.

d. IAmResponding Renewal

A motion to renew IAmResponding for one (1) year and to give Carol Lussky authorization to sign the contract was made by Beth Drendel and seconded by Richard Bickel. Motion passes.

IV. Public Comments

None

V. Old Business

a. Training Scheduler

Bryan Collett suggested to have training schedulers for each region.

Jason Buckley suggested having one primary training scheduler with the other two volunteers (Bryan Collett and Jim Hanley) as assistants. Jim Hanley agrees with this suggestion.

A motion for Tony Sondgeroth to serve as the primary Training Scheduler, with Jim Hanley and Bryan Collett, as assistants was made by Richard Bickel and seconded by Jim Hilgenberg. Motion passes.

b. Proposed changes to bylaws

Dawn Watson is hoping to have all the suggested changes for next month's Board meeting.

c. Review of ISARC Board Governing Documents Binder

Jim Hilgenberg indicated that his review of the ISARC Board Governing Documents binder did not raise any questions for him. Dawn Watson indicated that the latest version of the bylaws needs to be put in the binders. This will wait until after the suggested changes.

d. Strategic Plan

The Board reviewed the 2023-2024 Strategic Plan at the end of the regular meeting.

e. Membership Application

1. Explanation of Resource Guide

There were suggestions to add fields for a second voting delegate and a second Point of Contact.

Tom Foust indicated that the current Outreach Committee survey is collecting the email addresses and phone numbers of the points of contact.

The Board information needs to be updated on the bottom of the application.

The application form will be updated by Carol Lussky. A blank application form should be available in the Mutual Aid Resource Committee Dropbox.

2. Letter to Member Agencies regarding renewal

Tom Foust has the last letter to the member agencies and will send a copy to Dawn Watson.

Dawn Watson will send an updated Letter to the Board for approval. Once approved, Dawn Watson will email the updated application and letter to the member agencies.

VI. New Business

a. Iowa SAR information request

Tim Richmond, Iowa EMA, joined the zoom meeting at 11:00am. He indicated that there are three regional EMAs that work together and they want to formalize search and rescue. They currently conduct searches but there isn't an incident command structure. The ISARC Board answered Tim Richmond's questions and invited him and the other two EMAs to attend upcoming ISARC trainings.

- b. GoDaddy Website Security Basic Renewal – 60 months, \$89.40
Dawn Watson will send the invoice to Carol Lussky.
- c. Training Requests Calendar
Dawn Watson has been investigating different options for a shareable calendar for training requests. GoDaddy has a calendar that the Board is already paying for, but it is no longer supported by GoDaddy due to their transition from Workspace to Microsoft Office 365. Office 365 might be a solution, but every instructor would need to have an account, which probably isn't feasible.

Jim Hanley suggested Network Solutions.

Dawn Watson will continue to investigate.

- d. Changing account logins from board-member@illinoissar.org
Dawn Watson suggested changing the board-member@illinoissar.org email to ISARCaccounts@illinoissar.org. All board-member emails are currently being forwarded to board@illinoissar.org, so the board-member email address is redundant.

The board agrees with this suggestion.

- e. Information requests
All information requests have been answered.
- f. Search Requests and Results
There were two searches requested through ISARC this past month: one for a female missing from a Jewel store in Algonquin and another in Piatt County on 12/17/22.

A call was also received from a person requesting ISARC look for their daughter. Kim Gotte explained how ISARC works and told the person to call their local law enforcement.

According to Tom Foust, there was also a search in Will County for a missing male. Kim Gotte indicates this request did not go through ISARC.

- g. Approvals

- 1. Instructors

- There were seven BNAV Train-the-Trainer attendees:

- Gabrielle Bontea from McLean

- Elizabeth Brady from Plainfield

- Robert Werderitsch from Plainfield

- Dagmar Rutzen from Lake County

- Kristen Nickerson from Carol Stream

- Scott Watson from McLean County

- Dawn Watson from LaSalle County

- A motion to accept these seven instructors as BNAV instructors was made by Dick Bickel and seconded by Jim Hilgenberg. Motion passes.

2. Member Agencies
None

VII. Committees

a. Conference Committee

1. A Conference Committee meeting will be scheduled soon.
2. Speakers
Jason Buckley suggested having a motivational keynote speaker. Dick Bickel suggested the Fire Chief in Champaign.
It was also suggested to have a presentation on ISRID – what is it, how to use it, how to submit.
3. 4H Camp Visit
Dawn Watson will schedule a visit for March Friday of Spring Break and let the Board know. Jim Hilgenberg will attend.
4. ISARC Vehicle Decals
Tom Foust investigated ISARC vehicle decals. Cost is \$78 for 50 or \$138 for 100.

b. Curriculum/Training – Kim Gotte, Chair

1. Curriculum Meeting Invitation to Lead Instructors
Dawn Watson set up a Zoom link and sent an invitation to the 1/21/23 Curriculum Committee meeting to all lead instructors on 1/4/23. The Instructor List on Dropbox was used, after being updated through a review of ISARC Board meeting minutes.
2. Curriculum Updates
Kim Gotte updated BNAV and sent it to the Training Committee last summer/fall, but has only heard back from one committee member.

Tom Foust has been working on updating SARIO.

The Curriculum Committee will be meeting on 1/21/23 to review curriculum updates. All lead instructors are invited.

3. Training Requests

Training requests have been received from the following:

- a. Washington County
- b. Lee County
- c. Hoffman Estates
- d. Boone County
- e. Schuyler County
- f. McDonough County
McDonough and Schuyler Counties have grant funds to use for training.
- g. Lake County
- h. Montgomery County
Montgomery County submitted both a BNAV and GSAR training request. They are withdrawing their BNAV request and will send their people to the Washington County BNAV training.

- i. Jo Daviess County – Mounted Patrol
Jo Daviess has not sent in a formal request yet.

Central Illinois region (Tazewell, Peoria, McLean, etc.) will hold a BNAV in March and a GSAR in April.

It was suggested to add where to send training requests on website, not just on the form.

4. ISARC Regional Trainings

New Lenox and Lake County want to participate as hosts.
Washington County and Montgomery County also want to participate.

5. Train the Trainer

a. GSAR TTT Locations

It was suggested to determine what region the participants who will be attending the GSAR TTT are from and have either a more central location to all participants or to have the training in two locations.

Kim Gotte wondered if the GSAR TTT needs to be a two-day training. Jason Buckley agrees that the GSAR TTT could be a one-day course.

b. BNAV and GSAR TTT Curriculum

The BNAV and GSAR TTT Curriculum will be discussed at the January 21, 2023, Training/Curriculum meeting.

Discussion about Train-the-trainer complaint

It was again mentioned that all presenters and instructors should ensure redundancy for the accessibility of training materials. All presenters and instructors will be reminded of this.

Tom Foust has been working on rewriting SARIO.

c. Mutual Aid Resource Committee – Dick Bickel, Chair

1. Memorandum of Agreement

Dick and Tom have been working on the MoA. Jason Buckley would like to have the MOA reinforce the importance of fingerprinting, but not require it. ISARC's core

2. ISARC Hot Line/Duty Officer Policy, Procedures, Guidelines

The Board needs to contact IAmResponding to add additional email addresses as administrators of the program for ISARC.

3. ISARC Google Phone

Jason Buckley would like a motion from the Board that by March 2023, additional duty officers will be added to the ISARC hotline, including instructions on how to set up duty officers on the Google phone, and training of the duty officers. If this is not completed by March 2023, the Board will implement a workaround.

Such a motion was made by Richard Bickel and seconded by Beth Drendel. Motion passes.

d. Outreach Committee – Tom Foust, Chair

1. Tom raised concerns about training requests from non-ISARC agency members. It was mentioned that our website indicates that ISARC will give one free training, but does not specify which training. It was then stated that ISARC will teach SARIO to non-ISARC agency members, but BNAV, GSAR, and SARM are only available to member agencies.

Jim Hanley suggested that non-member agencies who are interested in training beyond SARIO could give a generous donation to a 501c3.

The website and other documentation need to be updated to indicate that BNAV, GSAR, and SARM will only be for member agencies.

2. Letter to Sheriff's Offices

Tom Foust has received the list of the contact information from the Sheriff's Office. There will be 102 letters being sent out. Dawn Watson suggested personalizing each letter, but Jason Buckley indicated that most sheriffs do not look at personalization except for "Dear Sheriff".

The letter to the Sheriff's will be out within two weeks.

3. Outreach calls responses

Beth Drendel, Dean Nickerson, and Tom Foust are in the process of reaching out to each agency and hope to have this round completed by January 17, 2023. Results will be presented to the Board in February.

So far, there haven't been any complaints about a slight increase in dues, in the range of a \$10-\$25 increase.

The Outreach committee is receiving ideas on ways to improve from the agencies they are contacting.

VIII. Board Workgroups

a. ISARC Newsletter

Carol Lussky does not have much to put in the newsletter at this time.

IX. For the Good of the Organization

Tom Foust would like permission to get costs to print the tri-fold ISARC brochure and permission for him and Dawn Watson to work on updating this. The Board indicated permission.

An Indiana SAR association, other than Illiana, has been in contact with Richard Bickel.

A motion to adjourn at 12:21 was made by Richard Bickel and seconded by Beth Drendel. Motion passes.