

**ISARC Board Meeting  
April 1, 2023, 0900  
Illinois Valley Community College, CTC-124 or Zoom**

I. Call to Order

The April 1, 2023, ISARC Board meeting was held at Illinois Valley Community College, CTC-124. The meeting was called to order at 0901 by Chair Richard Bickel. Members present were Chair Richard Bickel, Treasurer Carol Lussky (via Zoom), Secretary Dawn Watson, and Board Members Jim Hilgenberg and Beth Drendel (via Zoom). Also present was Outreach Committee Chair Tom Foust. Board Member Mike Crews was absent.

II. Approval of Minutes from March 4, 2023, Board Meeting

A motion to accept the minutes as submitted was made by Carol Lussky and seconded by Beth Drendel. Motion passes

III. Treasurer Report

a. March 2023 Reconciliations and Treasurer's Report

The beginning balance was \$20,011.70. The only expense for March was \$1.89 for postage. The ending balance is \$20,652.91.

A motion to accept the Treasurer's Report as submitted was made by Beth Drendel and seconded by Dawn Watson. Motion passes.

Insurance renewal is due at the end of April 2023. A motion to pay \$2411 to VFIS for insurance was made by Richard Bickel and seconded by Beth Drendel.

A motion to reimburse Tom Foust \$53.50 for the printing of the SARIO handouts for the March 25, 2023, Tinley Park SARIO training was made by Dawn Watson and seconded by Richard Bickel.

The Board is still waiting to receive receipts from Kim Gotte for the printing of the BNAV materials.

b. 2023 Member Agency Invoicing

Some dues are trickling in. There are a couple of very important agencies that haven't paid their dues, specifically Douglas County and Hanover Township.

c. Year End Reports

No progress yet.

d. Taxes

Taxes are not due until May 2023.

IV. Public Comments

None.

V. Old Business

a. Bank CDs

No progress.

- b. Email accounts  
No progress.

- c. Proposed changes to bylaws  
No progress.

- d. Membership Application  
The membership application renewal email will be sent out within the week, after a change in the Board leadership information on the letterhead is made.

- e. Executive Committee – Strategic Plan Meeting Date  
The Executive Committee will meet on April 4, 2023, at 7pm, via Zoom to discuss Strategic Planning. Dawn Watson will send the Zoom link.

## VI. New Business

- a. Information requests  
ISARC received a request from the Pennington County Fire Service, in partnership with the Oglala Sioux Tribe Emergency Management (OST-EMA), to use ISARC's SARIO material. Tom Foust, as Outreach Committee Chair, will contact them to discuss the request. The Board states that this would not be a competition to ISARC. Rather it is helping another agency get started.

- b. Search Requests and Results  
Kane County recovery search was successful.

Joliet recovery search is scheduled for 4/2/23.

- c. Approvals
  - 1. Instructors  
None
  - 2. Member Agencies  
None  
Mount Prospect CERT members attended the 3/25/23 BNAV at Hoffman Estates, but they are not currently members. Carol Lussky suggested adding checking if attendees are members of paid agencies to the training scheduling procedures.

## VII. Committees

- a. Conference Committee
  - 1. Potential future location visits  
A visit to the 4H Memorial Camp visit is scheduled for June 16, at 11am. Dawn, Tony, Tom, and Jim will attend. Beth volunteered to attend also.  
Dawn is trying to schedule a visit to the Eagle Crest Camp for June 9, in the afternoon.
  - 2. Next meeting  
The next Conference Committee meeting will be held April 17, 2023, at 7pm, via Zoom.

Richard Bickel indicated that the Fire Chief is unavailable for the conference. Richard Bickel is working on another keynote speaker.

3. Donation letter

Richard Bickel will send Dawn Watson his signature to put on the BNAV and GSAR certificates, as well as the donation letter.

4. Sponsor letter

Dawn Watson is working on the Vendor Prospectus. Jim Hilgenberg will contact The Salvation Army to see if they could bring their Mobile Field Kitchen to the conference as a presentation and possibly serve Friday's lunch. Beth indicated that she has the information for the home base for Salvation Army and would send that to Jim.

b. Curriculum/Training – Kim Gotte, Chair

1. Training Requests and Scheduling – Tony Sondgeroth

No new requests have been received at this time. GSARs will be scheduled soon.

Richard Bickel had a request for training on SarTopo. The Board agreed that SarTopo should be added to SARM or create a new class. A SarTopo class could consist of a two-hour training for ground searchers and a four-to-five-hour training for Search Management. This will be brought to the Curriculum/Training Committee.

2. 2022 Year End Report

Kim Gotte has not submitted this report yet.

3. ISARC Regional Trainings

It was suggested that the Board send an email to the lead instructors requesting dates for ISARC sponsored BNAV and GSAR dates. There are plenty of agencies willing to host these ISARC Regional Trainings. Dawn will craft the email and send it to the Board for approval.

4. Curriculum Updates

a. BNAV

Three BNAVs have been completed using the new curriculum. A few more changes need to be made.

b. GSAR

The next Curriculum Meeting will be May 3<sup>rd</sup> at 7pm via Zoom.

A motion to approve the revised GSAR for Beta testing was made by Beth Drendel and seconded by Richard Bickel. Motion passes.

c. SARIO

SARIO was updated and approved by the Training Committee. Mark Hinch observed Tom Foust present on March 25, 2023. There are additional revisions to be made to the presentation.

d. SARM

Updates to SARM will begin once GSAR revisions are complete.

- e. BNAV TTT  
Updates to BNAV TTT will begin after SARM revisions are complete.
- f. GSAR TTT  
Updates to GSAR TTT will begin after BNAV TTT revisions are complete.
- g. Lead Instructor Training  
It was suggested to have lead instructor training as new lead instructors are approved by the Board. There are procedures that lead instructors need to know that are not taught in the BNAV or GSAR TTT.

c. Mutual Aid Resource Committee – Dick Bickel, Chair

- 1. Memorandum of Agreement  
Tom Foust will resend the revised MoA to Richard Bickel to continue revising. Richard Bickel will schedule a committee meeting.
- 2. ISARC Hot Line/Duty Officer Policy, Procedures, Guidelines  
Kim Gotte sent the revised procedures to the Board, but the Board members did not have time to review them.
- 3. ISARC Google Phone  
Information on how to add phone numbers to the Google Phone line is in the Hotline Procedures and needs to be moved to the Board's account information documentation instead.

Richard Bickel will put out a call for services to see who is qualified to answer the hotline. Qualifications could include ICS300, ICS400, and SARM.

Richard has been talking with IFSI and learned that Ralph Kuchenbrod is teaching a SAR class geared more towards the firefighters. Richard has a meeting with the IFSI deputy director to discuss this further. Tom Foust has been talking to Ralph Kuchenbrod also. If Ralph's class is approved by the PRO board, it will be a certified class, nationwide. The first class, an awareness, is free. The next class, an operational course, is three weekends in a row and will have a significant cost.

d. Outreach Committee – Tom Foust, Chair

- 1. Outreach survey responses  
A summary of the responses will be sent to the Board today. The Board is getting a higher approval rating. There are still some complaints regarding training, specifically that training is still stuck up north.

Mid-Piatt complained that they haven't received a GSAR. However, a training request has not been received yet.

Another complaint is that there are too many restrictions (ICS300, ICS400, SARM) on becoming Search Management and SARM isn't being taught currently.

Williamson and Polk need classes. A request for training needs to be submitted.

A suggestion was received to create a GSAR refresher class and to email points of contact when trainings are scheduled.

VIII. Board Workgroups

a. ISARC Newsletter

The ISARC Newsletter is still pending content. Richard Bickel will write the Chat from the Chair article for the next newsletter.

IX. For the Good of the Organization

None

A motion to adjourn at 1051 was made by Beth Drendel and seconded by Dawn Watson. Motion passes.