



WINNEBAGO COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE

MEETING MINUTES APRIL 27, 2018
Woodward, Inc.
1 Woodward Way, Loves Park

Members and Guests Present:

Robert Bland, ILNG
Jeffrey Brown, OSF St. Anthony
Jeff Clark, WIFR
Charles Corley
Roger Daws, OSF Lifeline
Ken Eitenmiller, Rockford Fire Dept.
Dan Engelkes, RMTD
Brad Holcomb, City of Rockford
Melissa Kotrba

Gary Kovanda, Attorney
Shaun Newell, IEPA
Tom Pratt, Swedish American Health System
Nancy Sisson, RRWRD
Lee Revels, Gen Mills
Kirk Bergstrom, Woodward
Karen Cardenas, Bergstrom

Welcome: The Chairman, Charles Corley called the meeting to order at 8:04 a.m.

Gary Kovanda discussed the appointment of the Secretary position and went over the requirements of membership. Gary Kovanda makes a motion to approve Melissa Kotrba's application for membership, Dan Engelkes seconded the motion and the motion was passed by the membership.

Chuck Corley appointed Melissa Kotrba as Secretary and the appointment was approved by the membership.

Chuck Corley went over the official roster for the website and for submission to IEMA.

Chuck Corley recognized Jeff and Sue for putting the conference program together and also thanked everyone for their participation.

Minutes and Secretary's Report: March Minutes were emailed prior to the meeting. One correction was suggested to add the location of the meeting to the minutes. Chuck made the motion to accept the minutes, Jeff Brown seconded and the membership approved.

Melissa gave an update on the 2017 tabletop drill After Action Report. The report was revised and resubmitted by Brian Brackemeyer. Melissa to touch base with Bob Evans next week.

Treasurer's Report: Chuck Corley is temporarily acting Treasurer. Payments for conference came in via PayPal and mail. The only invoice so far is for Lori



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Canterbury of IEMA. PayPal balance is \$18,470.56. All but \$1,000.00 was transferred to the Alpine Bank account. The balance in the Alpine Bank account is \$23,550.84.

Chuck reported that the budget has details but has not been finalized yet.

Compliance Committee: No report

Emergency/Community Coordinator: Scott Meyers was not present

Vice-Chair Report: Jeff Clark is meeting with Tom Pratt for the After Action Report for the tabletop. Tom Pratt will check on it.

Events Committees:

Conference Committee: Conference Committee still has to go through the evaluation forms. Shawn said that so far there has been pretty good feedback. The conference went smoothly. Thank you all who helped put it on. Nancy reported that there were 122 registered, 100 paid and 22 speakers.

Chuck went over the contract for Giovanni's. There was a guarantee for each meal negotiated for each day. There was a guarantee for 110 on Tuesday and 90 for Wednesday no matter how many came. Chuck went over a breakdown of how many people attended meals, the HazWOper and sessions. No unit cost per person yet. Giovanni's bill was \$11,678.00 and SVL was \$2,800. Next meeting will have final numbers.

There were a lot of new attendees who said they would come back. Attendance was up by 10%.

Jeff Clark mentioned that SVL was given the video a month in advance and they could have been more prepared. Chuck asked that if there are any suggestions to pass them along to Sue or him. He also asked if anyone knows someone who can do A/V with equipment and are in the business to give their information to Sue and they will be looked at. Hopefully there will be two quotes for next year.

A discrepancy in the SVL contract was discussed.



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Luncheon Committee: Need a speaker for the Luncheon. Chuck suggests a speaker more along the lines of HazMat however any topic is open. Need at least 6-8 weeks lead time to confirm the speaker. The speaker will speak 1 to 1 ½ hours. Chuck asked if there were any ideas for speakers now. Nancy suggested a speaker for a nuclear event. Chuck suggested that Lori Canterbury from IEMA who is in that section could be brought in.

Media/Public Relations Committee: Jeff Clark asked that when a speaker is confirmed let him know so media can be notified and the website updated.

Old Business: Jeff Clark reported that John Chadwick will let us know who might take his place. Group photo will be placed on the membership page of the website.

Sponsorship Committee: With just two people on the committee, (Tom Pratt and Ken Eitenmiller) Tom said they could use more people and more input. Sponsorships should range from \$500 to \$1,000. The committee would like to have it wrapped up by the end of the year so they know a total.

The conference will be held May 8-9 next year and Giovanni's has already been reserved.

New Business: Karen Cardenas from Bergstrom may be taking Jason's place on the LEPC. Attendees introduced themselves.

Chuck and Gary to try to set up a meeting with Winnebago County Board Chairman Haney.

Motion to Adjourn-Dan
Seconded-Nancy
Adjourned at 8:45 a.m.