



**Executive Board Meeting
December 15, 2004
Northfield Inn & Suites
Springfield, Illinois**

Meeting Attendees

Jim Page, Jeff Bock, Don Bennett, Gary Stryker, Dave Owens, Bill Feithen, Kevin Eack, Dave Cuthbertson, Pete Smith, Jon Brodzik, Dave Dial, Dale Newsome, John Zaruba, Mel Messer, Gib Cady, Terry Knop, Ralph Caldwell, Susie Nichols, Jerry Cormier, Doug Edmonds, Greg Hunter, Bob Quarello, Terry Dove, Randy Justus, Mike Chamness, Carl Hawkinson, Tim Lyerla, Steven Poole, Ron Shipp, Tom Larson, Terry Lucas, Rob Copley.

Meeting called to order at 9:00am

- Motion by John Zaruba to accept minutes of October meeting, 2nd by Mel Messer and carried with a voice vote.

Corporate Filing update

- Bill Feuer – Bill recommends ILEAS file for 501(c) 3 status. Advantages include tax exempt, ability to accept donations, give donations and outside organizations granting monies require not-for-profits to have a 501(c) 3 status.
- IRS will have to review the request for status and make a decision. Obstacles include ILEAS is a quasi-governmental body and substantial money has already passed through the organization.
- Articles of Incorporation and By-Laws need to be amended to satisfy 501(c) 3 requirements.
- Motion by John Zaruba to propose amending Articles of Incorporation and By-Laws to satisfy 501(c) 3 requirements, 2nd by Mel Messer and carried with a voice vote.
- Membership must be given a 60-day notice of proposed changes.

Treasurer's Report

- Don Bennett – financial detail and summary handed out to members present.
- Motion to accept Treasurer's report by Mel Messer, 2nd by Terry Dove and carried with a voice vote.

Executive Director Report

- Jim Page recommended ILEAS hire an accountant to look at ILEAS corporate books to ensure compliance with rules. A short discussion revealed that a motion has already been passed to accomplish this.
- Website ID and password mailing should occur soon. NWCD is ready to go now.
- Masks: waiting on canister recall to complete the distribution. Jim has approximately 900 masks left to distribute to latecomers and new add-ons. Agencies will be contacted again to get them out.

- RCT status: Jim designed a table to show what stage of development each team is at. Training has been tentatively scheduled for 2005.
- Discussion regarding storage of trucks and trailers and how they will be deployed. John Zaruba and Gib Cady suggested that there should be written guidelines adopted regarding use of the units. It was generally agreed upon that if equipment goes out, a member of the host agency should go with it. Mike Chamness gave a caveat that when the state is at level orange, these vehicles must be ready to go and be where they are supposed to be.
- Jim distributed a list of grants to all agencies that was prepared by Sue Sackett at IEMA.
- The FY 2005 ILEAS budget has been reduced by \$371,233 and will require an amendment to the budget passed at the last meeting.
- Motion by Dave Dial to amend the budget downward in the amount of \$371,233 by reducing the amount allocated to Regional Distribution Site Security Teams by the same amount, 2nd by Terry Dove and carried with a voice vote.
- ILEAS is now allowed to appropriate up to 2.5% of budget for Management and Administration (M&A).
- Motion by John Zaruba to appropriate the full 2.5% from the budget for M&A allowed, \$256,719.00, 2nd by Mel Messer and carried with a voice vote.
- Gary Stryker to get a list of needs from RICP to Mike Chamness for 2005.
- Motion by Dave Dial to allocate \$170,000 from the ITTF Communication Committee for storage and accessories for Mobile Command Posts, 2nd by Dave Owens and carried with a voice vote.
- Mike Chamness stated that the new M&A component to the budget would cover ILEAS administrative costs. He also stated that ILEAS needs to look out more than one year when determining needs and budgets. ILEAS must be able to maintain what it has already established.
- Gary called for an amendment to last motion regarding storage and accessory costs from \$170,000 to \$180,000.
- Motion by Dave Dial to amend the allocation from the ITTF Communication Committee to \$180,000, 2nd by Jeff Bock and carried with a voice vote.
- Discussion about interoperability of radios and type of radio to use. Concerns surround practicality of portables versus mobile. These radios are in addition to StarCom radios. Frequency licensing is another issue that surfaced with this system (IREACH)
- Mike suggested the board draw up a list of concerns and submit them to him. He will address Communication Committee with the concerns.

Communication Committee

- No report at this time

Administrative Issues

- 2005 goals are:
 1. membership
 2. Annual Conference
 3. complete RCT's (11, 30 man teams)
 4. close out PPE distribution
- There was a discussion about Mobile Field Force Teams to supplement SCT's and pharmaceutical distribution.
- Gary Stryker stated that Jim Page is overwhelmed and needs assistance. A part-time clerical person is needed at a maximum of \$15.00 per hour.
- Motion to approve hiring a part-time clerical person by Terry Dove, 2nd by Kevin Eack and carried with a voice vote.

- Structure needs to be designed to allow for an SCT member to be part of Unified Command during an incident. Recommendations from team leaders are needed to move forward on this issue. This will be discussed again at the January meeting.
- New S.O.P.'s from Stu Erlenbush should be available by the January meeting.
- John Zaruba brought up issue of changing name of ILEAS WMD Special Containment Team. After a discussion, it was decided to change the name to ILEAS WMD Regional Response Team.
- Motion by John Zaruba to adopt the name change, 2nd by Jeff Bock and carried with a voice vote.

Assessments (fees)

- Gary Stryker would like a recommendation of what dollar amount an assessment should be, beginning with FY 2006, by the annual conference.
- There was also discussion about legislative initiatives to provide renewable funding.

Annual Conference

- Jeff Bock – There is \$60,000 available for the conference and the projected bill from the Crowne Plaza is \$63,000. Additional income would come from vendor fees and fees to attend the conference. Additional costs include speaker fees. Jeff proposed ILEAS charge \$100.00 per person for the conference. This would include 2 nights lodging and five meals. Vendors will be charged \$200 per table.
- Jeff asked for ideas for a keynote speaker. Dave Dial suggested Ellen Gordon, Susie Nichols suggested Gordon Graham and also offered ILETSB financial assistance.

Training Committee

- Susie Nichols – Susie stressed the importance of having ILEAS represented at ITTF Training Committee meetings at IFSI. Meetings are held quarterly the first Wednesday of the month at IFSI in Champaign.
- Unified Command, train the trainer schedule is on the IFSI website.

Car Plan

- Doug Edmonds – there have been five callouts since April 15, 2004 as opposed to 44 NIPAS callouts.
- Online card posting in the test stage now.

Public Transportation

- Jon Brodzik, Pete Smith – The O'Hare Evacuation Plan meeting was attended. ILEAS cannot be called out due to Chicago not being a member, but ISP can be used to indirectly to utilize ILEAS assets.
- AMTRAK has committed to attend a meeting in January to hopefully become a part of the evacuation plan.

Strategic National Stockpile

- Dr. Dave Culp – emphasis on coordination at the local level. Each county will be responsible for its people. Regional grouping of counties and population areas having greater than 250,000 people have been allocated money to hire an emergency coordinator for their area. The NSP approach is to be proactive and have the capacity to mitigate an event.
- Health Departments will do the actual dispensing

- Public Health will handle the paperwork
- Law Enforcement will handle site security
- Important to look at worse case scenario to uncover shortcomings.
- Plan is to send ill people to hospitals and well people to health department facilities.
- Dave Cuthbertson stated that FBI lawyers are looking at the possibility of the northern and southern districts becoming members of ILEAS.

Legislative Committee

- Carl Hawkinson – Sen. Hawkinson asked about the feasibility of ILEAS going to the legislature for separate funding to cover costs not allowed by grants. Discussion ensued and revealed that a specific dollar amount must be known before moving forward and may be best if the approach is a joint MABAS/ILEAS initiative.

Old Business:

Discussion about using STIC as an information clearinghouse for all federal, state, and local input then digesting the information into a summary. A lot of this is already being done by Dan Bacon

Reimbursement Guidelines – in committee and will be reported on next month.

New Business:

STIC funding – as long as analysts are contractual, ODP monies can be applied. An HR problem has arisen in that the new ISP contract does not allow for contractual workers at STIC thereby not allowing ODP funding for analysts.

Ralph Caldwell advised the group that April 19, 2005 will be one of the days scheduled for activities at the opening of the new Lincoln Presidential Library. ITTF meeting is scheduled for the same day and would impact when the ILEAS meeting would be held.

Mike Chamness confirmed that ITTF meeting will be held on the 21st in order not to conflict with the library plans or the ILEAS meeting.

Motion to adjourn by Bob Quarello, 2nd by Dave Cuthbertson and carried with a voice vote.