

Executive Director Office Establishment Issues

Office

- The office has been set up at 1905 E. Main, Urbana, Illinois 61802 and has been open since July 12, 2004.
- Office furniture has already been delivered. The bill will be submitted to IEMA.
- Office supplies were obtained from RICP last week.
- The telephone and fax have been installed. The phone is 217-328-3800 and the fax is 217-328-3845. My cell phone number remains 217-493-3083.
- I have updated the letterhead to reflect the addition of an Executive Director, the address, web address and phone/fax numbers.

Executive Director Financials

President Stryker has signed several months' worth of Director salary requests to be processed by IEMA.

Centralized Records and Distributions

I am continuing to collect as many records as possible to develop and establish a centralized records system for ILEAS. I have not heard from Regions 8 or 9 reference the gas mask receipts.

Computers

All of the computer equipment and software have been installed.

Operational Issues

Masks

I presently possess mask receipts for regions 2, 6 and 7. Matt Porter from Safety Systems is assembling regions 3 and 4 to send to me. Jeff Bock is sending region 11. I have not yet heard from regions 8 and 9. Sue Sackett forwarded me the final list on Thursday the 22nd. We presently possess over 1,100 masks. My plan is to finish the list and notify each agency remaining when and where they can pick up their masks. The proposal is to establish two distribution sites – Safety Systems and Urbana. More specifics on the distribution plan once it is finalized. I wrote a sample policy and posted it on the website for use by any department.

Mask Medicals

As you are aware, President Stryker received a letter from Al Juskenas at the Department of Labor rescinding their requirement that officers pass medical exams if they are going to use the masks as escape devices only. This letter, along with an explanation and supporting documents, was posted on the ILEAS website the day it was received.

Web Page

The web page has been moved from RICP to Urbana. I have control of it and can post items to it immediately (from the ILEAS office) when necessary. The front page is being redesigned and should be up early in August. I have posted the following information on the website:

- Map of Regions
- Regional and Governing Board membership (sans emails and phone numbers – discussion item)
- Forms – applications, by-laws, team reimbursement, sample NIMS resolution, mutual aid agreement, etc.
- Executive Board meeting schedule
- Mask issues and documents
- Sample policies

The purchasing software has been installed on the website and is undergoing testing. It should be operational by the middle of August. The membership database and security access to sensitive data have also been undergoing work and will be tested in August. I am hopeful that by the next Board meeting, both of these programs will be up and running. The cost so far on the website is approaching \$4,000. We have approximately \$10,000 available this year.

Policy Statements

As with any other organization, ILEAS could benefit from developing written policies. You will find two attached proposals - purchasing and finance policy and mask distribution - for the Board's consideration. I would like to continue to develop policies with Board approval as they become necessary.

Marketing

As previously mentioned, ILEAS could benefit from a marketing plan. This is open to discussion and suggestions including posters, mouse pads, instructional materials and stickers for dispatch centers with the ILEAS numbers and alarm card info; clothing such as ILEAS polo shirts, etc.; exploring marketing options such as Cafepress.com; newsletters, etc. articles in FBI, Chief and Sheriff publications about ILEAS; routine e-mails to members on projects' status, etc. I am researching and designing a display board for ILEAS. It will not be ready until the end of August. Additionally, I have met with a graphic designer to layout some brochures and other paper informational and promotional items for conferences.

IWIN

I was previously a member of the IWIN State Advisory Board. When I called the CMS chair, Rich Fetter, to resign, he asked me to stay on as the ILEAS representative. I think that this would be advantageous for ILEAS. The IWIN board only meets twice annually for one day in Springfield so it would not be a big time-burden.

Additionally, I believe that it would be beneficial for me to have IWIN access at the office. If it is hard wired and not wireless, the cost is much reduced. I would pay the monthly \$23 fee, but I am asking the Board to fund the software license of \$500. IWIN access would assist me in contacting smaller police departments who may not have email in the office but do have IWIN in their cars that they use daily. Additionally, it would allow us another means of sending out mass messages to thousands of officers around the state – AND – it would put ILEAS on the IWIN address book and in the minds of those officers every day.

Schedule

This is my schedule as it is presently known:

July 30 - August 8 – Getting married and honeymoon (I will not be available for the summer ISA conference)

August 9 – 30 – In the office – probably one trip to Springfield in there

August 31 – ITTF Meeting

September 1 – ILEAS Board Meeting

September 2-28 – In the office

September 29 – ITTF meeting

September 30 – ILEAS Board meeting

I do not plan any absences from work until the Thanksgiving week. There will probably some trips to Springfield this fall to meet about budget, etc.

Board Action Items

The following issues need Board discussion and/or action:

- Development and/or approval of policy documents
- Approval of purchasing authority – who has permission to use the purchasing system
- IWIN membership and software license fee

Submitted By: _____


James Page – Executive Director