

**ISARC Board Meeting  
August 5, 2023, 0900**

I. Call to Order

The August 5, 2023, ISARC Board meeting was held at Illinois Valley Community College and via Zoom. The meeting was called to order at 0901 by Chair Richard Bickel. Members physically present were Chair Richard Bickel, Treasurer Carol Lussky, and Secretary Dawn Watson. Board Members Jim Hilgenberg and Beth Drendel were present via Zoom. Board Member Mike Crews was absent. Also present were Tom Foust, Outreach Committee Chair, Tony Sondgeroth, Training Schedule Coordinator, and Kim Gotte, Executive Director of Training/Curriculum Committee.

II. Approval of Minutes from June 6, 2023, Board Meeting

A motion to approve the June 6, 2023, minutes as submitted was made by Dick Bickel and seconded by Jim Hilgenberg. Motion passes.

III. Treasurer Report – pending Carol

a. May 2023, June 2023, and July 2023 Reconciliations and Treasurer's Report

Chase Bank changed their minimum amount required for a checking account from \$1500 to \$2000. ISARC did not have \$2000 in the checking account and was charged a service fee May, June, and July. Carol Lussky has contacted Chase Bank and they have agreed to refund the service fees.

b. 2023 Member Agency Invoicing

Agencies that have not paid 2023 dues yet include Chicago CERT, DeWitt County/Clinton EMA, Flora/Clay County ESDA, Hoffman Estates, Macoupin County EMA, and Maine Township (defunct?). Wabash County paid recently. Lawrence County submitted their application form and requested an invoice.

Jim will check on Flora/Clay County's membership fee.

Tom Foust will follow up with the other agencies.

c. Year End Reports

The 2022-year end report has not been completed yet.

d. Other

Quickbooks allows payment by credit card, with a 3% processing fee. With the increase of fees to \$75 next year, the ISARC Board will cover the processing fee, thereby receiving \$72.75 per membership renewal.

IV. Public Comments

None

V. Old Business

a. ILIMS Non-Member Affiliate Mutual Aid Agreement

The Board decided not to sign this agreement this year. The Board is willing to consider this agreement in the future.

- b. Bank CDs  
Carol is still investigating options. In May, the Board approved depositing \$5,000 in a 6-month period.
- c. Chase account signers  
Carol Lussky will get Richard Bickel set up as a Chase signer. There is a 7-day limit to get the paperwork signed.
- d. IEMA Summit 9/5 10am – 9/7 3pm  
9/5 10am-4pm – Kim will set up from 8:30 -2  
9/6 7:30 – 4:30 - Tom  
9/7 7:30 – 3pm – Dick
- e. Membership Application Renewals  
Dawn Watson will send the outstanding list to Tom Foust for additional follow-up.
- f. Proposed changes to bylaws  
Still in progress.

#### VI. New Business

- a. Elections
  1. One opening for regions 2, 3, 4 - Dawn Watson's term is complete.
  2. Two openings for regions 6 & 7 - Richard Bickel's term is complete. Jason Buckley's resignation left a position unfilled.
  3. One opening for At-Large - Mike Crews' term is complete.
- b. Information requests  
All information requests have been answered.
- c. Search Requests  
ISARC searches were conducted in Kane County, New Lenox, Romeoville, and Streator in May, June, and July.
- d. Approvals
  1. Instructors
    - a. Instructors who don't want to be Lead Instructors  
Kim Gotte asks instructors during the train-the-trainer class. Most New Lenox instructors do not want to be Lead Instructors. The Board agrees that ISARC needs a more formal process for this.  
Linda Keen, Kris Nickerson, and Tom Foust do not want to be a Lead Instructors.  
This has been indicated on the instructor matrix.
    - b. FTOs – LaSalle County – Dawn Watson, Steve Hammerich  
A motion to approve Dawn Watson and Steve Hammerich as GSAR FTOs was made by Richard Bickel and seconded by Beth Drendel. Motion passes.

c. Lead Instructor Approvals

A motion to approve Joe Buan as Lead Instructor for GSAR was made by Beth Drendel and seconded by Dawn Watson. Motion passes.

2. Member Agencies

A motion to approve Wabash County and Lawrence County as member agencies was made by Carol Lussky and seconded by Richard Bickel. Motion passes.

VII. Committees

a. Conference Committee

1. Conference Brochure

The Conference Brochure was distributed for review. Kim Gotte indicated that the names for Field Encounters needs to be removed, as that person is no longer available, and another instructor will be teaching.

CSIM and Field Encounters sessions need HDMI and will bring their own computers.

2. Friday meals

The Salvation Army will supply their kitchen, food, and personnel and offer breakfast, lunch, and dinner on Friday.

3. Lunch on Sunday

The Board agreed to offer Sunday lunch to all conference participants. Meal questions will be asked on the registration form so more accurate numbers will be available.

4. Internet service at Little Galilee Christian Camp

Dawn Watson has been in contact with the camp's internet provider to investigate the possibility of getting internet to the 3 Oaks Lodge.

5. AFRCC BISC

There are currently 17 people registered. Dan Conley is concerned about opening the class to the public due to the cost of the conference. All participants of this course need to pay the ISARC conference registration fee.

A reminder will be sent to the member agencies.

Carol Lussky will include this in the newsletter.

6. Permission to purchase supplies

Folders are available at Walmart for \$0.15 each.

ISARC logo labels are \$95 for 120 3" 120 or \$39 for 120 1.5" 120 from VistaPrint or \$46.48 for 125 2" labels from UPrinting.

The Board approved purchasing the folders from Wal-Mart and the ISARC logo labels from UPrinting.

7. Merchandise costs/pricing - +\$2.50 for price Board approved \$2.50 profit.

Short-sleeve small to XL - \$7.50

Short-sleeve XXL - \$9.50

Short-sleeve 3XL – 4XL \$10.50

Long-sleeve S-L - \$10.50

Long-sleeve XL - \$12.50

Long-sleeve 2XL-4XL - \$13.50

Window Clings – A 5” circle is \$2.73 each for 100 and would be sold for \$5 each. A 3” circle or square is recommended. Dawn Watson will check into BuildASign for additional sizes and costs.

The Board approved the \$2.50 upcharge for merchandise.

8. CEUs – IEMA is not currently providing CEUs, but they are hoping to reinstate this process in the future.

9. Auction donations

There was some confusion on the donation letter. Linda Keen was waiting for the donation letter for businesses. Dawn Watson was waiting for the list of vendors from Alex Sierra. Dawn Watson sent the business donation letter to Linda Keen during the Board meeting.

10. Future conference locations

The 4H Memorial Camp in Monticello is a possibility. They have plenty of room for lodging and breakout sessions. Their dining hall seats 300. They do not allow access to their kitchen. They also have a lake that ISARC can use to train, a Ropes course, and an outdoor pavilion. The only downside is that the toilets and showers are not attached to the cabins and most of the showers are not fully enclosed. There are two sets of showers in on cabin/meeting building, but participants would need to still go outside to get to these. Dawn Watson is checking with this camp for pricing and availability for next year.

The Eagle Crest Camp is under new management and is not accepting reservations currently. This camp is also much further, at least 25-30 minutes, from a main town. Camp Wauconda is very nice but does not have any breakout session rooms.

- b. Curriculum/Training – Kim Gotte, Chair

1. Training Requests and Scheduling – Tony Sondgeroth

There are still GSAR requests that are not getting fulfilled because instructors are not available to teach. Tony will send another email requesting lead instructors to give him open dates to give those options to the agencies requesting training.

Lawrence County is requesting a SARIO and BNAV for the same weekend. Kim Gotte is available 9/23. Tom Foust may be available to teach on 9/9, Joe Calvert’s first request date. If Tom Foust is available on 9/9, Tony Sondgeroth and Dawn Watson are available on 9/10 to teach a BNAV with Tom Foust. This request has not been emailed to the BNAV instructors yet. Once a date is finalized, an email will be sent requesting instructors. A GSAR for Lawrence County is not feasible this fall.

A calendar to put all the training requests dates on has not been found yet. There are compatibility issues with all the different email accounts used by instructors. Also, as soon as requests are received, an email is being sent out almost immediately to lead instructors.

Kim Gotte agreed to be lead instructor for Montgomery County's GSAR on 10/21-10/22/23. Tony Sondgeroth and other BNAV lead instructors will teach the BNAV TTT course on 10/21.

Upcoming trainings are listed on the website and sent to all the PoCs by email. The Board gives permission to send emails regarding upcoming training to the SAR representatives and voting delegates.

2. ISARC Regional Trainings – Tony Sondgeroth

Tony Sondgeroth presented a draft of ISARC Regional Trainings. The schedule can roll-over for the fall terms. The Board needs to figure out how to pay for the materials, hotels, mileage, etc. Would it be possible to spread the costs out amongst the member agencies who have members participating? Hotel costs are needed for GSAR trainings and for BNAV instructors who need to travel over an hour for the training.

The Board approves the suggested ISARC Regional Trainings. Tony Sondgeroth will craft an email regarding the ISARC Regional Trainings and send it to the Board and Training Committee for approval before it is sent to the current instructors.

This topic will also be discussed at the conference.

3. Search management support staff requests

Tabled until Beth Drendel is available.

Support functions could include check-in, staging, comms. Kim Gotte already has a PowerPoint started and will create a draft.

4. Trainings by other agencies (IFSI, etc.) and credit through ISARC

Kim Gotte is investigating FEMA's Prep Toolkit.

The Board feels that those who are dedicated to becoming a searcher will not mind attending ISARC required courses (BNAV and GSAR).

A motion indicating that ISARC does not accept trainings by other agencies was made by Richard Bickel and seconded by Carol Lussky. Motion passed, 3-1.

5. BNAV TTT class

The GSAR TTT will be held April 20, 2024, location to be determined.

The BNAV TTT will be held October 21, 2023, location to be determined.

6. Printing BNAV, SARIO, GSAR materials

BNAV maps need to be fixed. One has no grid lines. The current maps are also printed very dark, which is very difficult to write on.

7. Curriculum Updates

a. SARM –

Kim Gotte completed the updates to SARM last Friday but lost her internet connection at home again due to the tornado. Kim Gotte will upload the SARM by tomorrow.

The training committee has another scheduled meeting on 8/16.

The Task book is not complete yet. The Training Committee needs to review the exercises, check the flow in the PowerPoint, and give final approval of the revised PowerPoint presentation.

Kim Gotte reminds all Training Committee members and lead instructors to not modify the version on Dropbox. Download the file, make your changes, and select File, Save As and add your initials to the file name.

- b. BNAV TTT  
Future course for updates.
- c. GSAR TTT  
Future course for updates.
- c. Mutual Aid Resource Committee – Dick Bickel, Chair
  - 1. Memorandum of Agreement  
No updates
  - 2. ISARC Hot Line/Duty Officer Policy, Procedures, Guidelines (attached)  
The ISARC Board still needs to review this policy and give feedback.
  - 3. ISARC Hot Line Responders  
Tony Sondgeroth needs to be added to IAR, get all the forms onto an iPad, and review the procedures.
- d. Outreach Committee – Tom Foust, Chair  
No updates at this time.

#### VIII. Board Workgroups

- a. ISARC Newsletter  
Carol Lussky is still working on this.

#### IX. For the Good of the Organization

- a. The Board agrees to send communications to the Voting Delegates and SAR representatives. Emails regarding trainings need to have a disclaimer that the member must have permission from the PoC to attend the training.

Kim Gotte indicated Eventbrite allows for a dropdown for the list of member agencies and will send that agency an email stating that their member registered. Dawn Watson will investigate these options.

BNAV, SARIO, and GSAR trainings are not ISARC sanctioned trainings if a training request not sent to [training@illinoisar.org](mailto:training@illinoisar.org). Registrations for ISARC sanctioned trainings must be setup through ISARC's Eventbrite. An email will be sent to all lead instructors with this clarification.

Meeting adjourned at 1:22pm.

