

**Executive Director Office Establishment Issues**

**Executive Director Financials**

\$20,000 has been set aside by ITTF for ILEAS administration purposes. This table shows the status of that fund:

Purpose	Cost	Running Balance
Office Furniture	\$605	\$19,395
Office Supplies	\$580	\$18,815
Travel	\$1241	\$17,574
Web Programming – Purchasing	\$2,000	\$15,574
<b>Total</b>	<b>\$4,426</b>	<b>\$15,574</b>
Outstanding but Unpaid	Cost	Remaining Balance
Web Programming – membership/bulletin board	\$4,000 (estimate)	\$11,574
Travel October meeting	\$120	\$11,454 (remaining)

**Centralized Records and Distributions**

Jerry Cormier has finished copying all the records and is transferring them to me to complete the central records system. I have discovered a significant issue with regard to agreements and applications. Many agencies that were listed as members have no paper records at RICP or in Urbana. Evidently, when ILEAS was first formed, these applications went to Regional Secretaries and were never forwarded to ILEAS. I plan on contacting all the regional secretaries and ask for those records.

**Operational Issues**

**Masks**

On October 11, 12 & 13<sup>th</sup>, I accompanied Mike Asimor on a training/distribution road trip. We trained nearly 60 officers and distributed a couple of hundred masks. Here are highlights of the mask project:

- Approximately 1,100 masks remain (700 at Safety Systems and 400 in Urbana)
- As far as I know, 187 departments are still outstanding
- As soon as the new canisters arrive, I will with Safety Systems to distribute the rest of the masks.
- The canister recall procedure has been developed. A mailing will go out and it (along with the necessary forms) has been posted on our website.
- We are making arrangements with Lenscrafters to offer up to 55% discount on lens inserts. More to follow as it develops.

## **Web Page & Software**

### Membership

The membership programming is basically done. I am going to provide passwords to Board Members and ask them to sign on and test the software. The implementation date is dependant on when Northwest Central Dispatch can install the server. When complete, a mailing will go out requesting every chief and sheriff sign on with their provided passwords and set up their departments account and alarm card info.

### Purchasing

The purchasing software is up and running. So far it has been used to initiate \$7.8 million in purchases. A user guide has been written and has been posted behind the password protection for those Board Members who are authorized.

## **Marketing**

A display board for use at conferences and training has been ordered. We will be putting a link to the vendor discussed at the last meeting so that members can order polo shirts, etc.

## **Mailings**

The next mailing will have:

- the next newsletter
- information and forms for the canister recall
- Lenscrafters information
- letter with each department's individual passwords for access to the secured web page.
- Dispatch Protocols

Hopefully, we can reduce and eventually eliminate the mailings by utilizing the secured web page more in the future. As part of that process, the chiefs and sheriffs will have to register their email addresses so we can develop a more accurate email list.

## **IWIN/ALERTS**

IWIN service has been ordered. I will next make contact with the ALERTS folks in order to work out a more economical method to gain ALERTS access.

## **Credentialing**

As you may recall, the Board approved ILEAS's involvement in the ITTF credentialing project. On November 3, 4 & 5<sup>th</sup>, the Credentialing Committee will hold a retreat with the vendor to work out specific details on the project. I will be attending that retreat.

## **Meeting with Corporate Attorney**

I have asked Mr. Feurer to work up the paperwork for us to file to gain 501c3 charitable organization status for ILEAS. He is working on that paperwork for us at this time.

## **Northwest Central Dispatch Software**

The grant agreement for this project has been submitted to IEMA and awaiting their permission to purchase the software and hardware.

## **Vehicle Agreement**

At the last meeting, the vehicle agreement was discussed. WSE have since learned that ILEAS cannot own the vehicles. We are reverting to the original plan. An agreement has been worked

up and will be available at the meeting. I would ask that the Board give me permission to go ahead and distribute these vehicles.

### **Schedule**

This is the Executive Director's schedule as it is presently known:

November 3-5 - Credentialing Committee retreat

November 11 - Veterans Days Holiday off

November 22-24 - Vacation

November 25-26 - Thanksgiving Holiday

December 7 - ITTF Meeting

December 8 - ILEAS Board Meeting

December 22-23 - Vacation

December 24 - Christmas Holiday

December 29-30 - Vacation

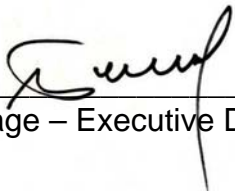
December 31 - New Year's Holiday

### **Board Action Items**

The following issues need Board discussion and/or action:

- Approve the vehicle agreement

Submitted By: \_\_\_\_\_

  
James Page – Executive Director