

ISARC Board Meeting
July 6, 2024, 9:00 am
Illinois Valley Community College, CTC 124, or Zoom

I. Call to Order

The July 6, 2024, ISARC Board meeting was held at Illinois Valley Community College and via Zoom. The meeting was called to order at 0900 by Chair Richard Bickel. Members present were Chair Richard Bickel, Vice-Chair Jim Hilgenberg, Treasurer Carol Lussky, Secretary Dawn Watson, and Board Member Liz Brady. Board member Beth Drendel was present via Zoom. Board member, Scott Garrett, was absent. Also present were Tom Foust, Outreach Committee Chair, and Linda Keen from Kendall County EMA, in person. Kim Gotte, Mutual Aid Resource Committee Chair, was present via Zoom.

II. Approval of Minutes from May 4, 2024, Board Meeting

A motion to approve the May 4, 2024, ISARC Board minutes was made by Liz Brady and seconded by Carol Lussky. Motion passes.

III. Treasurer Report

a. May 2024 and June 2024 Reconciliations and Treasurer's Report

May activity includes membership dues and a donation from Tom Foust from his presentations to the MRC.

There was no activity for June. The current balance is \$20,433.88.

b. 2024 Member Agency Invoicing

There are 13 former agencies that have not renewed so far this year.

Tom Foust, Outreach Committee Chair, will follow up with these agencies.

The 990 IRS form was filed. The Secretary of State annual reporting and the Attorney General's reporting are also filed.

IV. Public Comments

None

V. Old Business

a. Trademark

Liz Brady has been investigating trademarks and copyrights, to protect ISARC training materials from plagiarism. A Trademark could cost from \$35 to a significant amount of money. Copyright starts at \$250, depending on what ISARC would like to have copyrighted. ISARC would like to protect the training materials.

b. Amazon Business

Carol Lussky completed the ISARC profile with GuideStar. This is now pending acceptance from GuideStar.

c. Lost Person Behavior Instructors

Bob Koestler charges a \$5000 fee, plus expenses (airline fees, hotel, meals, vehicle) and \$1000 for materials. Participants will also need to pay \$250 each.

Jan Meyer, with Gateway, is a LPB instructor. Kim Gotte suggested sending people to another conference, not necessarily at ISARC's expense. Carol Lussky suggested giving a \$500 scholarship with a contract indicating that those people agree to teach for ISARC.

Kim Gotte will ask Bob Koestler for a list of LPB instructors in the IL area and a list of his upcoming trainings in other areas.

d. GSAR supplies

Carol Lussky tried to order the flagging tape using the ISARC credit card, but there was an issue, probably due to the supplies going to a different address, so Carol Lussky paid for the materials with her own credit card. A motion to reimburse Carol Lussky \$437.32 was made by Jim Hilgenberg and seconded by Liz Brady. Motion passes.

VI. New Business

a. Elections – September 2024

A request for nominations will be sent to member agencies in July, with nominations to be returned by the end of August. Voting will be done in September with results compiled by ElectionBuddy. Cost for 2023 was \$99.

b. Search Requests and Results

May – Carol Stream – not found yet

June – Elgin – found

Sheridan – returned home on own

c. Approvals

1. Instructors

None

2. Potential Member Agencies

a. St. Clair

Richard Bickel spoke with them and they are still interested.

b. Jacksonville/Morgan

No further information.

c. Tri-County – Carroll, Stephenson, and Jo Davies

Kim Gotte indicated that these agencies are getting their people in place so they can submit an application.

Kankakee County – Tom Foust spoke with them at the IEMA conference.

MidPiatt – Tom Foust will reach out to them.

VII. Committees

a. Conference Committee

The Conference Committee meets the 1st Monday of each month. Everything is moving along. The Illinois State Police are going to present and will send information on Monday.

Merchandise

Short sleeve - \$9 cost;

Sell for: \$13 – S, M, L; \$15 – XL, 2XL; \$16 – 3XL, 4XL

Long sleeve - \$12 cost;

Sell for: \$15 – S, M, L; \$18 – XL, 2XL; \$20 – 3XL, 4XL

Polos – Stitch America – cost is dependent on quantity ordered. Beth Drendel will send the information to the Board on Monday.

Hats – sell at \$25

Hoodies – cost is dependent on quantity ordered. Beth Drendel will send the information to the Board on Monday.

3" patches - \$10

b. Curriculum/Training

1. Updates from Training Scheduler

- a. Region 6 GSAR - cancelled
- b. BNAV 9/28 – Kendall
- c. Region 1 GSAR – Fayette – 11/16-11/17/24; Kim Gotte will be lead instructor

2. New committee members

Gaby Bontea and Scott Watson joined the Training/Curriculum Committee.

3. ISARC Forms

Mark Hinch and the committee have worked diligently on fixing the ISARC forms, formatting, spelling, punctuation, and grammar errors, making all forms fillable, with correct tab order and data entry options.

Debriefing form – Kim Gotte indicated this form needs to be revised, after using it at the Sheridan search. The form needs better explanations as to what is being asked for each field. Kim Gotte will try to find a previous version.

The Board approved the other forms as presented.

4. GSAR Instructor Roles and Responsibilities

It was suggested to password protect pdfs of the PowerPoints that are emailed to participants.

The lead instructor will work with the host agency to determine food options for the training. The lead instructor is not responsible for providing any meals for trainings.

For a regional training, water will be paid for by ISARC. For a requested training, the host agency will be responsible for water.

Minor modifications were made to the document. Board approved.

Training Committee will be updating the BNAV Instructor Roles and Responsibilities also.

5. Instructor Agreement

The Board approved the revised form.

6. BNAV compasses

The orienteering compasses in the northern BNAV kit have bubbles in them and are falling apart. These should be replaced with Mirrored Orienteering and Lensatic compasses. Kim Gotte will contact Silva to see if they have an educational supply of compasses.

7. Instructor Requirements

Board approved with minor changes to the disciplinary section and the date of revision updated to today.

Dawn Watson will contact instructors regarding continuing education requirements.

8. ISARC Instructor Roundtable
Scott Garrett is holding an instructor roundtable on August 24, 2024, at Illinois Valley Community College.
 9. SARM Training Date – TBD
A date will be determined for some time Nov – Jan.
 10. GSAR TTT – August 17, IVCC
PowerPoint was pending approval of the changes to the Roles and Responsibilities and Instructor Requirement documents.
All GSAR instructors will be asked to help teach.
 11. Observations of ISARC trainings
Training/Curriculum Committee has begun observing all ISARC trainings, to determine what else needs to be improved, ensure instructors are teaching to the ISARC curriculum, and just being there for new members to talk to.
 12. Training Scheduling Team
Scott Garrett will be reaching out to the people who have expressed interest in being on this team.
 13. Medical form
Kim Gotte reached out to the EOC for the medical form they use and is waiting to receive it from them.
- c. Mutual Aid Resource Committee
1. Meeting
The committee will be meeting by Zoom on Tuesday, 7/9/24.
 2. State EOC
Kim Gotte confirmed the procedure to get insurance from the State EOC for searches and trainings. Municipalities that do not have an EMA cannot get this insurance at this time. Kim Gotte asked if ISARC, based on the authority of law enforcement, can get a number. The State EOC is reviewing that.

Jim Hilgenberg forwarded the IEMA OHS flowchart regarding work comp. This flowchart does not mention law enforcement is required to contact IEMA, only accredited ESDA and EMAs.
 3. Memorandum of Agreement
No progress.
 4. ISARC Hot Line/Duty Officer Policy, Procedures, Guidelines
No progress.
 5. Hotline Phone Number Options
Kim Gotte and Levi Gotte tested using the Google Voice app on your phone. If your first number is forwarded, the second number on Google Voice would be used on the app.

Carol Lussky and Kim Gotte will work on this. If it works, Carol Lussky will be added as a hotline responder.

d. Outreach Committee

1. Membership Applications

Tom Foust is reaching out to member agencies.

2. Information requests

Tom Foust will reach out to Mt. Zion. All other information requests have been answered.

3. IEMA Conference

Tom Foust registered ISARC for this conference.

The Outreach Committee needs more of the ISARC 3-fold brochure. Cost to print is:

300 - \$182

400 – \$219.37

500 – \$259.76

A motion to purchase 500 brochures was made by Liz Brady and seconded by Carol Lussky. Jim Hilgenberg motioned to increase the amount to spend by \$25, if prices have increased since the quote has expired.

4. Table cover

Tom Foust received quotes. A 30x90 full color table runner costs \$190. He is still investigating options.

A motion to purchase a ISARC table drape with the ISARC emblem for no more than \$200 was made by Richard Bickel and seconded by Jim Hilgenberg. Motion passes.

VIII. Board Workgroups/Projects

a. ISARC Newsletter

Please submit articles to Carol Lussky.

b. Bylaw updates

No progress

c. Email and file sharing options

No progress

d. Training registration options

Pending formation of the Training Scheduling team.

IX. For the Good of the Organization

Richard Bickel called for an Executive Session

Meeting adjourned at 11:17am