



**ILEAS Executive Director Status Report
September 1, 2004**

Executive Director Office Establishment Issues

Office

All contracts have been signed and all bills submitted and/or paid with regard to establishing the Executive director's Office.

Executive Director Financials

\$20,000 has been set aside by ITTF for ILEAS administration purposes. This fund covers:

Office Furniture	\$605	
Office Supplies	\$580	
Travel	\$111 (apprx.)	
<u>Web Programming</u>	<u>\$2,000</u>	
Total	\$3,296	- \$16,704 remaining for this year

Centralized Records and Distributions

I have finally collected all of the corporate records, gas mask receipts and membership applications. A centralized records system is being set up. RICP is making copies of the alarm card submissions

Operational Issues

Masks

All the receipts that can be found have been submitted. During the week of August 16-20, 2004, ILEAS distributed over 1,100 masks to agencies that did not get masks during the first distribution round. There are less than 100 masks left from the first purchase. The best estimate is that ILEAS will need to purchase and distribute 1,500 more masks to the remaining 200+ police departments and sheriff's offices. During the "Old Business" portion of the agenda, the Board will be asked to consider approving the purchase of 1,500 more masks. A quote from Safety Systems will be made available for discussion at that point.

The second mask issue is training. Safety Systems and the Executive Director are working on a schedule for more regional training sessions. The plan at this point is to wait until the supplemental mask order arrives so that the training and the remaining mask distribution can be done simultaneously. This project is still being developed.

Change of Registered Agent

There is an agenda item for Change of Registered Agent. In order to change the corporate registered agent from Jerry Cormier to Jim Page, the Board must vote and a note made in the minutes. Changes made to the list of officers can only be done at the annual meeting in April or May.

Policy Statements

As with any other organization, ILEAS could benefit from developing written policies. A rewrite of the ILEAS purchasing policy is attached. The original policy was adopted last year prior to the office of Executive Director being established. During the “New Business” agenda, the Board will be asked to consider the approval of this rewritten policy. *NOTE – the new policy is identical to the old policy in every way with the exception of:

- The addition of the Executive Director in the process
- Limits routine purchasing to the Executive Director – as a result, all purchasing, shipping and invoicing will be centralized.
- Requires written receipts for all purchases

Web Page

The web page is up and running. As time allows, more information will be posted. The purchasing software has been tested and is installed. This software provides for online:

order of equipment by Board members and committee chairs

approval by IEMA

creation of purchase orders and numbers

“parking” for pertinent documents such as bids, invoices, shipping documents, etc.

Archival record of what was spent, by whom, when and what for.

The bill for this software (\$2,000) has been submitted to IEMA for payment. The programmers are now working on a membership program where agencies can update their membership information, apply to be members, enter and/or update their alarm card data. This will involve sending out passwords to every Chief and Sheriff in the next big mailing.

Marketing

Due to all the other activity, the marketing planning has not progressed as hoped. It will be a priority in the next month. However, an interactive kiosk-type display has been developed for ITTF and will be available to ILEAS. It will be available for review at the September 1st ILEAS Board meeting. A general brochure has been designed and handed out at the most recent Chief’s conference. Work is still being done on other activities such as shirts, hats, mouse pads, etc.

IWIN

As directed by the Board in the July meeting, I have assembled information on IWIN and ALERTS costs and membership.

	IWIN	ALERTS
Total # of Devices	4,415	Unknown
Total # of Users	8,707	10,000 (est)
Total # of Departments	263	325
Cost	\$500 up front and \$23/month	Desktop interface = \$250/month (unless we buy a dedicated PC and run an antenna to the roof, then \$44/month)

*Due to technical issues, IWIN and ALERTS cannot be installed and operated on the same computer.

ALERTS has a slight edge over IWIN on the number of users. However, IWIN is significantly cheaper than ALERTS for a desktop use. During the "Old Business" agenda, the Board will be asked to consider purchasing an IWIN license for \$500 from the business account. The Executive Director will pay the monthly costs. Additionally, the Executive Director will diligently research a methodology to gain access to ALERTS at a more affordable rate.

Credentialing

As you may recall, the Board approved ILEAS's involvement in the ITTF credentialing project. A meeting with Kirk Lonbom of the State Police took place on August 19, 2004. They will be making a presentation at the September 1st Board meeting. After their presentation and discussion, the Board will be asked to permit the Executive Director to continue to meet with the Credentialing Committee as the ILEAS representative.

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 identify the specific fund so that the purchase can be made. A vote may be necessary if a grant adjustment is necessary.

Schedule

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

August 31-September 1 – ITTF meeting/ILEAS Board Meeting
September 2 – Credentialing Committee meeting in Springfield
September 8-9 – IEMA Conference
September 28-29 – ITTF meeting/ILEAS Board meeting
October 20-21 – Fire Chiefs Conference

Board Action Items

The following issues need Board discussion and/or action:

- Approval of purchasing policy
- Approval of purchasing software and authority
- Approval of a purchase of 1,500 more masks to finish the respirator project
- Approval of Northwest Central Dispatch Software funds Request (grant adjustment)
- IWIN request for \$500

Submitted By: _____

James Page – Executive Director