

Executive Director Office Establishment Issues

Contracts

- The Executive Director contract and job description/duties have been signed and are attached.
- Contract for information support and web page hosting has been signed.
- The office lease has been draw up and will be signed within the next 14 days.

Office

- The office will be at 1905 E. Main, Urbana, Illinois 61802. This is a Champaign County facility which houses the Champaign County ESDA and the METCAD 9-1-1 Dispatch Center.
- Office furniture has already been delivered.
- Office supplies will be obtained from RICP within the next two weeks.
- As soon as the lease is signed I will order telephone service and inform the Board of the phone and fax numbers.
- My cell phone number will be 217-493-3083.
- I will update the letterhead to reflect the addition of an Executive Director, the address, web address and phone/fax numbers.

Executive Director Financials

The Executive Director's salary will be paid from the IEMA Administrative Fund. ILEAS will have to submit monthly requests for payment. These can be done months in advance and will be filed by Bob Evans at IEMA. Evans will submit them by the 15th of each month for the next month's check. A grant agreement was developed by Tom Zimmerman (Chamness's staff) and needs to be signed by President Stryker. I have provided President Stryker with the first 6 months of pre-dated formal requests to sign and submit.

Additionally, Zimmerman will provide a grant agreement for ILEAS for \$20,000 to cover operating expenses for the Executive Director to be paid out of IEMA Administration funds (which Stryker will also have to sign this week). This money will pay for travel/lodging, office furniture, office supplies and web programming as required by the Executive Director contract. I will arrange the specifics of these purchases pursuant to the ILEAS purchasing policy and Board approval. Office supplies will be obtained directly from RICP. Travel and lodging requests will be submitted to Sue Patterson at RICP. My preliminary estimate is:

- Office Supplies \$1,600 to \$2,000
- Office Furniture \$400 to \$500
- Travel & Lodging \$4,000 to \$4,500
- Web Programming \$13,000 to \$14,000

Centralized Records and Distributions

I am collecting as many records as possible to develop and establish a centralized records system for ILEAS. I am collecting gas mask receipts, membership applications, grant applications, budget documents and anything else I can find of significance. Previously these documents were scattered around the State. The plan is to organize a central records system for ILEAS.

Administrative and Secretarial Support

Jerry Cormier will still be working at RICP and is still available for administrative support. Mass mailings, notebook assembly, etc. will be sent to him. He will continue to organize meeting locations, rooms for Board members and take minutes. He will also be working for IEASMA and MABAS. If a large project comes up that he cannot support, then IEMA staff are available.

Telephones/Computers

On July 1, all the computer equipment will be ordered. The plan is to purchase the following:

- Toshiba Laptop
- Black and White HP Laser Printer/Color HP All-in-One Fax/Scanner/Copier/Printer and a Canon Portable Printer
- Docking Station
- Microsoft Office/Adobe Acrobat/Quick Books/Microsoft Front Page and Map Point

Operational Issues

Masks

I have written to all the Regional Chairs, Treasurers, Safety Systems and IEMA staff, and asked that they send me the receipts for any mask distribution that they possess. Jerry Cormier, Sue Sackett and Matt Porter from Safety Systems met in May to discuss the gas mask situation. According to both Cormier and Porter, Sackett was supposed to produce the master list of what agencies have received masks and which ones have not. I have asked her for that list but as of yet have not received it. Specific issues outstanding:

- Safety systems have 962 masks in their warehouse for which we have paid and no one has claimed. Jeff Bock and I have approximately 146 masks left over from the first distribution. We are consolidating those supplies and as such will have a total of 1,108 paid for masks.
- I am in the process of shifting the 53 extra masks from Cook County Sheriff to Aurora Police.

Once I get Sue Sackett's list and all the receipts from the regions, I will reconstruct which agencies have received masks and who yet needs masks. My plan is to organize a centralized distribution (one north and one central/south) for the remaining masks. This will serve as a model for the next round of equipment distributions.

RCT

Jeff Chudwin reports that he has done a complete accounting of inventory, what has been spent and where it is. He will present that to the Board on Monday. See his report for further information.

Web Page

Urbana took control of the ILEAS web page from RICP on Friday, June 18th. It will be offline until Wednesday, June 23rd. At that point, I will have full access to start posting items. I have engaged a web programmer who is already starting on various projects for the page. These projects include:

- *Security levels* – Four levels of access:
 1. General Public
 2. Member Agencies (user name and password)
 3. High Level (RCT Command, Executive Board, IEMA staff – User name, password and hardware security device)
 4. Programmer/Director

- *Purchasing process* – All purchasing requests will be routed electronically so that requests, authorizations, bids, authorizing minutes, etc. will be available to those with level 3 security clearance.

- *Membership Database* – Information on all police departments in the State will serve as the basis for the membership database. The database will hold (and can be sorted by) membership status, grant application status, alarm card submissions, etc. The proposal is that each member agency coordinator can update his/her agency's basic information and alarm card data, but no one else's. Additionally, the alarm card database will be "pushed" to Northwest Central Dispatch and to Peoria so that there will be three identical live versions available as backup for disasters. Northwest Central will be able to update the phone numbers on the database directly. The membership database will be available for searching both by text and by click-able map. For further information see the attached membership database document.

- *Member Bulletin Board* - (formerly referred to as "LE-bay") – This suggestion by the Executive Board will result in a moderated Membership Bulletin Board so that agencies can post excess equipment, requests for policy research, etc.

- *Regional and Group Emails* – A system whereby member agencies can send out county or region-wide emails to other member agencies will also be developed through the membership database. Executive Board members can also send out state-wide emails.

The programmer is about 3/4 done with the purchasing feature. See the attached report for further on that and other web features.

Budget

A full accounting of what has transpired to date with the ILEAS budget is still unavailable. Sue Sackett has been on active duty for the last few weeks. She is back now and working with Don Bennett, Bob Evans and I to reconstruct our previous income and expenditures. By the July meeting, Don Bennett and I will have a full accounting of what has been spent to date and where we are financially at that time.

However, a system has been worked out for all future purchases. The purchasing procedure was worked out between Bennett, Page, Chamness, Bob Evans and Tom Zimmerman in a meeting in Springfield on June 8th. I reduced the system to writing and it has been approved by IEMA. I would like to present it at the June Board meeting and get Board approval. The programmer is already starting to frame this process in for our web page. Once we reach that point, all aspects of our budget will be available online to member agencies.

Mike Chamness stated that he wanted to process all other funds that will be attributable to ILEAS (ITTF technology, black boxes, command post vehicles, etc.) through this process once it is up and running. This is an issue for the Board to discuss.

New Budget

We don't know exactly how much we have for FY 05, but it is in the \$13 million range. Here are some issues for next year's budget:

- *RCT- \$4 Million* – Five teams have had the basic HAZMAT and have gotten some equipment. They include NIPAS 1, NIPAS 2, Region 2, DuPage County and Champaign County. Additionally, the Will County team is on the way and its basic HAZMAT training is scheduled. Springfield, METRO East and Peoria have expressed interest. If we finish what we have, add teams to make up 10 total teams and put some money aside for consumables, we should budget an additional \$4 million for FY 05.
- *Grant - \$5 Million* – Last year we spent \$4 million on the grant. This year I have specific suggestions about the grant, its process and what agencies can submit for. The parameters need tightened up significantly. More on this later.
- *Training - \$1million* – We need to do some training for dispatchers and command officers on the car plan and the mutual aid system. Proposals have been put forth about basic PPE training for officers. We have to pay for the conference this year out of training money. Additionally, this will pay for backfill and overtime for special teams. Support for other Terrorism Task Force Committees may have to come from this fund as well.
- *Regional Distribution Site Security Teams - \$2.5 Million* – See President Stryker's proposal on these teams.

Policy Statements

As with any other organization, ILEAS could benefit from developing written policies. You will find an attached proposed purchasing and finance policy for the Board's consideration. I would like to continue to develop policies with Board approval as they become necessary.

Strategic Plan

One aspect of the Executive Director's job is to develop with the Board a strategic plan for ILEAS. More on this at a later date. However, issues to consider are dues and business account, what future direction for ILEAS if grants dry up, etc.

Marketing

ILEAS could benefit from a marketing plan. This is open to discussion and suggestions including posters, mouse pads, instructional materials and stickers for dispatch centers with the ILEAS numbers and alarm card info; clothing such as ILEAS polo shirts, etc.; exploring marketing options such as Cafepress.com; letters to Chief and Sheriff's about the new website; articles in FBI, Chief and Sheriff publications about ILEAS; routine e-mails to members on projects' status, etc.

ITTF Technology Committee

In the May ITTF meeting, the Illinois State Police requested that \$500,000 of the ITTF Technology Committee budget be processed through ILEAS for the ICLEAR Phase 1 project. Discussions have taken place as to how that will happen but no decisions are made as of yet. As previously mentioned, Chamness wants to run the funding through our budget process. Additionally, ILEAS has discussed asking the State Police that an ILEAS representative be a member of the ICLEAR Task Force for consideration of our involvement. I have a considerable interest in this subject and would gladly volunteer to be the ILEAS representative if the Board approves.

Black Boxes and Mobile Command Vehicles

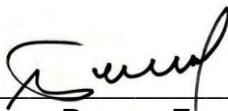
Mike Chamness will request that the mobile command post and black box distribution and funding be done through ILEAS. ILEAS and MABAS have been working on the mobile command post configuration. This need further Board discussion.

Board Action Items

The following issues need Board discussion and/or action:

- 2005 Budget
- Development of policy documents
- Finance/Purchasing Policy
- Web programming priorities
- Director's monthly salary & operating budget requests
- Chamness request to process other funds through the ILEAS budget
- ITTF Technology Committee representative

Submitted By: _____


James Page – Executive Director