

**ISARC Board Meeting
November 6, 2021
Peru River Rescue Station**

The November 6, 2021, ISARC Board meeting was held at the Peru River Rescue Station. The meeting was called to order at 0914 by Vice Chairperson Jason Buckley. Members present at the meeting were Secretary Tom Foust, Vice Chairperson Jason Buckley, Treasurer Carol Lussky, and Board Members Richard Bickel and Kim Gotte. Also present was guests Dawn Watson from LaSalle County and Ed Kemper.

I. Status of Chair Ed Kemper

Due to the situation in Palatine, Ed Kemper does not currently belong to an ISARC member agency and is no longer eligible to be an ISARC Board member. ISARC's succession plan states that the Vice Chairperson takes over as Chair of the ISARC Board, in this type of situation.

A motion for Vice Chairperson Jason Buckley to assume the responsibilities of the Chairperson, due to the disqualification of Ed Kemper to continue as Chair was made by Tom Foust and seconded by Richard Bickel. Motion carried.

According to the Bylaws, the Chair must be a member of the Board for at least two years, and the Vice Chair must be a member of the Board for one year prior to assuming those positions. However, the job description for secretary indicates that the person must be on the Board of one year prior to if position. There are no Board membership requirements in either the bylaws or the job descriptions for the Treasurer position.

A motion to remove the requirement for the secretary to be on the Board for one year prior to becoming the secretary was made by Tom Foust and seconded by Richard Bickel. The motion carries.

II. Approval of Minutes from September 2021 and October 2021 Board Meeting

A motion to approve the September 2021 minutes was made by Carol Lussky and seconded by Kim Gotte. The motion carried.

A motion to approve the October 2021 minutes was approved by Tom Foust and seconded by Richard Bickel. The motion carried.

III. Treasurer Report

a. Treasurer's Report

The September and October Treasurer's Reports were distributed by Treasurer Carol Lussky. One check from Tazwell County for payment of the Man-Tracking class was received but not deposited yet. Payment from Macoupin County was received and will be applied to next year, since they are already paid for this year. North Aurora also paid membership fees.

Carol Lussky confirmed that the State's Attorney General's office has received the check but has not deposited due to working at home.

A motion to accept the September 2021 Treasurer's Report was made by Kim Gotte and seconded by Richard Bickel. Motion carried.

A motion to accept the October 2021 Treasurer's Report was made by Kim Gotte and seconded by Richard Bickel. Motion carried.

b. Tax Exempt Certificate Status

ISARC does not meet the eligibility requirements for tax exempt status for the State of Illinois Department of Revenue. Tax exempt status is only needed for selling, which ISARC does not do consistently. Having tax exempt status requires filing quarterly reports, even if no activity is done for that quarter.

DUNS number requires physical address and proof of that. The lease of the Peru River Rescue Station and the Comcast account can be used as proof.

A motion to change the Comcast account from Tom Foust's name to ISARC and mailed to the Peru River Rescue Station address and implementing automatic billing, which will decrease the monthly bill slightly, was made by Richard Bickel and seconded by Carol Lussky. The motion carried.

c. 2021 Member Agency Invoicing

An updated member list was distributed to the Board members. Tazwell County will be sending in their renewal application. Bensonville has not responded to phone calls from Kim Gotte. Boone County wants to pay by credit card, which may eventually be possible through QuickBooks.

d. Donation Letters

Carol Lussky will send Ed Kemper a thank you letter for his donation of training materials.

IV. Public Comments

None

V. Old Business

a. Updates to Website

A donate button for PayPal donations is still pending. Information regarding Amazon Smiles has not been added to the website yet. Carol Lussky will get the information needed to Kim Gotte.

b. ISARC Policy Binder

The current list of members should be inserted after the map at the beginning of the binder.

c. Memorandum of Agreement Discussion from Member Agencies

The Board discussed agency comments regarding the MOA. The MOA will be a topic of discussion at the Annual Membership Meeting.

d. Member Agency Feedback from Board Members Contact

This will be a topic of discussion at the Annual Membership Meeting.

e. Anti-Harassment Policy Review and NASAR/ISARC Ethics Policy

A motion to approve the Anti-Harassment Policy was made by Kim Gotte and seconded by Carol Lussky. The motion carries.

ISARC instructors will be required to take the Anti-Harassment course through VFIS, ISARC's insurance agency.

A motion to approve the NASAR/ISARC Ethics Policy was made by Kim Gotte and seconded by Tom Foust. The motion carries.

f. Board Member Nominations

A newsletter, with the biographies of the people seeking to be elected to the Board, will be sent out today.

Kim Gotte will add the member agencies to Election Buddy. The email for the electronic elections will be sent out by Tuesday, November 9.

An annual membership meeting will be held in December.

VI. New Business

a. Approvals

1. Instructors

Carol Lussky has completed the requirement for BNAV lead instructor. A motion to approve Carol Lussky as a BNAV lead instructor was made by Kim Gotte and seconded by Tom Foust. The motion carried.

2. Member Agencies

Cook County Sheriff's Police Department will be submitting an application for 2022.

Mid-Piatt Fire Department, with Iroquois and another county, will also be submitting an application for 2022.

3. Board Member Appointments – Additional Board Member, Committee Chairs, Etc.

Tom Foust is appointed as the Outreach Committee chair.

4. Supporting/Honorary Membership

There are no new Supporting/Honorary memberships.

5. Annual Membership Meeting

Jason Buckley will check to see if the Peoria Sheriff's Office is available for the December 4, 2021, Board Meeting, since the Peru River Rescue Station is not available.

Once a location is determined, an email will be sent to the membership with the Zoom link.

b. Committees

1. Conference Committee

There are no updates currently. A Conference Committee chair needs to be appointed.

There are still airline fees paid for Fernando Moreira. He suggested a conducting a basic Man-Tracking in the spring and an advanced Man-Tracking class in the fall.

The Red Cross has a camp in Woodford County. Kim Gotte will send the address to Jason Buckley who will talk to the director and investigate this as a possibility.

The Board will continue to investigate conference location options.

2. Curriculum/Training

Kim Gotte will conduct a Zoom meeting with the instructors to determine who is willing to travel to the different areas to conduct training.

When a new request is entered, Kim Gotte will send the request to the instructors who are qualified to teach that course.

Kim Gotte has contacted an IFSI instructor who is willing to teach the ICS 300 class, which is a prerequisite to SARM, with no cost to the participants or ISARC agency. He will meet with the Training Committee in January to discuss the details.

It has Board policy to offer a non-member agency as many SARIO sessions as they want but only one BNAV course for free before the agency becomes a member. It is a concern of Board members that ISARC instructors are conducting labor intensive trainings for free to non-member agencies.

3. Mutual Aid – Resource Guide Review

A Mutual Aid Committee chair needs to be appointed.

4. Outreach – Member Agency Contact 2021

Mercer County sent a letter of concerns to the ISARC Board. ISARC Board has not received any requests for training from Mercer County. It was determined that prior training requests were sent to someone not affiliated with ISARC. A training was conducted in 2017 by Mike Carter, but Mercer County has not requested any training through ISARC since then.

Mercer County states that they do not get called for searches. ISARC has documentation that Mercer County has been called at least three times for searches.

Tom Foust has addressed the concerns in a response letter, which has not been sent yet, pending Board approval.

Tom Foust mailed four thank-you notes to the Salvation Army, Blaine's Farm & Fleet, the LPHS custodian, and the LPHS superintendent for their assistance with the searches in September.

c. Board Discussion Workgroup

1. ISARC Hot Line/Duty Officer Policy, Procedures, Guidelines Draft

The Board members need to review the procedures. A flowchart is being created.

2. I Am Responding Plan

Next step is to create three groups, North, South, and Central, to include the member agencies. Response options will be message received, unavailable (after checking with member searchers), or 1-3, 4-6, 7-9, 10+ for how many members will be responding. Stand down will be added, to be used as acknowledgement that the agencies are no longer needed.

Two people from each agency, with the same login information, will have the capability of responding, but only one should respond. Kim Gotte will email each member agency for the contact information of the two people who will be responsible for responding.

3. ISARC Copyrights on Governing Documents

The Board members discussed placing the copyright on all Board policies, but it was indicated that it is very expensive. The Board does not think that the Governing Policies binder can be copyrighted since it is a living document.

The ISARC logo will be placed on each document.

4. ISARC Newsletter

Topics are needed for the Winter newsletter. Jason Buckley will write an article on recruitment and retainment for the Spring newsletter.

Kim Gotte has received requests from individuals asking about how to get involved and has forwarded these to the appropriate agency.

Tom Foust will contact agencies to ask them for articles for the newsletter, agency highlights, etc.

Kim Gotte will submit links to member agency Facebook pages for other agencies to follow.

Richard Bickel suggests creating a radio guide. Kim Gotte will write an article for the newsletter.

5. Board Instructions to Various Platforms – Zoom, Eventbrite, Election Buddy, etc.

Kim Gotte is working on this. Election Buddy is a little more complex. Kim Gotte usually just copies an Eventbrite event, so she will need to create an event from scratch to write out the instructions.

6. SARC History – Board of Directors, Member Agencies, Call Outs, Etc.

The Board needs to start documenting. An option is to create a year-end report, including the board members, treasurers report, member agencies, trainings completed, searches conducted, etc. to add to the binder.

VII. For the Good of the Organization

The ISARC Board thanks Ed Kemper for his guidance, leadership, and contributions to the organization.

Respectfully submitted,

Dawn Watson

Board scribe