

TO: ILEAS Governing Board Members

FROM: Jim Page, Executive Director

RE: ILEAS Fiscal 2005 Budget

December 15, 2004



Overview

The ILEAS Board voted in October of 2004 on a tentative budget of \$10,640,000. However, the amount known to the Board in October was an estimate at the time. The final award was adjusted downward **\$371,233** for a final total of \$10,268,767. The Board will have to vote on a new budget for FY 2005 at the December 15, 2004 meeting.

Management & Administrative Funds

Additionally, the FY 2005 grant guidance now allows sub-grantees (i.e. ILEAS) to appropriate up to **2.5% of the total sub-grant for Management and Administration (M & A)**. Given the new figures, this is an estimate of the FY 2005 grant. Keep in mind that this is a draft of FY 2005 and the final allocation is the Board's decision. The Board will have to determine if it wants to take the full 2.5% of the allocation which would be **\$256,719**.

Training

When the Board passed a tentative budget in October, training funds were eliminated. I am proposing that they be partially restored. As the development of the Regional Containment Teams continues, flexibility with training is becoming important. As part of planning in recent months, we have started to deplete the 2004 training funds. The training budget will be used for the following (including but not limited to):

- Additional Basic SWAT training, if necessary
- Offset uncovered costs for advanced RCT training such as LANX live agent training, suicide bomber, nuclear emergency management, etc. (Note – these are Federal training session in other states)
- Costs associated with mutual team training exercises
- Training consultants

Budget

This is a draft of FY 2005 and the final allocation is, of course, the Board's decision. In order to compensate for the reduction in the grant allocation and the M & A funds, \$627,952 needs to be removed from the October version of the budget. Additionally, if the Board decides to re-establish a training line item, then a reallocation needs to take place. An adjustment has been made in the Site Security Teams to compensate.

Project/Purpose	Amount
Regional Containment Teams	\$4,500,000
Local Homeland Security Grants	\$2,000,000
Terrorism Task Force Information Technology	\$2,000,000
Regional Distribution Site Security Teams	new (434,096) \$1,062,048
Management & Administration	\$256,719
Training & Exercise	\$250,000
Overtime/Backfill	\$200,000
Total	\$10,268,767

Regional Containment Teams **\$4,500,000**

ILEAS has completely equipped and trained four teams. Additionally, two more teams have been trained and are in the process of being equipped. In FY 2005, ILEAS plans to completely equip those two teams and develop 5 more teams for a total of 11 teams covering the entire state. This money will cover the equipment costs for the regional containment teams.

Terrorism Task Force Information Technology Committee **\$2,000,000**

ILEAS plans on working with the ITTF Information Technology Committee on project such as credentialing, ICLEAR and other technology projects which enhance the preparation of local agencies.

Local Department Homeland Security Grants **\$2,000,000**

As in FY 2004, ILEAS plans on holding competitive grant process among members for homeland security preparedness. Grantees will have to be members of ILEAS, have an alarm card on file and have passed a NIMS resolution. Consortium and partnerships will be given preference.

Regional Distribution Site Teams **\$1,062,048**

ILEAS plans to develop 25 regional teams of 50 officers whose mission would be to assist local agencies in securing large National Pharmaceutical Distribution sites. These funds will equip and train these teams.

Training **\$250,000**

This fund will provide for more extensive training projects for the Regional Containment Teams and other training issues that may arise in the next year.

Overtime and Backfill **\$200,000**

This fund will provide overtime and backfill reimbursement costs to local agencies participating in the various special teams pursuant to the previously established guidelines.

Executive Director Office Issues

Executive Director Financials

\$20,000 has been set aside by ITTF for ILEAS administration purposes until next March. This table shows the status of that fund:

Purpose	Cost	Running Balance
Office Furniture	\$605	\$19,395
Office Supplies	\$580	\$18,815
Travel	\$1,780	\$17,035
Web Programming – Purchasing	\$2,000	\$15,035
Web Programming	\$10,000	\$5,035
Total	14,965	*****
Outstanding but Unpaid	Cost	Remaining Balance
Travel December Meetings	\$200	\$4,835 (remaining)

Centralized Records and Distributions

I am still in the process of collecting records. I have over 90% at this time. The last mailing produced quite a few records from regional secretaries and departments.

Storage

I have established a storage area for equipment as it is ordered. I have reserved without cost (at this time) a 300 square foot room adjacent to my office.

Operational Issues

Masks

We are down to approximately 900 masks remaining to be distributed to approximately 130 departments. The distribution has slowed due to the canister recall. IESMA is starting their training rounds and I will be posting those dates, times and locations on our website for police agencies that did not get trained in the first two rounds.

The canister recall procedure has been developed and a mailing has gone out to every police agency. They need to submit a user request form to Safety Systems to get the new canisters.

I have made arrangements with Lenscrafters to offer up to 55% discount on lens inserts. The form and the account number are on our website.

Web Page & Software

The membership programming is basically done and is being tested. I am in the process of supplying passwords to Board Members and asking them to sign on and test the software. The implementation date is dependant on when Northwest Central Dispatch can install the server. When complete, a mailing will go out requesting every chief and sheriff sign on with their provided passwords and set up their departments account and alarm card info.

Marketing

The display board for conferences, training, etc. has been purchased and will be picked up on December 7th. The only thing remaining to do is to produce graphics, photos, etc. for the board.

IWIN/ALERTS

ILEAS is now on IWIN. As promised, I will work to get an interface with ALERTS next.

Credentialing

Ralph Caldwell and I attended a two day retreat in Springfield in November involving all three vendors, ISP and MABAS. We worked out in specific detail what the credentialing process should be and specifics about the credentials themselves. This project is still underway and a lot more work must be done. More to follow.

Tax Status

Mr. Feurer has developed the paperwork for us to file for 501c3 charitable organization status. I am meeting with Jim and Bill Legg, accountants from Springfield based on Bill Feuerer's recommendation) on Tuesday, December 14th. I will have a report for you at the board meeting on the 15th.

Northwest Central Dispatch Software

The software for NWCD has been ordered. Doug Edmonds can provide an update on the status of the installation.

Federal Investigators

On November 16th, I met in Springfield with two investigators from the U.S. House of Representatives Appropriations Committee. They were also meeting with IEMA and selected individual grantees in Illinois (Springfield was present as a grantee when I was with them). They were putting together a report for the Appropriations Committee of how Homeland Security funds were being spent. The meeting went well and they had positive things to say about ILEAS and how Illinois is handling the funds.

Region 6 & 11 Meetings

On November 19th, I attended a meeting of the Region 6 chiefs and sheriffs. It was lightly attended but productive and informative meeting for those who were there. On November 12th, Jeff Bock held a Region 11 meeting that was also lightly attended. New Region 11 officers were elected. The new officers have been posted on the website.

NIMS

On December 8, 2004, I attended a 2 hour basic NIMS class. I am starting to review the NIMS process in detail and will continue to update the website as it develops.

RCT

The Board had asked for a table outlining the status of the Regional Containment Teams. Here is the status of the teams at this time:

Team	Training	Equipment /Status
NIPAS #1	HAZMAT, Anniston, Alabama scheduled. NVG this week	Fully equipped (supplemental items being ordered)
NIPAS #2	HAZMAT, Anniston, Alabama scheduled. NVG this week	Fully equipped (supplemental items being ordered)
Naperville/DuPage	HAZMAT, Anniston, Alabama - NVG this week	Fully equipped (supplemental items being ordered)
Region #2	HAZMAT	Fully equipped (supplemental items being ordered)
Joliet/Will	BASIC SWAT, HAZMAT	Equipment Ordered
Champaign/Vermilion	HAZMAT	Equipment Ordered (1/2 of it is in already)
METRO East	Tentative training scheduled = Basic SWAT on 02/21/05-03/04/05 and HAZMAT on April 25-29, 2005	Organizational meeting scheduled for December 16 th –
Peoria/Peoria County	Tentative HAZMAT training scheduled on 05/16-20/05	Organizational meeting scheduled for December 16 th
Springfield/Sangamon County	Tentative HAZMAT training scheduled on 03/28/05-04/01/05	Organizational meeting scheduled for December 16 th
South Suburban	Tentative HAZMAT training scheduled on 06/13-17/05	Team Pending
Southern Illinois	Very tentative HAZMAT training scheduled on 08/22-26/05	No team formation yet

All the Excursions and trailers are in. The trailers have been paid for and all but one has been picked up. The invoice for the Excursions has been submitted to the Comptroller for payment. As soon as we get the payment from the State, we will write the check and pick up the vehicles. Stu Erlenbush met with the Team Commanders for the first time in a meeting in Pontiac on November 15th. A great deal of progress was made. A follow-up meeting was scheduled for January and by then Erlenbush should have a significant amount of work done towards developing the SOP's for the teams.

The Team Commanders had two suggestions that the Board needs to consider. The first is the name of the teams. They requested the name be changed from Regional Containment Teams to ILEAS WMD Special Response Teams. They felt it more accurately describes the mission. Secondly, they are fully aware of the issue of command post representation for the teams that has come up in recent exercises. They suggested that the Team Commanders be assigned as a command post support group. When any of the teams are activated or are training on full field exercises, other team commanders will attend as command post representatives. This will serve two purposes – training for team commanders and the provision of a trained knowledgeable commander in the command post as a resource for the incident commander.

Budget

Our final budget for FY 2005 was set at \$10,268,767. That is \$371,233 less than we had anticipated. If the Board decides to utilize all of its M&A allowable funds, the FY annual budget

would be \$10,012,048. The Board needs to reallocate the tentative budget passed at the October meeting to reflect these changes.

Schedule

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

December 14 – Meeting with accountant and Attorney – Springfield
December 15 – ILEAS Board meeting
December 16 – Meeting with Sangamon/Peoria/METRO East area chiefs
December 22-23 - Vacation
December 24 - Christmas Holiday
December 29-30 – Vacation
December 31 - New Year's Holiday

Board Action Items

The following issues need Board discussion and/or action:

- Vote on the FY 2005 budget with regard to the reduction in the grant
- Consider changing the Regional Containment Teams name to ILEAS WMD Special Response Teams.
- Discuss the Team Commander cadre issue
- Vote on the VHF radio purchase
- Management and Administration funds available through the FY 2005 grant decision
- Conference decisions must be made
- Grant Committee must be reformed for decisions to be made with regard to the local grant

Submitted By: _____

James Page – Executive Director