



**ILEAS Board Meeting
September 1, 2004
Crowne Plaza Hotel
Springfield, Illinois**

Meeting Attendees

Kevin Eack, Gary Stryker, Jon Brodzik, Tim Lyerla, Don Kliment, Ron Shipp, Matt Tobias, John Zaruba, Dale Newsome, Randy Justus, David Cuthbertson, Rob Copley, Brent Fischer, Jeff Chudwin, Alan Ozment, Jim Page, Dave Owens, Mike Chamness, Jeff Bock, Mel Messer, Price McCarty, Gib Cady, Ed Mohn, Ed Roncone, Tom Gallahue, Tony Becker, Jim Hartman, Steve Boba, Rob Haley, Jerry Cormier.

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

- Motion to approve minutes of July meeting by Jeff Bock, 2nd by Mel Messer, voice vote carried.

Treasurer's Report

- No report. Don Bennett was unable to attend meeting due to being taken to St. John's Hospital for heart surgery.

ITTF Credentialing Committee

- Steve Boba, Vice Chair, made a power point presentation giving an overview of the credentialing project. The system is being tested before going operational. This should be done in approximately 48 weeks. System is scalable and can handle personnel into the millions. Testing will be conducted using 6,000 personnel. Program will be including both human resources and physical assets.

Other Reports

- Kevin Eack – Heads up on upcoming issue involving pharmaceutical dispensing unit plans. Discussions need to occur between Public Health and other stakeholders in order to have an organized, clearly defined plan.
- Mike Chamness - user agreement with Motorola given to Gary Stryker. Gary sees possible problems with the 6 page document. ILEAS needs to take a hark look at it to ensure all issues are clearly stated to avoid any confusion. Gary will get a digital copy to Jerry Cormier to get out in an email distribution to board members.
- A second mailing needs to go out to all agencies that did not respond to the initial StarCom 21 Survey. Deadline response will be September 30, 2004.
- Mike needs budget narrative on how \$10 million will be spent by ILEAS by next meeting, September 29, 2004.
- Jeff Chudwin brought up issue of purchase of ammunition for training. Mike Chamness reminded the group that offensive type components cannot be purchased by current

guidelines. Region 7 SCT is indicating they cannot afford to form and train without this funding. Mike suggested that a letter be drawn up to submit to ODP to initiate a change in guidelines.

- Purchase policy is ready to go operational. Mike Chamness gave the go-ahead to begin using it.
- SCT vehicles will be assigned to municipalities but title and registration will remain with ILEAS. SOS will be contacted to determine what type of registration will apply to these vehicles. An agreement would have to be signed with each agency taking possession of vehicles. Other option is that agreement with agency transfer title and registration to the agency.
- Meg and Task Force Investigators are to be utilized in SCT incidents. Gary Stryker will give a report on this development next meeting.

Director's Report

- Jim Page reports all office contracts have been signed with remainder of money left to purchasing programming, etc. A new program was developed and used at the State Fair in the Governor's tent. Demo of program was made available at this meeting for attendees to access.
- All but a handful of masks in stock have been distributed. A supplemental order will need to be placed to cover remaining agencies not distributed to yet. Safety Systems has agreed to do fit test training to facilitate this last order.
- Change of corporate officers needs to happen at the next Annual Meeting in March of 2005. Change of agent from Jerry Cormier to Jim Page has already occurred.
- Website is up and running with updates in progress.
- Marketing efforts are ongoing – software used at State Fair is part of that.

Introduction of new regional and ex-officio members to the ILEAS Board

- Bob Quarello, Delavan PD – Region 7 Co-Chair
- Dale Newsome, Pontiac PD – Region 7 Secretary
- Dave Cuthbertson – FBI, Chicago office
- Price McCarty – FBI, Springfield office.

Financial Committee

- No report at this time

Communication Committee

- Mel Messer stated he is looking into a full time 700 or 800 MHz channel for SCT's. Other communication issues have been resolved. SCT's have been issued StarCom21 radios and four channels.

Training Committee

- Tony Becker is retiring September 3, 2004. A replacement for him will need to be made. Jim Page will sit on the ITTF Training Committee in the interim period. Gib Cady also volunteered to sit on this committee.
- Tony suggested that the law enforcement side needs to have a stronger presence on this committee.
- A motion was made by John Zaruba to name Gib Cady to the training committee, 2nd by Jeff Bock and carried with a voice vote.
- Gary Stryker indicated that Dennis Nowicki of the RICP in Chicago was unable to attend today's meeting, but had let Gary know that he is interested in a training initiative that

provides terrorism information to street officers. He will be at the next meeting to give a presentation and ask for funding.

Break for lunch at 11:30am

Meeting resumed at 12:30pm

Car Plan Committee

- Jim Page stated that very shortly, alarm cards will be filled out and updated online by the individual agencies. Passwords will be sent out to the departments by the end of September.

Annual Conference Committee

- Jeff Bock advised that planning is progressing very well. Jeff projects \$20,000 or more may be realized from the conference.
- Gary Stryker asked for a motion to amend the By-Laws to allow for permanent designees from the Sheriff or Chief, who are appointed as Co-Chairs, and that they are eligible to vote when acting in that capacity.
 - The motion shall read: Amendment to By-Laws – A Chief and Sheriff elected as Co-Chairs of each ILEAS Region may appoint a permanent, sworn designee from within their agency to stand in his or her place for all ILEAS meetings and business, including Board meetings where such designee shall vote and sit in the place of the Sheriff or Chief having appointed such designee.
 - Motion to amend ILEAS By-Laws as stated by Jeff Chudwin, 2nd by Dave Owens and carried with a voice vote.
 - This motion is to be sent to Jim Page in a Word document and will be part of the next ILEAS mailing to go to all members as being proposed as a change to the By-Laws.

Public Transportation Committee

- Jon Brodzik advised that he and Pete Smith have met with six county area coordinators, police and fire personnel.
- ITTF has assigned an MNET terminal to get emergency messages out when needed.
- Pete Smith recommended that ILEAS, MABAS and county coordinators in the Chicago metropolitan 6 county area get together to develop an evacuation plan.
- Motion by Mel Messer and 2nd by Dave Owens to change corporate agent from Jerry Cormier to Jim Page. Carried with voice vote.
- Motion to approve purchase of 1500 AvonFM12 masks, canisters and carriers at a cost of \$367,026.00 by Mel Messer, 2nd by Jeff Bock, and carried with a voice vote.

SCT Committee

- Jeff Chudwin indicated the 6 teams have met and identified the following issues:
 - Mission statement needed
 - Standard Operating Procedure needed and validation plan
 - Vetting process to be implemented
 - Ammunition: \$300 per year per man
 - Equipment: some things purchased were not needed and other items are needed but have not been purchased
 - Fitness standards and screening
 - Team contact system needed – Gary Stryker suggested Jeff contact Doug Edmonds at NWCD to arrange a paging system for the teams

- After a discussion of operational issues in conjunction with ISP, FBI and Chicago, it was suggested that an ILEAS Board representative would need to be present in the event of a joint operation
- It was suggested that development of an SCT policy could be facilitated by Stu Erlenbush, a former ILEAS Board member and also an accomplished policy writer acquainted with ILEAS SCT needs, who would meet with representatives of the SCT's and assist in policy development.
- A motion was made by Dave Owens to approve a \$2500 contract fee to Stu Erlenbush for working with ILEAS Special Containment Team's to develop SCT policy and procedures, 2nd by Mel Messer and carried with a voice vote.

Other Business

- Jim Page – The purchasing policy has been changed to centralize the process by making the Executive Director the purchasing agent for ILEAS. Purchase orders will be made online at the ILEAS website. The Executive Director will OK the order and forward it to IEMA for approval of payment, assigned a fiscal period, and then will be sent to the vendor along with the vendor quote for purchase.
- A motion to approve the new purchasing policy change centralizing the purchasing process by making the ILEAS Executive Director the purchasing agent was made by Dave Owens, 2nd by Jeff Chudwin and carried with a voice vote.
- Note on NIMS: Jeff Chudwin reminded the group that the deadline on adoption of a NIMS policy is October 1, 2004. He stated that failure to adopt such a policy negates an agency's eligibility for federal grants. There is some confusion as to whether or not eligibility for federal disaster funds is affected.

Motion to adjourn by Dave Owens, 2nd by Mel Messer and carried with a voice vote.