

IL-IMT Advisory Committee Meeting Minutes

July 17, 2014

The meeting was called to order by Co-Chair Steve Clarkson on Thursday, July 17, 2014 at 9:27 AM at the Chicago Office of Emergency Management, 1114 West Madison, Chicago with nine advisory committee members present; Matt Bryan, Derek Carle, Bob Elliott, Gene Ryan, Danny Ellis, Barb Stiehl, Rich Mikel, Mike Wahl, Steve Clarkson. Guest attending; Mike Moos

The minutes of the May meeting were reviewed with no changes. Danny Ellis moved to approve and Matt Bryan seconded. Motion passed.

FASC Ed St Louis provided the financial report on the FY 13 ITTF Grant. Derek Carle moved to approve the report and Rich Mikel seconded. Motion passed.

Co-Chair Bob Elliott reported on the ILEAS and IMERT leadership meeting attended by Mary Conelly, Jim Page, Bob Elliott and Steve Clarkson. Discussed support of IL-IMT by both agencies moving forward and how communications can be improved. One objective identified in the meeting was to formalize the process of reporting IL-IMT activities by requesting a mission number from IEMA for all meetings and training activities. Jim Page pledged his support in moving the new IL-IMT website forward. Jim Page is supportive of some storage space at ILEAS for IL-IMT.

Mike Moos reported on the progress of the IL-IMT website. Domain names www.ilimt.org and www.il-imt.org have been secured. Mike is building shared files to make available on the website. Mike requested information and pictures to add to the website. The website will have a special file to share programs available as well as possibly having internal messaging capability. Mike expects to have much more to report at the next meeting.

Discussion by Matt Bryan about working with WebEOC. Mike Moos advised that is isn't an option at this point due to limited licenses and monthly cost not worth it. SEOC would set WebEOC up if needed for us to access on an incident. We

Bob Elliott reported on the Capstone exercise. Emphasis of the exercise was on following and exercising team policies. Steve will prepare the AAR.

Bob Elliott advised that we need to request a mission number from IEMA and MOU even when we are conducting training, meetings, and exercises. Team members need to call into EMCOM when leaving home, when they arrive and returning back home.

Bob Elliott reported on the IL-IMT article in the ICMA Newsletter.

Bob Elliott advised that he would be stepping down from the Co-Chair position as of April 2015.

FASC Ed St Louis will be establishing a petty cash fund.

Mike Wahl encouraged the Co-Chairs to move forward with the IESMA and IL-IMT leadership meeting and joint training. Mike invited us to attend the training during the IEMA Conference in September.

Keith Frank resignation from the AC and the IL-IMT was accepted. Steve Clarkson advised that he may serve as the IFCA representative.

Robert Orr resignation confirmed. Resigned as of last meeting in Bloomington.

Matt Bryan discussed the issue of serving on two positions in the Advisory Committee and how that affected the status of the quorum. Does it increase or decrease the representation. Mike Moos advised that the agencies need to be represented. It was discussed that the need for separate members and Co-Chairs could correct the issue. Although attendance has been up recently it could pose a problem later again. The discussion turned to the use of teleconferencing for the meeting. It is believed that members call teleconference but cannot vote without being present.

AC members reported on their respective agencies. There was some discussion on representation by ILETSB and also the consideration of meeting attendance by teleconference. No action was taken on either issue.

Mike Moos raised the concern about resource tracking and the information available from MABAS not discerning the mobilizing time and de-mobilizing time of resources assigned to an incident. Mike suggest the IL-IMT work with MABAS to make necessary changes to make the data useful.

Danny Ellis discussed the possibility of IL-IMT resources being entered into the Chicago OEM WebEOC system.

Membership applications;

Phillip Runtz has no emergency response training. Additional follow up needed.

Teresa Holliger has pulled her application due to a new job she has started.

Applicants approved to move forward to approval;

Greg Scott, Sean Junge, Bart Riding.

It was discussed that the application for the team and the MOU for the State doesn't match. A new application is to be drafted to correct the issues. Changes in the wording in the application should reflect training required as ICS 300/400 or Command and General Staff. It was also discussed that all members should submit a written oath as a volunteer. IEMA approval should be on the form also. It was also discussed that members have one year to complete All Hazards Incident Management Team (AHIMT) training upon acceptance on the team. The application makes this statement but the MOU with the State does not reflect the same wording. It was discussed that AHIMT training shall be completed within the first year on the team.

Ed St. Louis is working on getting the Incident Management Team classified as a Not-for-profit organization. This will allow the team to apply for private funding. Ed is working with Jim Page and Mary Connolly on it.

Gene Ryan has been appointed to the position of Incident Commander for the Metro Team. Gene advised that he is going to work at increasing the IL-IMT presence in the Chicago and Metro area. The current Incident Commanders for the team are: Gene Ryan, Metro; Steve Clarkson, North; and Les Albert, South.

It was discussed by Matt Bryan to reduce the amount of team meetings over the course of the year from six to four. Since the team has reduced funding it would benefit the team and allow funds to be allocated to other areas. Members advised that if reduced the ability to get work completed as needed would also be reduced. The possibility of working with teleconferencing was again discussed as an option. It was discussed that if a member missed a meeting it could be six months before they returned. This could cause problems. Options were discussed and tabled for further discussion.

Motion to adjourn was made and seconded. Meeting ended at 1459 hours.