

ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION
Building & Grounds Committee Meeting
Thursday, May 29, 2025 – 9 AM – WTVP Executive Conference Room

AGENDA

1. Call to Order
2. Update from Alex on Emergency Action Plan (EAP)
3. Discussion on any immediate needs for the buildings or grounds
4. Repairs to the front of the building
5. Set dates for quarterly Building/Grounds meetings
6. Any other questions or concerns?
7. Adjourn

MEETING MINUTES

Thursday, May 29, 2025

The Building & Grounds Committee Meeting was held on Thursday, May 29, 2025, in the Executive Conference Room at WTVP.

The Committee Chairperson, Jim Bachman, called the meeting to order at 9:03 a.m.

Attendees:

- In-person: Jim Bachman
- Via Webex: Chet Tomczyk
- Absent: none
- Staff present: Alex Ferrel, Steve Hobbs and Mark Lasswell.
- The public was not in attendance
- A quorum was present.

Summary

This meeting covered various topics, including facility maintenance, emergency action plans, grant funding, and future meeting schedules. Key discussions involved HVAC upgrades, handicap signs, potential security improvements, and emergency response protocols.

Facility Maintenance and Improvements

HVAC Upgrades

- **Status:** Completed
- **Cost:** \$160,000 total, \$109,000 billed and paid
- **Current Condition:**
 - Upgrades seem to be working well
 - The ENTC team is still conducting weekly checks
 - Reduced particulate matter reported

Handicap Signs and Parking

- **Current Issue:**
 - 2-3 handicap signs missing
 - Suggestion to use mountable signs that can bounce back or be easily reinstalled
- **Planned Actions:**
 - Reinstall signs
 - Repaint parking lot striping

Building Exterior

- **Tree Maintenance:**
 - Trees on west side of building need trimmed
 - Trees growing close to the building are causing potential stucco damage

Emergency Action Plan (EAP)

Fire Plan

- **Alert System:**
 - Fire alarm and emergency lights are functional
 - No public address system
- **Evacuation Procedures:**
 - Assembly location: Corner of State and Water Street
 - All employees should evacuate
 - No critical operations to continue during a fire

Other Emergency Scenarios

- **Active Shooter:**
 - Recommended secure locations:
 - First floor: Video storage (green room)
 - Second floor: Mail room or development storage
- **Hazardous Materials:**
 - Shelter in place

- Shut off HVAC
- Wait for the fire department guidance
- **Severe Weather/Earthquake:**
 - Gather in the central kitchen area
 - Move away from windows

Alert System Challenges

- **Current Limitation:** No comprehensive building-wide alert system
- **Potential Solution:**
 - Investigate phone system paging capabilities
 - Consult with local police for best practices

Grant Funding

- **Status:**
 - \$350,000 grant approved
 - Awaiting official grant letter
 - Reimbursement-based funding
- **Current Expenditure:** Primarily HVAC upgrades

Future Meetings

Scheduled Dates:

- Thursday, August 28, 2025
- Thursday, October 30, 2025
- Thursday, February 26, 2026
- Thursday, May 28, 2026

Meeting Time: 9:00 AM **Frequency:** Quarterly

Additional Notes

- Ongoing discussions about painting a wall where a picture was previously hung
- Coordination with the symphony on the shared phone system

The meeting was adjourned at 9:33 am.

Minutes submitted by:

Mark Lasswell
Director of IT / Compliance Officer