

**ISARC Board Meeting  
February 4, 2023, 0900  
Illinois Valley Community College, CTC-124 Or Zoom**

I. Call to Order

The February 4, 2023, ISARC Board meeting was held at Illinois Valley Community College. The meeting was called to order at 0902 by Chair Jason Buckley. Members present were Chair Jason Buckley, Vice-Chair Richard Bickel, Treasurer Carol Lussy (via Zoom), Secretary Dawn Watson, and Board Members Jim Hilgenberg, Mike Crews (via Zoom) and Beth Drendel (via Zoom). Also present were Curriculum/Training Committee chair Kim Gotte (via Zoom) and Tony Sondgeroth from La Salle County. Ben Thompson, from McDonough County, joined via Zoom at 1003.

II. Approval of Minutes from January 7, 2023, Board Meeting

A motion to accept the January 7, 2023, Board minutes was made by Richard Bickel and seconded by Jim Hilgenberg. Motion passes.

III. Treasurer Report

a. January 2023 Reconciliations and Treasurer's Report

Expenses include renewal of IAmResponding, PO Box rental, last bill from Comcast, and printing of the letters to the Sheriffs.

Beginning balance was \$20,088.10. Ending balance is \$19,163.22.

A motion to accept the January 2023 Treasurer's Report as presented was made by Richard Bickel and seconded by Dawn Watson. Motion passes.

b. 2023 Member Agency Invoicing

Four agencies have paid renewal fees electronically. Other payments received by mail were deposited on 2/1/23, so they will show on the next month's Treasurer's Report.

IV. Public Comments

None

V. Old Business

a. GoDaddy Website Security Basic Renewal

Dawn Watson was given approval last month to renew GoDaddy's Website Security. Board members had indicated that the previous webmaster had suggested purchasing this in the past. However, when Dawn tried to renew, GoDaddy indicated that nothing had been set up previously. Therefore, Dawn Watson asked for Board approval to cancel GoDaddy's Website Security. The Board approved.

b. GoDaddy Email Account Transition to Microsoft 365

The GoDaddy email accounts have transferred from Workspace platform to Microsoft platform. There are a few issues where emails are bouncing due to invalid domains.

Dawn Watson has found a free calendar through Zoho. Zoho also offers email accounts, file storage, and domain hosting, with discounted pricing for 501c3. Tony Sondgeroth, Tom Foust,

and Dawn Watson tested the calendar and really like it. Dawn Watson requested Board approval for explore pricing. The Board approved exploring this option.

The Zoho calendar allows acceptance of events and includes notes. It is impressive for being free.

c. Proposed changes to bylaws

The first three sections with proposed changes were completed last night. Since not all Board members had access to the proposed changes, Dawn Watson will continue to refine the bylaws before the next meeting.

d. Strategic Plan

Dawn Watson reviewed the Strategic Plan and made additional changes to the Conference Committee section. The previous objectives for the Conference Committee were not strategic, since they were things that the Conference Committee does as part of its regular duties.

A motion to accept the changes to the Conference Committee and adoption of the plan was made by Carol Lussky and seconded by Richard Bickel. Motion passes.

e. Membership Application

1. Application Modification

It was suggested that Dawn Watson will make the changes to the Membership Application, to be consistent with the changes to the Explanation of Resources Guide.

2. Letter to Member Agencies

Carol Lussky indicated that sixth bullet needs to be updated.

The zip code for the PO Box is 60121. Dawn Watson will correct that.

A motion to adopt the letter to the member agencies with the changes stated was made by Richard Bickel and seconded by Beth Drendel. Motion passes.

3. Renewal Guide

The revision date needs to be updated.

Carol Lussky recommended changing NASAR Code of Ethics to ISARC Code of Ethics.

A motion to accept the Explanation of Resource Guide changes was made by Carol Lussky and seconded by Richard Bickel. Motion passes.

VI. New Business

a. IESMA Summit

ISARC was invited to the IESMA Summit, which is being held in Springfield, IL, on April 27-28, 2023. Beth Drendel is a speaker at the Summit. Tony Sondgeroth, Tom Foust, Dawn Watson, Jim Hilgenberg, and Beth Drendel will arrange to cover a table for those two days.

b. Eventbrite registrations

A Training Committee member raised a concern regarding receiving an email for every Event Bright registration. Kim Gotte removed that feature from the upcoming events.

There is currently a separate Eventbrite for GSAR trainings – [GSARRegistration@illinoissar.org](mailto:GSARRegistration@illinoissar.org). This GoDaddy email account was free until GoDaddy transitioned to Microsoft Office. This account will no longer be free as of May 1, 2023. Kim Gotte will transition the GSAR Event Bright events to the [training@illinoissar.org](mailto:training@illinoissar.org) Event Bright account. Dawn Watson will cancel the [GSARRegistration@illinoissar.org](mailto:GSARRegistration@illinoissar.org) account before ISARC is charged for this account.

c. Website updates – Trainings

Based on discussions from the January 2023 Board meeting, Dawn Watson modified the language regarding the free class that ISARC offers. The Board reviewed the changes and agreed that the free class should be limited to SARIO.

A motion to accept the changes to the Training Programs website regarding the free class being limited to SARIO was made by Richard Bickel and seconded by Jim Hilgenberg. Motion passes.

d. Information requests

Dawn Watson will resend the info request on SarTech classes to Kim Gotte. All other information requests have been answered.

e. Search Requests and Results

ISARC received one request for a missing person in Carol Stream. Carol Cadle, Chief of Police for Carol Stream, called ISARC within 2 hours of the person being reported missing. K9 teams were requested. An officer found the person about 4.5 miles from their home.

f. Approvals

1. Instructors

None this month.

2. Member Agencies

a. Mid-Piatt update

Richard Bickel mentioned that the Mid-Piatt County EMA Director has asked Chana Ray, from Douglas County, for a SARIO class, but not through official channels yet. The director is also the Chief of Police in Monticello.

b. Wabash County

Tom Foust sent an application to Wabash County.

VII. Committees

a. Conference Committee

1. 4H Camp Visit

Dawn Watson is still trying to schedule visits to the 4H Camp and the Eagle Crest Camp for future conference use.

2. Scheduled meeting

A Conference Committee meeting is scheduled for February 8, 2023.

3. Session topics

A Conference Committee meeting is scheduled for February 8, 2023.

Dawn Watson indicated that she has contact information for the LaSalle County chaplains for a session on "First Aid for the First Responders" and for an emergency veterinarian for a presentation on K9s and drugs. Carol Lussky indicated that we had a veterinarian at the 2022 conference and doesn't think we need to repeat that for this year. There may not be very many K9 participants because the CSAR conference starts the Sunday of the ISARC conference.

b. Curriculum/Training – Kim Gotte, Chair

1. Training Requests and Scheduling – Tony Sondgeroth

Tony Sondgeroth has been working through the backlog from last November.

BNAV classes are currently scheduled for:

Lee County on 2/25 with Kurt Clifford as Lead Instructor. Mark Hinch is assisting Kurt, like a train the lead instructor training.

Boone County on 3/18 with Mark Hinch as Lead Instructor

Hoffman Estates on 3/25 with Joe Buan as Lead Instructor, Carol Lussky is assisting Joe.

Washington County on 4/15

Tony Sondgeroth is still waiting to hear back from St. Clair County for a BNAV on 4/16. Tony Sondgeroth has assigned himself as Lead Instructor for Washington County and St. Clair, trying to knock two BNAVs out in one weekend.

SARIO for Tinley Park – 4/25/22 – Tom Foust will be the instructor for this.

Tony Sondgeroth is trying to get agencies to combine trainings, such as Hoffman Estates and Lake County, and Boone County and Kane County. Then, one agency would host the BNAV and the other agency would host the GSAR.

GSAR classes are currently scheduled for:

Peoria County on 4/15-4/16 with Bryan Collett or Jim Hanley as Lead Instructor

New Lenox on 4/22-4/23 with Kim Gotte as Lead Instructor

Lead instructors are not emailing back, so Tony Sondgeroth is not sure if they are even getting the emails. Lead instructors should "Reply All" and indicate yes or no for availability. This allows all lead instructors to be kept informed. Carol Lussky suggested calling the Lead instructors and explaining the procedures. Tony Sondgeroth requests Board approval to call the call Lead instructors to determine if they are getting emails. The Board agrees to this request.

McDonough County, Lake County, and Kane County BNAVs still need to be schedule. Tony Sondgeroth is waiting for a lead instructor to accept this training request for McDonough County, which is tentatively scheduled for April 1. Tony Sondgeroth is also waiting for North Aurora and Lake County to indicate how many people are needing the BNAV class, to see if those people can go to a BNAV already scheduled.

Currently, most requests to respond to are for GSAR classes. Tony Sondgeroth is waiting to see hard numbers from BNAV classes before scheduling GSARs. Carol Stream has submitted a BNAV request for August.

Dawn Watson asked Kim Gotte regarding a few instructors on the Excel spreadsheet. Kim Gotte explained that the instructors who aren't active were hidden.

2. ISARC Regional Trainings

a. Training team to determine dates and locations for 2024

Kim Gotte is working on scheduling regional trainings. Numerous agencies have indicated they are willing to host.

Jim Hilgenberg is trying to organize a "meet and greet" for the Southern counties.

3. Curriculum Updates

a. BNAV

The Curriculum Committee met on January 21, 2023, to review the BNAV curriculum. All lead instructors were invited. Some of those who attended didn't understand the purpose of the meeting and were expecting the meeting to go in a different direction.

Kim Gotte has made the suggested changes and emailed the revised BNAV to the Training team and the Board for the February 4, 2023, Board meeting.

b. GSAR

A Curriculum Committee meeting to discuss GSAR curriculum will be held on February 15, 2023, via Zoom.

c. SARIO

Tom Foust is still working on a SARIO draft revision.

d. SARM

Kim Gotte is still working on this. The content is still moving forward.

e. BNAV TTT

This is a future agenda item. The BNAV Train the Trainer curriculum needs to be reviewed before the next Train the Trainer session.

f. GSAR TTT

This is a future agenda item. The next GSAR Train the Trainer session is April 15, 2023

4. Letter of concern

The ISARC Board reviewed an email received from Aurora County EMA with concerns about trainings and lack of communication. Jason Buckley replied to the email.

c. Mutual Aid Resource Committee – Dick Bickel, Chair

1. Memorandum of Agreement

The revised version that was sent to Dawn Watson does not have any additional ISARC responsibilities, which was one of the issues originally. The MoA still needs to be revised.

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

Kim Gotte is in the process of adding screen shots of IAmResponding (IAR) to the Hot Line Procedures.

Kim Gotte is currently the only administrator of IAR and is also the only person who can add another person as administrator. Jason Buckley will be added as a second administrator.

Any ISARC IAR member can send messages through IAR if they have the app. ISARC does not use IAR as a dispatch, just as a messaging service.

All Board members have been added to IAR. Kim Gotte will resend the Hot Line procedures to the Board.

3. ISARC Google Phone

Information on how to add people to the Google Phone has been added to the Hot Line Procedures.

d. Outreach Committee – Tom Foust, Chair

1. Letter to Sheriff's Offices

The letters to the Sheriff's Offices were mailed on January 25, 2023.

2. Outreach calls responses

The Outreach Committee is still contacting member agencies and getting responses to the latest survey. Tom Foust hopes to have the committee complete this for the March Board meeting.

3. New Lenox is hosting the National Weather Service and a Health Fair. ISARC has had a table there three times in the past. This will be held on March 30, 2023, at the Lincolnway West High School from 5-7pm and ISARC is invited to have a table. Carol Lussy will attend represent ISARC at this event.

4. Tri-fold Information Brochure

Dawn Watson and Tom Foust updated the ISARC Tri-fold Informational brochure. The Board discussed additional changes that Dawn Watson had questions about, such as the last bullet point under Benefits. It was recommended to change that sentence to "Included as a resource in ISARC Mutual Aid Response Framework"

VIII. Board Workgroups

a. ISARC Newsletter

Carol is working on getting a newsletter.

IX. For the Good of the Organization

- a. A motion to adjourn at 1049 was made by Dawn Watson and seconded by Jim Hilgenberg.