

**ISARC Board Minutes  
December 7, 2024, 9:00 am  
Zoom**

I. Roll Call

The December 7, 2024, ISARC Board meeting was held via Zoom. The meeting was called to order at 0902 by Chair Richard Bickel. Members present were Chair Richard Bickel, Vice-Chair Jim Hilgenberg, Secretary Dawn Watson, Treasurer Carol Lussky, and Board Members Liz Brady, Scott Garrett, and Allen Matza. Also present were Linda Keen from Kendall County EMA and John Bennett from Lake County. Kim Gotte from Kendall County, Robert Werderitsch from Plainfield County EMA, and Tim Killeen from Boone County.

I. Approval of Minutes from October 5, 2024, Board Meeting

A motion to approve the October 5, 2024, minutes with minor adjustments was made by Liz Brady and seconded by Jim Hilgenberg. Motion passes.

II. Treasurer Report

- a. July, August, September, October, and November 2024 Reconciliations and Treasurer's Report  
Carol Lussky emailed the Treasurer's Reports to the Board. The Little Galilee Christian Camp still needs to be paid \$4548. Insurance will be due in March. There may be an outstanding invoice for Promo 911.

Balance as of the end of November 2024 is \$26, 158.

A motion to accept the Treasurer's report as presented was made by Jim Hilgenberg and seconded by Scott Garrett. Motion passes.

III. Public Comments

Richard Bickel thanked everyone for their hard work done in 2024 on behalf of ISARC.

IV. Old Business

a. Amazon Business

This is supposed to give discounts on purchases but requires joining Amazon Business Prime, so that cost may outweigh the discounts.

b. Membership renewal form, letter, and invoicing

The letter needs the Board of Directors updated and a reminder to fill out all sections.

V. New Business

a. Committee Chairs/Co-Chairs

Conference Committee – Carol Lussky and Tim Killeen are nominated to be co-chairs for the Conference Committee by Dawn Watson and seconded by Allen Matza. Motion passes.

Outreach Committee – Tom Foust is nominated to be the chair of the Outreach Committee by Richard Bickel and seconded by Allen Matza. Motion passes.

Training/Curriculum Committee – John Bennett nominated himself for chair. Dawn Watson nominated Allen Matza for chair. A motion to accept Allen Matza and John Bennett as co-chairs was made by Liz Brady and seconded by Scott Garrett.

Mutual Aid Resource Committee – Kim Gotte nominated herself and Liz Brady as co-chairs. A motion to accept Kim Gotte and Liz Brady as co-chairs was made by Allen Matza and seconded by Jim Hilgenberg. Motion passes.

b. Meeting Dates

The Board discussed moving the July 5, 2025, Board meeting to July 12, 2025. A motion to move the July 5<sup>th</sup> meeting to July 12<sup>th</sup> was made by Dawn Watson and seconded by Scott Garrett. Motion passes.

c. Board Code of Ethics

Tabled until the next in-person meeting.

d. Search Requests

October 16 – Country Club Hills

October 29 – evidence search

VI. Approvals

a. Instructors

No new instructors currently.

b. Member Agencies

1. MAGEN Chicago – MAGEN Chicago is a 501(c)3 that Kim Gotte and Allen Matza have worked with before. Kim Gotte and Allen Matza indicated that they are a very good group and will be a benefit to the agency.  
Tom Foust will be asked to reach out to them for the sponsorship letter. Membership approval is pending receipt of the sponsor letter.
2. Chicago CERT – A motion to approve was made by Liz Brady and seconded by Allen Matza. Motion passes.
3. Wabash EMA A motion to approve was made by Liz Brady and seconded by Allen Matza. Motion passes.
4. Kankakee County EMA - A motion to approve was made by Liz Brady and seconded by Allen Matza. Motion passes.
5. Lockport and Lemont sent in their membership fees in October. Those fees will be applied to their 2025 membership.

VII. Committees

a. Conference Committee

Jim Hilgenberg was approached by John Dwyer for ISARC to participate in a 1-day symposium with ILEAS.

The conference committee will meet in January to begin discussing locations for the 2026 conference.

If anyone knows of a company that might sponsor the conference, please reach out to them.

A few donations were delivered to the ISARC PO box after the conference. The Conference Committee decided to draw random names of conference attendees as the winners, since some of these items are date sensitive. The Board agreed to this process.

b. Curriculum/Training

1. Updates from Training Scheduling Team

a. Regional Trainings

**BNAV**

Washington County – 3/22

McLean County – 3/29

Kane County - 4/26

**GSAR**

Carol Stream - 4/12-4/13

Flora/Clay – 5/3-5/4 or 5/17-5/18

McLean County 4/26-4/27

Some concerns about holding a GSAR before a BNAV were raised and that there was only one scheduled training for the three regions.

b. Training Registration Options

Linda Keen is working on setting up RegFox for registrations. RegFox will allow charging for no shows.

2. BNAV TTT reschedule date

The BNAV TTT was canceled for October as there were only two people registered. There are now more people who are interested in becoming BNAV instructors. Some still need to take a second GSAR.

John is wondering why we are pushing people to become instructors before they have finished the requirements. The ones who haven't finished the requirements already have recommendations from lead instructors to become BNAV instructors.

This will be discussed at the next Training/Curriculum Committee meeting, which will hopefully be scheduled for January 2025.

3. The annual Instructor Updates meeting needs to be scheduled and organized.

4. SARM Training Date – 1<sup>st</sup> quarter of 2025

Date to be determined at Training/Curriculum Committee meeting. Currently, the only instructors are Bryan Collett, Scott Garrett, and Kim Gotte.

c. Mutual Aid Resource Committee

1. Memorandum of Agreement

Kim Gotte requested the comments from the previous discussion in 2020.

Kim Gotte would like the Board to determine the goal of the MoA. What is the reasoning?

What is the legality? Are we trying to be an MST for IEMA? Ed Kemper's goal was to become an MST, but can ISARC jump through all the hoops for this?

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

Kim Gotte and Carol Lussky will meet to get Carol set up for the hotline.

3. ISARC Resource Guide

Once agencies are approved and paid, their application will be sent to the Mutual Aid Resource Committee to be added to IAR and the resource guide.

- d. Outreach Committee
  - 1. Potential Memberships
    - a. Mt. Zion – no update
    - b. Jacksonville/Morgan – Interested in SARIO class. No request received yet. Maybe after 1<sup>st</sup> of year
    - c. Tri-County – Carroll, Stephenson (no update), and Jo Davies (meeting on 12/11)
    - d. Sangamon County (no update)
    - e. Monroe County (supposedly joining)
    - f. Village of Schaumburg MRC– Carol did receive their application.
    - g. Ford County
    - h. Iroquois County
    - i. Montgomery County
  - 2. Information requests

All information requests that have been received have been answered except the one from Marvel Jean, which was not valid.

#### VIII. Board Workgroups/Projects

- a. ISARC Newsletter – no progress
- b. Bylaw updates – no progress
- c. Email and file sharing options

Dawn Watson has worked on GoDaddy setups. Emails seem to be working again, but some are still going to junk mail.
- d. Trademark

No updates. ISARC puts our Watermark on our training materials already.
- e. Lost Person Behavior Instructor Training

Carol Lussky and John Bennett attended the LPB training in Virginia in November 2024. Now that they are under contract to teach LPB, it was asked if ISARC would add LPB to our curriculum. It was decided to just list it as a resource.

Ralph and Ellen Kuchenbrod, Kim Gotte, Jan Meyer, Carol Lussky, and John Bennett are LPB instructors in Illinois.

Information on these instructors will be listed on the website.

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

Jim Hilgenberg stated that IEMA announced the EMA volunteers will qualify for a \$500 tax credit in the future. Talk to your EMA Director to file the paperwork.

Meeting adjourned at 1104 was made by Carol Lussky and seconded by Scott Garrett. Motion passes.