

Board Members Present: Mark Molleck (Peoria County), Bryan Collett (Tazewell County), John Simon (Adams County), Eric Hodges (McLean County), Jim Dexter (Hanover Township), Domingo Kaller (Will County)

Meeting commenced at 10:00.

Request to Speak: Connie Brooks, LaSalle County EMA Director

- Jeff Herman is taking over the GSAR team for LaSalle County.
- Formal request – 6 team members registered to take GSAR T-t-T in February. One member is scheduled to take the last Ops class that was canceled. She has taken 1.5 classes and cannot make it into another Ops class before February. Wishes to request that she still be allowed into the T-t-T class in February.
 - Discussion: Mr. Hodges shared that this topic came up at the last board meeting and the Board voted against allowing a deviation from the stipulated practice. Mr. Hodges indicated that he would be willing to grant an exception given that the other available class had been canceled. The stipulation would be that the T-t-T certificate would be withheld until the second course was completed. Mr. Hodges indicated that this practice should not be construed as precedent setting; this decision would be for this particular situation only.
 - Mr. Hodges motioned that Mary Ford of LaSalle County EMA be able to take the GSAR T-t-T class scheduled for February 9, 2013 and that the certificate for the course would be held until such time as Mary Ford completes the second GSAR course. Motion was seconded by Mr. Dexter. Motion was carried.

Treasurer's Report: Eric Hodges

- At a previous board meeting, requested a registered agent to be pursued. The company had deposited the check and then refunded the money since the contact was no longer with the organization. We have re-submitted the check for the contract and it has been processed.
 - Question – Mr. Kaller: Do we need to place the registered agent information somewhere on the website?
 - Mr. Simon: Not a required public disclosure. It wouldn't hurt to have it listed in some appropriate place though. We can list the company name and contact number. Eric Hodges will send the information to Mr. Kaller for publication on the website.
- For conference - \$9,124 in expenses and \$7,782. Net loss of \$1,360.
- 2012 dues paying members totaled 42 organizations.
- 501(c)(3) status – Registered agent does not do 501(c)(3) filings. Attorney in Central Illinois could do it. She charges \$225 per hour for her services. Estimate 10 hours of service.
 - Another option would be to pursue a potential online option for companies that do the work.
 - David Searby is a licensed attorney that might be able to give leading advice as to where the organization could look.
 - Mr. Dexter has an attorney contact as well that ISARC could reach out to for possible assistance.
 - Mr. Simon: Asked to have an executive committee meeting to review proposals and possible actions. Asked to also include Jesse Magenheimer's experience in 501(c)(3).
- Question – Mr. Collett: What did we end up doing with the food for the conference?
 - Mr. Simon: Spoke with a contact to see what we could negotiate in that regard. Their perspective was that they charged their going rate and we were not going to receive a discount and that there was no negotiation room on the cost we were billed.
- Mr. Dexter motioned to approve the Treasurer's Report. Seconded by Mr. Molleck. Motion carried and report approved.

Executive Committee Report: Mr. Simon

- Review Committee document that was handed out.
 - For the most part, no changes in the committee structures. Previously, Protocol Documentation and Archive Committee. Chairman – Jesse Magenheimer, has had to resign

from chairing the committee due to unavailability. Proposing to change the structure by dissolving the committee and rolling the tasks into the Mutual Aid Response committee.

- Seeking motion to concur with the proposed change. Motion by Mr. Molleck and seconded by Mr. Dexter. Comments: Mr. Kaller and Mr. Dexter would wish to join that committee. Motion carried.
- Question – Mr. Kaller: Is there a list of who is on which committees? Mr. Simon indicated that he has a listing, shared the list verbally, and will send the list out to ISARC Board Members.
- Mr. Collett expressed concern about committee members doing some outreach without inclusion of the full committee. Mr. Simon indicated he has followed-up with those members and believes that should no longer occur.

Conference Report: Mr. Kaller and Mr. Hodges

- Overall, the 2012 feedback for the conference was positive.
 - Question – Mr. Hodges: Did we do a good job shielding the attendees from the logistical issues faced the day of the conference.
 - Overall sentiment was that we did. Biggest complaint was the cancelation of the mantracking session.
- The 2013 conference committee consists of Peoria, Tazewell, McLean, and Champaign. It is a large group and we have only lost one person on the committee at this point.
 - The Chateau received positive feedback. 9/27 and 10/4 are the targeted dates but neither is currently available. The Chateau has 9/13 and 10/25 as alternative options.
 - Costs went up a bit. ½ of the venue is now free whereas all of it was free before. Approximately \$850 costs associated with the venue. Costs would be \$79 for hotel rooms and \$99 for a suite.
 - We have the ability to put working K-9s in the rooms and we can provide our own A/V again or choose to rent it at the site.
 - Goals: Based on evals from current conference; Civil Air Patrol track; Enhanced K-9 track; One-Day Law Enforcement track (possibly do SARIO, exercise, case studies, etc.); Saturday evening event that is hands-on. Six additional planning meetings scheduled for next year.
 - Decisions needed: venue, date, attendance fees, and vendor booth fees.
 - Date discussion: Date decision needed quickly. Requesting the board allow the committee to commit to available dates. Mr. Molleck – prefer the 10/4 date first and the 9/13 second. Mr. Collett – equal preference. Mr. Kaller – prefer the 9/13 first and then the 10/4 date because K-9 certifications take place in October. Mr. Dexter – prefers 10/4 first and then 9/13.
 - Mr. Dexter motioned to approve first choice for conference date of 10/4, second choice of 9/13, and third choice of 10/25. Seconded by Mr. Kaller. Discussion: Mr. Collett asked why we should not consider possibly another venue if we cannot get either the 10/4 or 9/13 dates. Proposed an amendment to be that the 10/4 date be the first choice, 9/13 be the second choice, and then give the conference committee the authority to act to seek another venue.
 - Mr. Collett proposed an amendment to the motion to allow the committee the authority to seek another venue if the first two venues are not available. Amended motion seconded by Mr. Kaller. Mr. Hodges abstained from voting for the amendment.
 - Amended motion carried by the board with an abstention by Mr. Hodges.
 - Mr. Dexter motioned to allow the committee to enter into a contact with the Chateau for the 2013 ISARC conference. Mr. Molleck seconded the motion. Motion carried.
 - Question – Mr. Dexter: how much “at the door” registration occurred at the most recent conference.
 - Mr. Kaller motioned that the conference retain the pricing structured utilized for the 2012 conference (\$50/\$60/\$75) with a one-month cutoff for early registration. Mr. Dexter seconded the motion.
 - Discussion: How many seats are available at the conference? 150 seats maximum at the site.
 - Motion carried. Mr. Hodges abstained from voting.

- Vendor locations allow 7 in the back conference area and more space in the front of the hotel. Mr. Simon noted that prior experience from other conferences indicates that vendors like other vendors being there. Consider changing vendor registration price of \$200. This would include on-site meals.
 - Mr. Molleck motioned that the conference charge \$200 per vendor registration. Mr. Kaller seconded the motion. Mr. Hodges abstained from voting. The motion carried.

Training and Validations Report: Mr. Hodges

- Nothing to report by Mr. Hodges.
- Mr. Simon indicated a training policy proposal has been sent to the board and is now requiring action by the board. Refer to the policy proposal for specifications.
 - Discussion regarding release of liability document. Currently, ISARC does not have any mechanism to protect itself from liability for injuries or damages that occur during the training. Recommendation that it be socialized with the instructors and communicated via the website.
 - Mr. Kaller discussed a proposal to have IS-100 and IS-200 as pre-requisites to the G649 course. Mr. Molleck expressed concerns with that practice because it may deter volunteers from pursuing the training. Recommended requiring that as a follow-up upon completion of the course. Mr. Simon suggested that this be handled by the curriculum committee.
 - Motion by Mr. Hodges to approve the policy with an amendment to bullet 4 to utilize terminology that states a “maximum” of 40 participants. Mr. Collett seconded the motion. Motion carried.

Curriculum and Development Committee: Kim Gotte

- Committee has not had the opportunity to formally meet. Has been in contact with members that she does have contact with informally.
- Discussed various requirements under consideration within the committee including pre-requisites for various levels of the curriculum.
- Mr. Dexter expressed possible concern about moving flanker skills to the land navigation class. The additional time commitment and movement would most likely put experienced individuals at a disadvantage.
- Mr. Simon noted that there is a blending in the discussion between training and experience when considering what constitutes a credential. Would like to see the committee build a proposal or recommendation that identifies pre-requisites for any particular training course. If those are articulated, could give us an actionable track to follow.
- Mr. Hodges shared that he feels there is something special that is encompassed in the 16-hour GSAR course. It gives a cursory look across the discipline verticals without necessarily making someone a specialist in anything other than the fundamental ground searching skills. It is important to keep that breadth of coverage in the 16-hour course.
- Mr. Simon indicated that the Board needs to provide guidance and direction back to the committee to frame discussion and work being done around this topic. Indicated that this will occur offline for committee members and any interested board members as well.

Outreach and Marketing Committee: Chris Helle and Larry Graf

- The committee chairs were unavailable.
- Mr. Simon has indicated that Curt Hannig helped with merchandising activities at the last conference. Mr. Simon is asking for an inventory and current state of all inventory currently in stock.
- Challenge coins were held over from the last meeting. Usage was stipulated in that meeting as well. Design was also set. However, no check was cut to make the purchase because approval to act was pended following the financial outcome of the ISARC conference. Minimum order was 100.
- Mr. Simon asked if the board wishes to take any action on purchasing the challenge coins at this point.

- Mr. Molleck expressed concern with making the challenge coins an award-based item for only those completing the SARM training. Challenge coins are meant to be trading items and would be best to make available to any ISARC member.
 - Mr. Simon shared that in order for the Board to reverse its decision, it would require a re-vote. Unknown as to the number of people required on the Board to reverse a prior decision.
- Mr. Molleck motioned that the Board proceed with placing a 100-coin order. Mr. Dexter seconded the vote. Discussion: Mr. Hodges indicated the current quote was from 6/28 and pricing may have changed. Mr. Kaller abstained from voting. Motion carried.

Mutual Aid Committee: Chris Helle

- Advanced team forms should be distributed by the first of the year in 2013.
- Resource directory form is still in flight. Some recent changes have been occurring.
- One committee member raised concerns which have been subsequently forwarded to the ISARC chair.
 - Mr. Simon shared that the question asked was whether the advanced team member is an ISARC resource or the agency which they are a member of. Subsequent questions surrounding identification, uniforms, credentials, ethics, etc.
 - Mr. Helle and Mr. Collett felt these were board-level policies that the committee was not authorized or tasked to address.
 - Mr. Simon asked if a delay in answering the questions delays the application process. Mr. Helle stated that it will not. Would anticipate the questions need to be answered prior to the February board meeting.
 - Mr. Simon asked to defer answering these questions for the time being. The executive committee will seek to investigate answers to the questions posed by utilizing contacts with other Illinois mutual aid organizations.
 - Other questions in the e-mail surrounded equipment team members would need. That would be most appropriate for the mutual aid committee.

Old Business: John Simon

- Only outstanding old business is the IEMA MOU. Has spoken with IEMA Chief of Operations Trent Thompson and IEMA Legal Counsel and the MOU is still being reviewed.
 - One item still being determined is payment/reimbursement. Lacking this MOU does not impede current in-state response currently being conducted by ISARC.

New Business: John Simon

- Shared the 2013 Board Meeting schedule prior to the meeting. Meeting dates are 2/2, 4/27, 8/10, October date TBD (will coincide with the conference), and 12/7. Most meetings are scheduled for Central Illinois locations – though many list McLean County, others in the Central Illinois corridor are open to utilizing their location. Mr. Hodges motioned for the adoption of the 2013 Board Meeting Dates. Mr. Dexter seconded the motion. Motion carried.
- Mr. Simon asked about including the annual membership meeting during the conference dinner versus making it a separate meeting. Inquired that the conference committee determine an appropriate solution.
- Credit card services were requested for on-site conference payment. Mr. Hodges shared that all basically charge 2.7% per transaction and no fee for device. PayPal and Square take Visa/Mastercard. PayPal (2.75% per transaction) also adds AmEx and PayPal. PayPal appears to offer more overall flexibility in terms of merchandising payment on the website, etc.
 - Mr. Molleck motioned that ISARC pursue one PayPal reader and the associated services. Mr. Kaller seconded. Mr. Hodges abstained from the vote. Motion carried.
- The Board reviewed the previous meeting's minutes. Mr. Molleck motioned to accept the minutes as provided. Mr. Hodges seconded the minutes. The minutes carried.
- Mr. Kaller indicated ISARC had representation at a large dog show in 2012. Cost is \$225.00 for participation. This is a good awareness event. Jane Adair offered since her organization already has a booth, she would offer to let ISARC provide brochures and other items that could be included in her registration.

- Mr. Hodges indicated the ASTM membership is up for renewal. The Board indicated that future membership is not necessary since we already have access to the published standards without paying a fee. The Board chose to not seek renewing membership. Mr. Kaller feels that it is important to support a standard if it is providing value. Mr. Simon asked if anything has changed in the standard from the prior year's publication. Our website indicates that we are training to ASTM standards. Mr. Kaller motioned to continue membership in ASTM. No board member seconded the motion. The motion was not carried.
- Mr. Collett indicated he has received a request to take the SARM course without having taken GSAR. The website currently indicates that IS-200 and GSAR are *recommended*. The individual would be able to take the SARM class.
- Mr. Hodges motioned to adjourn the meeting at 12:53 and was seconded by Mr. Dexter. Motion was carried and the meeting concluded at 12:53 on December 8, 2012.

Minutes respectfully submitted by
Jesse Magenheimer
Deputy Chief of Operations
McLean County EMA