

**ISARC Board Agenda**  
**January 4, 2025, 9:00 am**  
**Illinois Valley Community College, CTC-124, or Zoom**

I. Roll Call

The January 4, 2025, ISARC Board meeting was held via Zoom. The meeting was called to order at 0903 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, and Allen Matza. Also present were Tom Foust, Outreach Committee Chair, Linda Keen from Kendall County EMA, Robert Werderitsch from Plainfield County EMA, Kim Gotte, Mutual Aid Resource Committee Chair, Tim Killeen from Boone County, Deb Novak from Boone County, and John Bennett, Training Committee co-chair. Scott Garrett was absent.

II. Approval of Minutes from December 7, 2024, Board Meeting

A motion to approve the December 7, 2024, minutes was made by Jim Hilgenberg and seconded by Liz Brady. Motion passes.

III. Treasurer Report

a. December 2024 Reconciliations and Treasurer's Report

The beginning balance was \$26, 158.72. Expenses include payment to Little Galilee Christian Camp for \$4548, renewal of the Post Office Box for \$216; renewal of GoDaddy. Donation check has been deposited.

Ending balance is \$28,000.03.

The CD has earned \$167.90.

A motion to accept the Treasurers Report as presented was made by Liz Brady and seconded by Jim Hilgenberg. Motion passes.

b. Membership Invoicing

Two membership fees that were received at the end of 2024 were applied to their 2025 account.

Invoicing automatically went out on January 1 with the ISARC Board letter.

Carol Lussky implemented the option to pay by credit card through Quickbooks, which has a 2.99% processing for each charge.

Tom Foust will follow up on DeWitt County, as their email address is coming back as invalid.

Liz Brady requested Plainfield's membership renewal be sent to her.

c. Other

All Board members need to send Carol Lussky their mailing address for the Secretary of State paperwork.

IV. Public Comments

None

V. Old Business

None

VI. New Business

a. Search Requests

12/19 – Tinley Park

A discussion was held regarding who can call ISARC. An EMA can call the ISARC hotline if they have approval from the AHJ.

It was reiterated that ISARC does not disseminate any search information to the public nor posts to social media. ISARC requests that all member agencies and their search members also refrain from disseminating any information, either verbally or on social media.

It was also reinforced that member agencies only send the resources that are requested through the IAR request from the ISARC hotline. These are the resources requested by the AHJ. Equipment that is in member agency vehicles, but not requested, does not need to be removed from the vehicles, but should not be deployed unless the AHJ requests that through the search manager.

## VII. Approvals

- a. Instructors  
None

- b. Member Agencies

- 1. MAGEN Chicago – pending sponsorship letter

- Tom Foust talked to Chiam Naditch, who sent copies of their FAA approval letter. However, this does not meet the ISARC bylaw requirements, Article 12, Section 2. This agency's interest is to protect their people. They want additional training from ISARC, but they will probably not travel to any other searches.

- Tom Foust will reach out to Chiam Naditch to discuss what they are expecting from ISARC and how this partnership would work. MAGEN would not be calling the ISARC hotline as that would have to go through Chicago PD.

- 2. Village of Schaumburg MRC

- Tom Foust will follow up on this application, since the application does not have any resources. Tom Foust indicates that the Village of Schaumburg MRC is interested in combining with Elk Grove and Hoffman Estates.

## VIII. Committees

- a. Conference Committee

- The Committee will meet on Monday to discuss locations for future conferences.

- A question on the Outreach survey asks if member agencies want a 1-day or 2-day conference. Dick Bickel has received a few questions from members regarding having a 1-day conference with Friday night being a social event.

- b. Curriculum/Training

- 1. Updates from Training Scheduling Team

- a. Training Registration Options

- Linda Keen has been working on RegFox. Linda Keen will send a test registration to the Board members.

- Lead instructors have not been requested for the upcoming courses.

- In Fall 2024, the Training Scheduling Team was tasked with determining dates and locations for 2025.

2. Instructors  
Dawn Watson reminded everyone that the Board has a process to request lead instructors and instructors for trainings.

3. Training/Curriculum Committee  
Meeting is scheduled for 1/11/25.

c. Mutual Aid Resource Committee

1. Memorandum of Agreement  
The Committee has not met yet. Liz Brady has been working on reviewing the ILEAS and MABAS MOAs and combining those with ISARC's draft.

2. ISARC Hot Line/Duty Officer Policy, Procedures, Guidelines  
Carol Lussky is not on the hotline yet.  
The Committee will be working on this.

3. ISARC Resource Guide  
As renewals are received, the renewals will be shared with the ISARC Board Secretary, the ISARC Board Treasurer, and the Mutual Aid Resource Committee.

d. Outreach Committee

1. Information requests  
All information requests have been answered except for the spam.

2. Survey  
Questions are basically general. The Training Committee and Conference Committee requested a few questions added to the survey. The tone of some of the questions was discussed and will be adjusted to be a request for information to share with other agencies.

IX. Board Workgroups/Projects

a. ISARC Newsletter

The Training/Curriculum Committee would like a section in the newsletter.

b. Bylaw updates

Dawn Watson has started working on the bylaws, fixing the spelling, grammar, and punctuation errors.

c. Email and file sharing options

The training scheduling team email group through GoDaddy has been updated and seems to be working for now. The main problem seems to be the receiving email provider accepting the emails.

If anyone has any options for file sharing, please investigate and bring the information to the Board.

X. For the Good of the Organization

Richard Bickel will be unavailable for the June meeting.

The Board meeting adjourned at 10:30.

XI. Closed Board Meeting