

**ISARC Board Meeting
December 2, 2023, 9:00 am**

I. Call to Order

The December 2, 2023, ISARC Board meeting was held at Illinois Valley Community College and via Zoom. The meeting was called to order at 0912 by Chair Richard Bickel. Members present were Chair Richard Bickel, Vice-Chair Jim Hilgenberg, Treasurer Carol Lussky (via Zoom), Secretary Dawn Watson, and Board Members Liz Brady, Beth Drendel (via Zoom), and Scott Garrett. Also present via Zoom were Tom Foust, Outreach Committee Chair, Kim Gotte from Kendall County, John Bennett from Lake County, and Allen Matza from Will County.

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

A motion to approve the November Board meeting minutes as printed was made by Liz Brady and seconded by Jim Hilgenberg. Motion passes.

III. Treasurer Report – November 2023

The November Treasurer's Report is not finalized due to the fraud occurrence. All the money has been returned, pending the outcome of the investigation. Bank balance is currently \$29,432.55. Checks were mailed to Little Galilee Christian Camp for the 2023 conference and the \$888 deposit for the 2024 conference.

Dawn Watson will send her invoices to Carol Lussky again for reimbursement.

Kim Gotte sent invoices for printing to Carol Lussky for a total of \$775.88. A motion to reimburse Kim Gotte for printing in the amount of \$775.88 was made by Jim Hilgenberg and seconded by Scott Garrett. Motion passes.

IV. Public Comments

- a. Allen Matza, from Will County, asked about the Resource Guide. He would like to see what the other teams have regarding equipment, to see if they can make their own resources better. Kim Gotte indicates that there is a summary page with resources, but it needs to be updated. This document should also be available to the Board.
- b. John Bennett stated that we are all members of ISARC and having a list of the points of contact will be beneficial to all members so they can invite others to their trainings for collaboration.
- c. Kane County raised concerns regarding people who show up for searches or SAR exercises who state that they are trained. This is not something that ISARC monitors currently. Member agencies are responsible for ensuring that their members are trained to search properly. ISARC is trusting our member agencies to only send people who are currently trained. Searchers should only be getting search information from the ISARC member agency.

It was suggested that ISARC provide a list of current members and their credentials so those in the Command Center can verify the credentials. Beth Drendel suggested that agencies submit a list of their members and their training to ISARC.

Kim Gotte suggested creating barcodes to track each person's training, allowing that information to be available for each search. However, this is an expense that ISARC cannot afford at this time. Kim Gotte indicated that MABAS uses salamander plus, but it is very expensive. This program allows you to scan

with your phone. Kim Gotte suggested that maybe ISARC can piggyback with ILEAS or MABAS on this software.

Carol Lussky indicated that Wisconsin is now credentialing their searchers. This is labor and financially intensive. Carol Lussky will reach out to WI to see how they are doing this process.

Allen Matza indicated that Will County doesn't send anyone who hasn't completed a GSAR. They also require their members to retake GSAR every three years.

There is no resolution to this issue at this time, except for the expectation that ISARC member agencies only send trained searchers on searches. All other options, currently, are financially and/or labor intensive.

V. Old Business

a. CDs

No progress due to the fraud.

b. Chase account signers

No progress due to the fraud.

c. IEMA Insurance

Beth Drendel will send the IEMA phone number to the Board members on Monday.

d. Eventbrite Options

ISARC was going to test RegFox for the Conference Committee trip to a possible conference site, but that trip was cancelled. Dawn Watson is still investigating options.

e. Proposed changes to the bylaws

A motion to make minor spelling and punctuation errors to the bylaws was made by Liz Brady and seconded by Beth Drendel. Motion passes.

VI. New Business

a. Resource Guide

See public comments.

b. Membership Application

Dawn Watson updated the membership application to include IMAT teams and cell phone carriers. Kim Gotte indicated that the IMAT team field should be yes or no, not a quantity, and that the "Other" field needs to be bigger. Dawn Watson will make these changes and get the application ready to send in January.

A motion to increase the membership application from \$50 to \$75 for 2024 was made by Jim Hilgenberg and seconded by Beth Drendel. Motion passes.

c. Membership Renewal Letter

Items to include:

- 1) Roles of the Voting Delegate
- 2) Curriculum Updates
- 3) Other accomplishments
- 4) Regional Training information

5) Request for a list of members

a. a list of members names would be nice, but membership changes too frequently. John Bennett volunteered to help track this. This will not be added to the letter this year.

d. Trademark

The agency whose logo is very similar to ISARC's received permission from the chair at that time, John Simon, to replicate the ISARC logo for their own use.

Dawn Watson suggested possibly trademarking the ISARC logo, as IVCC does this instead of copyrighting. ISARC will investigate this option.

e. Information requests

All information requests have been answered.

f. Searches

11/8 – 11/9/23 - Cass County

11/9 – Fayette County

11/15 – Aurora EMA

11/17 – 11/18/23 – Rockdale

g. Approvals

1. Instructors

Mark Hinch completed his second SARIO class in Grundy County. A motion to approve Mark Hinch as a SARIO instructor was made by Liz Brady and seconded by Scott Garrett. Motion passes.

2. Member Agencies

a. Grundy County

An invoice for 2024 will be sent to Grundy County. A motion to accept Grundy County after payment received was made by Dawn Watson and seconded by Scott Garrett. Motion passes.

VII. Committees

a. Conference Committee

Little Galilee Christian Camp has been reserved for October 11 – 13, 2024. Deposit has been mailed.

Beth Drendel drafted a response to the 2023 conference evaluation comments and will send it to Carol Lussky for approval before sending it to the Board.

A conference committee will be held in January. The committee will start meeting soon.

b. Curriculum/Training

1. Updates from Training Scheduler

a. Regional Training Dates – request to change

Scott Garrett indicated that ISARC wants to follow the suggested dates but also be flexible.

John Bennett agrees that ISARC needs to be flexible. John Bennett commits Lake County to holding a BNAV and GSAR every year and John Bennett could be the lead instructor and host either the second or third weekend in June. The Training/Curriculum Committee will review this request.

Scott Garrett indicates that having regional trainings is a good thing and ISARC is working on implementing this to the best possible solution.

2. SARM Curriculum approval and updates

A motion to approve the SARM BETA Curriculum as written by the Training/Curriculum Committee was made by Jim Hilgenberg and seconded by Scott Garrett. Motion passes.

A motion to award SARM BETA completion certificates for the SARM BETA class held on 12/9-12/10/23 to the participants was made by Scott Garrett and seconded by Liz Brady. Motion passes.

3. Instructor Updates Meeting Dates

The Training/Curriculum Committee met on 11/29. The committee members were asked to send available dates for mid-January to Dawn Watson. Dawn Watson has received dates from Mark Hinch, Bryan Collett, Kim Gotte, Carol Lussky, and Tony Sondgeroth. Dawn Watson is still waiting to hear from James Hanley, Scott Garrett, and Tom Foust.

4. Search management staffing requests – Beth Drendel

Beth Drendel indicates that this is tabled until the future.

5. Printing SARIO, BNAV, GSAR, SARM materials

Liz Brady has requests for quotes from three different printers. ISARC does not have a FedEx or UPS account. Liz Brady will check into getting an account for ISARC.

Liz Brady suggested laminating the BNAV maps and keeping them in the BNAV kits. Liz Brady has a source for laminating and this might not cost anything. Beth Drendel also has access to lamination. The Training/Curriculum Committee will discuss laminating the BNAV maps.

Kim Gotte indicated that the maps could be a reference guide for the BNAV participants for future use. Scott Garrett agrees, stating that the mapping piece is the most challenging and people keep the maps.

Liz is also looking at the option to purchase a printer and supplies.

6. Future Curriculum

SARIO, BNAV, GSAR, and SARM have been updated in 2023. The Training/Curriculum Committee is discussing priorities for 2024. SarTopo is one of the options.

c. Mutual Aid Resource Committee

1. Committee Chair

A motion to nominate Kim Gotte as Mutual Aid Resource Committee Chair was made by Richard Bickel and seconded by Liz Brady. Motion passes.

2. Memorandum of Agreement

Kim Gotte has been in contact with

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

Kim Gotte will send an updated version to the Board for review.

4. Hotline Phone Number Options

Kim Gotte has investigated RingCentral, but this is too expensive, and MeTalk (or TalkMe), which was not very good.

Kim Gotte has updated the hot line message instructing search request callers to call back if they get the voice mail message. Any Hotline responder must not have their phone on Do Not Disturb mode because this overrides Google Voice and you will not get the calls.

Other options to investigate are Digits, Hushed, DialPad, and OpenPhone.

d. Outreach Committee

Tom Foust and Carol Lussky presented at the MRCC in Bolingbrook. Tom Foust will also be presenting at five other MRCC presentations. MRCC sent Tom Foust \$500 for the Bolingbrook presentations.

The next survey will be discussed at the January Board meeting.

VIII. Board Workgroups

a. ISARC Newsletter

Carol Lussky is still needing articles. Richard is working on an article.

IX. For the Good of the Organization

A motion to adjourn at 1122am was made by Liz Brady and seconded by Jim Hilgenberg. Motion passes.