



**ILEAS Executive Director Status Report  
September 29, 2004**

**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:

<b>Purpose</b>	<b>Cost</b>	<b>Running Balance</b>
Office Furniture	\$605	\$19,395
Office Supplies	\$580	\$18,815
Travel	\$734	\$18,081
Web Programming – Purchasing	\$2,000	\$16,081
<b>Total</b>	<b>\$3,919</b>	<b>\$16,081</b>
<b>Outstanding but Unpaid</b>	<b>Cost</b>	<b>Remaining Balance</b>
Web Programming – membership/bulletin board	\$3,000 (estimate)	\$13,081
Travel September meeting	\$280	\$12,081 (remaining)

**Centralized Records and Distributions**

Jerry Cormier is finishing the copying of all records and transferring them to me to complete the central records system. I am hoping by November 1<sup>st</sup> this system will be complete.

**Operational Issues**

**Masks**

I have assembled a list of 190 departments needing 1,262 masks – an average of nearly 7 per department. As requested, three final training sessions have been set up in Pontiac, Springfield and Fairview Heights on October 11, 12 & 13. As approved at September 1, 2004 Board meeting, a purchase order was submitted and approved by IEMA for \$367,026 for 1,500 masks. They have been ordered and Safety Systems does not anticipate any problem getting them in time for training.

I plan to rent a truck, load it up with 1,000 masks and accompany the instructor, Mike Asimor, to these sessions. While he is training officers, I will be distributing masks. By the time you read this, a written announcement of this training and distribution will have been sent out statewide. If anyone needs masks after this road show, they will have to come to Safety Systems or my office in Urbana. After this final set of training sessions, we should be able to close out the gas mask project.

## **Web Page & Software**

A lot of activity has taken place with web design and software in the last month. Primarily, the work has concentrated on purchasing, membership, alarm card updates, and the bulletin board (previously referred to as LE-Bay).

### Purchasing

The purchasing software is up and running. So far two purchase orders have been processed and it worked fine. I will be putting together a user guide for those Board members who will be accessing the system.

### Membership

The work now is directed at an online membership package. Departments will be able to:

- Apply for membership
- Update their department information – \*It should be noted that everyone will be locked out of updating their emergency number. If they want to change it they will have to contact Northwest Central Dispatch.
- Register for online newsletters and email notifications/broadcasts
- Find other departments by the mapping software

At the September 29, meeting, I will be providing user instructions for all the Board members to use to sign onto the membership software and review/update their agency's information and alarm cards. After this initial test, we will make any remaining changes and fix any bugs. See **Mailings** for further.

### Automatic Alarm Card Updates

Additionally, the programmers have been working with the Information technology folks at Northwest Central Dispatch to establish and "immediate update" of the alarm cards. The system is structured as follows:

- A chief/sheriff signs on with his unique password
- He updates his alarm card using drop down boxes
- Once he finishes, the software will automatically forward an update to Northwest Central.
- The computer at Northwest Central will copy the information onto their server so that access to the most recent data will not be dependant on the Internet and their access speed will be nearly immediate.

The system is designed so that an agency can change their alarm card on a Monday, have a disaster on Tuesday and have the new data ready to go. Northwest Central will also maintain paper backup printouts. Managers there will also have password access to the system to update emergency phone numbers. Once this system is up, tested and implemented, we will duplicate it at Peoria so that there will be three duplicate "stand-alone" copies of alarm card data in three different part of the State.

### Bulletin Board

A previous request has been made by the Board (echoed by the Containment Team Commanders) for a bulletin board on the web page. This bulletin board is presently being developed. It will provide:

- A place for departments to share surplus equipment

- A methodology for feedback to the board
- A more informal method for departments to communicate with one another.
- A more secure-side bulletin board for RCT Commanders to share training and operational/equipment issues.

Once this bulletin board is up and running, someone needs to monitor it for appropriate content. I would request that a Board member assist me with the supervision of the Bulletin Board.

### **Marketing**

A display board for use at conferences and training is in the process of being ordered. The newsletter and brochures went out to everyone in the State in the most recent mailing.

### **Mailings**

The big mailing went out the week of the 20<sup>th</sup>. It included:

- Cover letter from President Stryker updating ILEAS activity
- The newsletter
- An ILEAS brochure
- The suspicious package protocol
- The by-law change
- Gas mask training announcement

Once the testing (as described above) of the membership software is done, there will be another mailing to every chief and sheriff with a letter explaining the membership software. It will also provide them with two passwords (for Chief Executive and Primary Contact) so they can access the system.

### **IWIN**

I reported back to the Board on the September 1, meeting the statistics about IWIN. However, the amount of other business prevented action on the request. Recently, I went to Urbana and used one of their devices to broadcast the message about the Florida EMAC activation (see below). It was very helpful and got the message out to some folks who did not get the LEADS message. I would again request that the Board use \$500 of business account funds to pay for access to the system and I will pay the monthly fee. As reported, I will continue to work on gaining access to ALERTS as well.

### **Credentialing**

As you may recall, the Board approved ILEAS's involvement in the ITTF credentialing project. At the September 1<sup>st</sup> meeting, Entrust and ISP gave a presentation to the Board and asked us to sign a contract for over \$700,000. Since that was over the \$500,000 authorization level, they came back with a contract for \$419,659. After a post-meeting phone and personal poll, Gary signed the contract with Entrust and it has been submitted to ISP.

### **Meeting with Corporate Attorney**

On September 13<sup>th</sup>, I met with Bill Feurer, an attorney in Springfield who specializes in non-profit corporations. He is also the Illinois Chief's Association attorney and came recommended by

Jack Pecoraro. I spent two hours with him learning as much as I could about non-profit corporations. He reviewed our proposed vehicle agreement and made some recommendations. Additionally, he recommended that we retain an accountant. President Stryker will talk more about that later in the meeting.

### **Finances/Budget**

I spent 3 hours with Sue Sackett and reviewed our budget. A budget report will be forthcoming. One thing I learned is that a Federal audit is expected within a couple of months. I also learned about "program income." In our case, program income is money earned by using Federal funds to make money. For example, our conference in 2004 was paid for with Federal money – but as a result of that investment, we made money from the vendors and registration fees. By Federal rules, to which we refer to as our Business Account, must be spent according to the same rules as governs the Federal money itself.

### **Northwest Central Dispatch Software**

The board approved Northwest Central Dispatch purchasing calling software costing between \$40,000 and \$60,000. The final cost came in at \$54,000 and the purchase is ready to go. However, no specific fund was identified. The Board will be asked in Old Business, to approve redirecting funds from the VHF Communications fund to pay for this software.

### **Florida Emergency Management Assistance Compact Mutual Aid Request**

On September 10, 2004, the State of Florida requested 50 police officers from Illinois pursuant to the Emergency Management Assistance Compact (EMAC). IEMA staff contacted ILEAS for assistance organizing the response. By Monday the 13<sup>th</sup>, 36 departments volunteered 50 officers and 39 squad cars. Just as that level was achieved, Florida canceled their request due to Hurricane Ivan making a westward turn. This incident has prompted us to learn more about EMAC and ILEAS's role in such activations. More information about EMAC activations can be found on our website. Chairman Chamness can offer more specific details about EMAC activations.

### **Vehicle Agreement**

At the last meeting, the vehicle agreement was discussed. The Board directed me to check out the liability issue. I have contacted our insurance company and requested a quote for a liability policy to cover ILEAS in case the local agency's insurance does not. Additionally, Bill Feurer reviewed the agreement and made some suggestions. However, overall, he said it was pretty good. The Board needs to vote on this agreement so that the vehicles can be distributed.

### **Schedule**

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

September 28-29 – ITTF meeting/ILEAS Board meeting

October 11-13, 2004 – GAS Mask Road show – Pontiac, Springfield, Fairview Heights.

October 26, 27 - ITTF meeting/ILEAS Board meeting

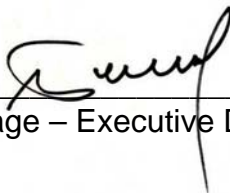
November 24-26 – Thanksgiving Holiday & 2 Days off

December 20-24 – Christmas Holiday & 4 Days off

**Board Action Items**

The following issues need Board discussion and/or action:

- Approval of Northwest Central Dispatch Software funds request from the VHF Communications fund
- IWIN request for \$500
- Approve the Director to pursue a contract with an attorney and an accountant
- Approve the vehicle agreement
- Board member volunteer to assist with the monitoring of the website bulletin board

Submitted By:  \_\_\_\_\_  
James Page – Executive Director