

IL-IMT Advisory Committee
AGENDA

0830 Hours: Arriving at OSFM, Prepare for Advisory Committee Meeting

0900 Hours: Beginning of Advisory Committee Meeting

- I) Roll Call & Opening Remarks: C0-Chairs Lovejoy/Clarkson
- II) Approval of the November meeting minutes
- III) Approval of the Financial Report
- IV) Communications
 - IL-IMT Annual Report
 - ITTF Training Committee Annual Report
- V) Policy Manual
 - Presentation and review of the work completed by Mike Moos
- VI) Advisory Committee Membership Review and Updates
- VII) IL-IMT Membership Review and Updates
- VIII) For the Good of the Team

1100 Hours: Adjournment of Advisory Committee Meeting

IL-IMT Meeting of the Whole
AGENDA

1115 Hours: Roll Call & Opening Remarks: ICs Lovejoy/Albert

1130 Hours: Report on the Advisory Committee meeting: Co-Chairs Lovejoy/Clarkson
Funding
Policy Manual – Expect approval by the Advisory Committee at the February meeting.
Membership Updates

1200 Hours: **Lunch**

1230 Hours: Team Training
Drill on Delegation of Authority for development of an Incident Action Plan

1300 Hours: Team Operations and Communications

- Incident Commanders
 - Open
- Operation Section Chiefs
 - Open
- Planning Section Chiefs (RSEL and SITL)
 - Finalize meeting locations for 2013
 - Develop Demob Plans Templates
- Fin/Admin Section Chiefs
 - Open

Team Operations and Communications (cont.)

Logistics Section Chiefs

Open

Training Specialists

Open

Public Information Officers

Development Pre Scripted PIO messages for website

Sent up talking points for the website

Develop/locate news source locations throughout the State

Safety Officers

Open

Liaison Officers

Review PTB for each LOFR

Determine training opportunities for LOFR

Develop liaison point of contact reference document for selected state and county agencies/organizations to post on website for member access

Discuss the LOFR aspects of Hurricane Sandy Response Efforts; lessons learned/best practices

Discuss the LOFR role for upcoming NIMO Training

1400 Hours: Preparation for the NIMO training

1500 Hours: Preparation for the April meeting

1530 Hours: For the Good of the Team

1600 Hours: Adjournment

Note to Membership:

As you travel to and from the meeting please remember to contact EMCOM at 217-732-4311

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: <i>IL-IMT Meeting</i>	2. Operational Period:	Date From: <i>1/16/13</i>	Date To: <i>1/17/13</i>
		Time From: <i>16:00</i>	Time To: <i>17:00</i>

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

- When driving to/ from the meeting always wear your seat belt.

- Drive a maximum of 2 hours between rest stops. Stop, get out of vehicle, walk around, stretch, wake up before continuing your trip. Less if you become sleepy or have difficulty concentrating on the road.

- Obey all laws while driving including speed limits, use of cell phones.
 - DO NOT TEXT WHILE DRIVING!! Pulloff road, stop in a safe area then text.

- Watch where you are walking when leaving the vehicle, parking lot may have ice, snow or other areas that could be slippery.

4. Site Safety Plan Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Approved Site Safety Plan(s) Located At:			
5. Prepared By: Name: <i>Leon Duncan</i>	Position/Title: <i>SOFR</i>	Signature: _____	
ICS 208	IAP Page	Date/Time: _____	<i>1/11/2013</i>