



**ILEAS Board Meeting
July 28, 2004
Crowne Plaza Hotel
Springfield, Illinois**

Attendees

Tim Lyerla, Jody O'Guinn, Ralph Caldwell, James Hartman, Tom Gallahue, Carl Hawkinson, Pete Smith, Dave Dial, Brent Fischer, Mel Messer, Tony Becker, Gib Cady, Jon Brodzik, Doug Edmonds, Kevin Eack, Jeff Bock, Jim Page, Don Bennett, Gary Stryker, Ron Shipp, Bob Quarello, Matt Tobias, Jerry Cormier, Mike Chamness.

Meeting called to order by Gary Stryker at 10:00am

Motion to approve the June 2004 minutes by Jeff Bock, 2nd by Brent Fischer, and carried by voice vote.

Treasurer's Report

- Treasurer report given by Don Bennett. Two financial reports given to Board members.
- Motion to approve the report by Dave Dial, 2nd by Jeff Bock, carried by voice vote.
- Discussion regarding timeliness of payments to vendors indicated that the hold up is at the state level. Jim Page stated he is working on having a purchase process on the ILEAS website to streamline the process on the ILEAS end.

Executive Director Report

- New office set up in Urbana, office supplies being purchased now. He asked for PPE receipts from all region chairs in order to finalize the distribution.
- IDOL issues have been resolved: PPE masks distributed by ILEAS are meant to be "escape mechanisms", so no medical evaluation is necessary, providing guidelines set forth by IDOL are followed.
- Website is under construction with lots of links and security planned.
- Marketing ideas are being worked on (brochures, display boards, mouse pads, etc.). Display board is to be an IEMA administrative expense. A draft of the proposed newsletter was passed out to members in attendance.
- A letter encouraging all agencies to join ILEAS will be drafted and sent out with a mass mailing to go out in the very near future.
- Jim recommended that ILEAS become a member of IWIN. There is an initial charge of \$500.00, then a monthly fee thereafter. He has found it easier to contact agencies through IWIN than email. Gib Cady advised that affiliation with ALERTS is free and has 10,000 members opposed to IWIN's 350. Discussion was tabled until next meeting so recommendation can be researched.

Introduction of Guests

Jim Hartmann and Tom Gallahue from Naperville PD and Jody Guinn from Alton PD.

Committee reports

Financial

- Time frame to get payments out: review by legal and fiscal departments is about 2 weeks, IEMA budget detail (invoices) about 1 week, Comptroller to cut checks about 3 weeks.
- Developing a new purchase order process, as well as receiving a vendor invoice prior to delivery of product will facilitate the process. Once the invoice is received, the payment check should be cut to ILEAS within 4 weeks.
- The Utica incident was the first statewide mutual aid response in the nation that FEMA had to handle and is being used as a template for future incidents. MABAS and ILEAS are working on developing a comprehensive program to use to collect accurate data for reporting to FEMA.

Communications

- Frequency registration with FCC is needed for SCT repeaters.

SCT:

- SCT's have LYNX mop gear, but members are not yet properly trained for it yet. Training can be taken care of in Alabama. 6 members would become trainers for the rest of the team. Jim Hartmann asked for ILEAS funding to cover expenses (OT/backfill) above the free training that will be provided (transportation, lodging and meals are included in the free training).
- Jim was advised that the money for OT/backfill is already in place and is available for training like this.
- Jim also stated funding is needed to supply the teams with batteries for the PAPPER equipment and covers for the camel back bladders.
- **Motion to authorize \$25,000.00 to purchase 500 batteries for Papper equipment by Dave Dial, 2nd by Mel Messer. Motion carried by voice vote.**
- **Motion to authorize up to \$5,000.00 to purchase Camelback equipment by Dave Dial, 2nd by Mel Messer. Motion carried by voice vote.**
- Tim Lyerla advised that there are eight departments in Region 8 willing to commit to SCT formation. Gary Stryker advised he needs a letter of commitment from the Region 8 group and a meeting can be set up to answer questions these departments may have.
- Region 11 has five letters of commitment for participation in an SCT. Jeff Bock sent a letter to every agency in the 16 counties of Region 11 to garner these five. Kevin Eack stated that there are serious issues in that region and perhaps ISP may be able to facilitate a team.

Training:

- There are some "rural tactical" issues in current SWAT training that need to be addressed. Movement is underway to come to resolution on this matter.
- 40 hour HazMat training for SCT's has been on hold due to a lack of equipment. IFSI said they will provide equipment to ensure training will happen before funding expires.
- Tactical HazMat curriculum needs to be developed. Train the Trainer classes must be approved by IEMA before implementation of curricula. There is a need to focus on what modules of WMD training are needed/required.
- Tim Lyerla brought up that there is only one person in Region 8 that can do fit testing for PPE. Jim Page to contact Safety Systems to set up a train the trainer session.
- Kevin Eack stated that S>O.S. and Conservation also need to be included in training.

- Ralph Caldwell added Springfield PD to the list.
- NOTE: Larry Langston, Director of Community Safety, 630-906-7445.

Break for lunch at 11:30am

Meeting resumed at 12:30pm

Car Plan

- Ability to update on ILEAS website coming soon. Marketing of car plan has been discussed and plans to increase awareness of ILEAS are being developed.
- Three copies of the Car Plan database will be kept:
 - NWCD
 - PCC
 - Jim Page

Legislation - No report

Annual Conference

- Itinerary is being developed now including speakers and break out sessions. Cost of conference will come out of training component of ILEAS budget. A block of 260 rooms @ \$70.00 each has been agreed to with the Crowne Plaza. A commuter rate needs to be decided upon. The Crowne Plaza wants needs to have a contract signed with ILEAS to confirm the rates and rooms, etc for next year.
- **Motion to sign contract with Springfield Crowne Plaza made by Mel Messer, 2nd by Dave Dial. Motion carried by voice vote.**
- Anyone who has ideas for speakers, contact Jeff Bock or Jim Page.
- Public Transportation: Pete Smith, Jon Brodzik
- Emergency Assistance Special Order 04-004 (METRA) was handed out to members and explained/discussed by Pete and Jon. Note: AMTRAK and CTA are not involved with this policy at this time, although they are indirectly affected. Policy deals with Chicago Metro area and it was suggested by Ralph Caldwell that the policy needs to be expanded in include all communities within the state that have AMTRAK service can develop and implement a protocol.

PPE

- Jim Page has asked all region co-chairs to forward invoices to him so he may compare masks ordered to masks delivered and not delivered. Final distribution will occur once this is straightened out.

StarCom21

- Survey information needs to get out to dispatch centers so that they may participate in the project. Mike Chamness is to get the mailing list to Jerry Cormier at RICP to get this done.

Old Business

- Kevin Eack is working on a new protocol to be distributed to all agencies (regarding suspect materials/packaging). Illinois has only one Level 3 lab that only accepts items approved by the FBI. New protocol would allow public health labs to accept items approved by the WMD Coordinator.

New Business

- Gary Stryker wants the Board to approve Ex-Officio status for the FBI in Chicago and Springfield.
- **Motion to give ex-officio status to the Chicago and Springfield FBI offices by Kevin Eack, 2nd by Mel Messer. Motion carried by a voice vote.**
- Chicago update – Matt Tobias reports there is no new information on Chicago membership in ILEAS.
- Fees: Federal funding is beginning to wane which may necessitate introducing an annual fee for ILEAS membership. A \$50.00 fee per year would help defray annual maintenance costs. This mater will need to be considered at meetings in the near future.

MOTION TO ADJOURN BY JEFF BOCK, 2ND BY BRENT FISCHER, CARRIED BY VOICE VOTE.

Next meeting will be September 1, 2004 at the Crowne Plaza in Springfield.