



ILEAS Issues Document

Governing Board Meeting

January 24, 2019

Audit Report

As part of the Grant Accountability and Transparency Act (GATA), the audit process for grantees have become more stringent with more requirements required from both the grantees and the auditors. Because ILEAS expends greater than \$750,000 in a fiscal year, the Code of Federal Regulations requires us to submit a single audit, which provides assurance to the Government as to the management and use of grant funds. Once the audit document is completed by both ILEAS and their current auditor, Martin Hood, the grantee is required to complete a Consolidated Year End Financial Report (CYEFR) which is a required report listing the expenditures for the fiscal year. Additionally, there will be a review by the State Audit Report Review Contractor and other groups, which will review the audit document and determine if the report is complete and applicable auditing standards are met. One of the reasons that ILEAS chose Martin Hood is that they have high standards in regarding to auditing along with high peer review reports; the most recent peer review was completed in August of 2018.

YOU will find in your packet the Preliminary Audit Report and Preliminary Post Governance Letter. The Post Governance Letter reviews various aspects of the audit, including information on how the performance of the audit went from a standpoint of cooperation from management and any major adjustments proposed. This is a required letter for the auditor to issue. The opinion on the Final Audit Report from the auditors is that the financial statements referred to in the report, present fairly, in all material respects, the financial position of the organization as of June 30, 2018, in accordance with accounting principles. Jeff Livesay from Martin Hood will be at the meeting to answer questions, along with Jan Plotner, ILEAS' Finance Manager.

Governing Board Nominations and Election

The nomination process began on January 14th and will close at end of business on January 30th. Once the nomination process is completed, Director Page reaches out to each nominee to determine if the nominees are willing to run in the election. The election process opens on February 11th and closes on February 28th. All winners and losers will be notified on the 28th. The new Board formally seated at the Governing Board meeting the morning of the 26th. Note - If the current Board members want to continue to serve, you can nominate yourself.

Requested Board Action

No Board action is required.

Personnel Changes

Jim Hutton

Regional Planning Coordinator Jim Hutton resigned his position on December 3, 2018. HE is facing serious health issues. He wanted to devote his entire time to fighting his condition and did not want ILEAS to suffer. The entire staff wishes Jim well. In the meantime, an announcement for his replacement will go out soon.

Jessica Schluter

Jessica Schluter has resigned to accept a full-time position elsewhere. A search for her replacement will start next week.

Jim Pepper

Jim Pepper was hired to replace John Cheney as a Communications Liaison. He will work coordinating the ITECS and Mobile Command Posts as well as the amateur radio volunteers.

Requested Board Action

No Board action is required.

Revised New Mutual Aid Plan

Both the original mutual aid agreement and the current LEMAA require the Governing Board to develop a mutual aid plan. Section 3.a.2 of the LEMAA states (in part) ***“The Governing Board shall cause to be promulgated a Plan of Operation for the giving and receiving of Mutual Aid under the provisions of the LEMAA,,,,,”*** There was a formal plan developed in 2003. However, it has not been changed since then. Staff has recently reviewed and updated that plan with revisions that make it more current. In the Board packet is a copy of the revised plan. Staff decided to keep the original formatting and one-piece-of-paper design.

Requested Board Action

Staff requests that the Governing Board approve the revised Mutual Aid Plan as presented.

Grant for “Stop the Bleed” Kits

The Illinois Terrorism Task Force (ITTF) created a school safety subcommittee that has made several recommendations to the Governor of Illinois regarding steps to prevent shootings from occurring as well as improving the response capabilities statewide for public safety and the schools. One of those recommendations was the implementation of the officially recognized STOP THE BLEED program. This project consists of two parts, 1) acquiring the Stop the Bleed kits and distributing them to schools, and 2) training school staff to use the kit and, if unavailable, how to improvise to stop life threatening bleeding The ITTF voted in December to provide grant funds to purchase “stop the bleed” kits for every school in Illinois. The grants are:



Contents of **BASIC** Individual Bleeding Control Kit

Fy19 (PAR) State Preparedness & Response Funds	\$90,000
<u>16ILEIMERT2 Federal Homeland Security Grants</u>	<u>\$190,000</u>
Total	\$280,000

Process:

- IDPH will coordinate training in the schools.

- ILEAS’ role will be to follow our purchasing policy to acquire the kits
- ILEAS ships the kits to each of the Regional Office of Superintendents (ROE)
- Each ROE oversee the implementation of this project in each school districts in their region
 - Once a school has complete training, the ROE will send them the kits.

As you can see, ILEAS’s role is minimal. We will receive some funds for management and administration.

Requested Board Action

Staff requests that the Governing Board authorize:

1. the acceptance of the grant funds
2. the acquisition of the kits to be distributed to the Regional Office of Superintendents
3. the Executive Director to execute documents, agreements and other necessary paperwork

Communications Capital Replacement

Recently, a significant amount of work has occurred and grants have changed with regard to communications. These changes require Governing Board approval for a variety of reasons – accept new grants, change current grants, purchases over \$100,000, etc. Each issue is described below.

End of Year Communications Funds

Every year, ITTF has grant funds returned or not spent. IEMA pools that money and asks ITTF how to invest it. Generally, there is a quick turnaround because the grants are expiring. The Stop the Bleed kits project above is a good example.

Last month, ITTF discussed the potential uses of those funds. At the end, it was determined that ILEAS would receive:

16ILEASCOM2 (new)	Equipment	\$161,824.34
16UASICOM2 (new)	Equipment	\$331,095.82
<u>16ILEASSRT (current)</u>	<u>Equipment</u>	<u>\$106,377.30</u>
Total		\$599,297.46

The two top grants listed above are new funds. 16UASICOM is UASI funds and must be spent in Cook County. The 16ILEASCOM is State Homeland Security funds and must be spent outside of Cook County. The 16ILEASSRT are current ILEAS grant funds that staff is moving from overtime/backfill to equipment just for this project.

The teams that will receive new radios will be NIPAS and the Regions 8 and 9/11 Special Response Teams. All three of these teams provide nearly daily regional SWAT services in addition to their WMD mission.

Because much of this money is Urban Area (UASI) funding and MUST be spent in Cook County, NIPAS WMD Special Response Team will receive a significant portion of the equipment. This is a summary of the plan that ILEAS’ communications staff developed (a complete plan is included in the packet):

- APX6000 single band radio with 700/800 MHz STARCOM21 and multi-key encryption capability. Will purchase **143 units.**
- APX8000 multiband radio with 700/800 MHz STARCOM21, multi-key encryption capability and VHF conventional band capable. **Will purchase six units.**

- XTS5000 single band radio with 700/800 MHz STARCOM21 and single key encryption capability. These are used team radios; some will remain in service for SRT spares and some for MFF cache.
 - SRT NIPAS currently has approximately 108 XTS5000
 - SRT 8 currently has approximately 55 XTS5000
 - SRT 9/11 currently has approximately 34 XTS5000
- The current XTS5000 is no longer supported by Motorola for service, as some of them are 15 years old.

Current Federal FY17 Communications Budget Acquisitions

ILEAS currently has approximately \$420,000 in the communications FFY17 grant that was dedicated to communications capital replacement. The initial line item budget for capital replacement was \$250,000. Since then, funds that have been unspent (personnel hiring lags, training that had been cancelled, satellite service that cost less than anticipated, etc.) are now being swept into communications capital replacement. This table shows what is being proposed for purchase:

Item(s) or Project	Estimated Total Cost	Current Priority	Procurement Status	Details
44 Single Band Mobile Radio replacements	\$104,743.32	1-High	2-Working	Motorola quote for 44 radios, State Master Contract. Replaces one end-of-life VHF and one end-of-life UHF mobile in each of the 22 ITECS and UCP vehicles
ITECS: Replace UHF and 800 Repeaters with multiple 700 and/or 800 repeaters. (Was ITECS 800 Mutual Aid Repeater Duplexer Retuning (Service))	\$75,037.74	1-High	2-Working	Six CODAN units at \$12,506.29 ea. GSA Contract Replacing six end-of-life 800 MHz repeaters. Current 800 MHz and UHF repeaters used on ITECS trailers are at end of life, and are just not used all that often. They should be upgraded to 700 and/or 800 MHz repeaters that are usable by the 45,000 Starcom Subscriber units in operation. This also solves the problem of re-tuning old 800 MHz duplexers
Thirteen ICRI Gateway Kits	\$125,165.00	1-High	2-Working	Based on CA-T ICRI Pricing Worksheet. 13 Units. Enhances UCP on-scene communications capabilities by patching various radio systems together.
25 Power Protectors	\$25,000.00	1-High	2-Working	Used to protect vehicle electrical systems when connected to external generators
HF Radio repair	\$15,000.00	1-High	2-Working	Several Motorola MICOM HF radios have failed and need to be sent in for repair.
Four HF Deployment Kits with Broadband Antennas (Was HF Antenna Tuners)	\$12,000.00	1-High	2-Working	Used for HF Radios, to tune wire and whip antennas to the transmitter. Current units have been outside for 18 years, many are not working. Will be used to make up deployment kits for operations in severely damage areas. With no infrastructure. Because of expense, we will procure HF broadband antennas instead, at about half (or less) the cost
9 Antenna Analyzers	\$9,000.00	1-High	2-Working	For ITECS to maintain their antenna systems
ILEAS Test Equipment	\$6,000.00	2-Medium	2-Working	Equip ILEAS with a moderate test setup in order to test ILEAS equipment and troubleshoot some problems. This does not get to to a full service shop level, but lets us determine equipment condition.
AUXCOMM VHF Winlink Gateway Funding	\$5,000.00	2-Medium	2-Working	Winlink is a simplified messaging system used by AUXCOMM to pass digital messages. Five gateways would be installed at host agencies or on ITECS to provide and access point for Winlink client stations.
Heavy-Duty Foam Inserts for Solar Battery Cases	\$1,830.69	2-Medium	2-Working	Specialty heavy duty foam inserts that are laser cut to fit our solar generator batteries when packed in a Pelican case. Note: These batteries weigh 187 lbs. each, normal foam inserts do not hold the battery in place properly.
TOTAL	\$378,776.75			

- RPCs Fellows, Stearns and Tanner are currently reaching out to agencies not yet signed up. So far, 15 agencies have indicated they are not interested. Most of these are currently supplied through the local hospital or EMS.
- To date, there are 733 officers/deputies on the roster for the online training and 603 are eligible to receive the NARCAN (in the July report, that number was 437).
- Crawford County has just signed up and we are waiting for their roster list to enter into training.
- Of the 18 county sheriffs, Two have declined to participate (or did not respond) – Edwards & Jefferson
- ILEAS has shipped out 966 two-packs of NARCAN to 62 agencies that met the minimum standard for participation.
 - That standard consists of a signed ILEAS Agreement, Signed ODMAP agreement and a minimum of 40% of their officers successfully completing the training.
- ILEAS has received 984 2-packs (1,968 doses) of NARCAN for the initial distribution at a cost of \$75/2-pack.

Indilus has completed the full integration between the Topyx LMS and the ILEAS member database. Chiefs/Sheriffs are able to monitor their agencies’ participation, staff rosters reorder NARCAN and review status of training of their staff by using their current login credentials. Indilus has also created a complete LMS/ILEAS agency data integration that will provide necessary data to IDPH and for the local agencies as well.

IDPH Grant Agreement Documentation

The original Naloxone grant from IDPH expired on September 30, 2018 but was extended to January 31, 2019. IDPH has been considering using a Memorandum of Understanding or an Intergovernmental Agreement from February 1st forward. IDPH also discussed the potential in the new MOU, contract or IGA that the scope of deliverables for ILEAS would expand. This expansion may be delivering Naloxone to fire agencies in the targeted counties and/or expanding into more counties in other parts of the State. At this time, staff have not heard back from IDPH as to which direction they want to take.

The Board will not meet until after the February 1st date. IDPH may decide to present ILEAS with an IGA or MOU instead of extending the current contract. If that happens, the agreement needs to be signed before it can be approved by the Board so that ILEAS can draw down funds and keep staff employed.

Requested Board Action

Staff requests that the Governing Board authorize the Executive Director to sign the agreement regardless of which version it takes - if the terms are agreeable. If that occurs prior to the Conference Board meeting, the Executive Director will deliver copies of the executed agreement to the Governing Board.

IL. Department of Military Affairs MOU

ILEAS special teams’ deployments and exercises are sometimes hampered by the restraint on funds for lodging. If the event lasts overnight or spans multiple days, team members need a place to sleep, shower, restrooms, etc. ILEAS funds cannot be spent on operational deployments and exercise funds are limited – especially when dozens of officers/deputies need that support. It also limits what team members can participate. Most of the deployments are in Northern Illinois. IT is expensive to lodge team members from Southern Illinois or the METRO East area and as a result, those officers/deputies miss out on real life experiences.

Chief of Staff Larry Evans and Director Page worked with then-ILEMA Director William Robertson to develop an MOU with the Illinois National Guard to utilize the Guard Armories throughout the State. Director Robertson (also a General in the Illinois Air Guard) took the ILEAS proposal to the Department of Military Affairs (DMA). DMA approved the request and signed a proposed MOU. The MOU is in the Board packet.

This MOU outlines the obligations and responsibilities for both DMA and ILEAS. This MOU will provide opportunities for ILEAS to save money and expanded opportunities for the teams to deploy and exercise.

Requested Board Action

Staff requests that the Governing Board authorizes the Executive Director to sign and execute the MOU as presented.

IL State Police LMS Project/MOU

AS the Board has discussed in previous meetings, the IL. State Police provides the Breath Alcohol Operator (BAO) recertification course on its Learning Management System (LMS). Their LMS is provided by a company called SABA. The SABA LMS version ISP has is malfunctioning and not working. As a result, hundreds of BAOs across Illinois cannot recertify. This has become somewhat of an emergency. ISP reached out to ILEAS and requested that the BAO course be placed on the ILEAS LMS for the time being. This request led to a meeting on 1/16/19 between ISP command and ILEAS staff. Discussion took place of the potential for ILEAS to provide LMS services for ISP. As a result of the meeting, ILEAS and ISP agreed to move the BAO & their HAZMAT course to the ILEAS LMS in the short term.

This arrangement will have to be memorialized in an MOU between ILEAS and ISP.

Requested Board Action

Staff requests that the Governing Board authorize staff to develop an MOU between ISP and ILEAS outlining the relationship with regard to LMS services. ‘

Carle Foundation Hospital Training Center Agreement

Shortly before Christmas, a Carle Foundation Hospital manager reached out to ILEAS with a request to use the Training Center facility. Carle had a last minute need for classroom space for six months to train Certified Nursing Assistants. They are I partnership with Urbana Adult Education. Adult Education provide the instructor and manages the students. Carle supports the logistics, contracts, facilities, etc. Carle staff requested a classroom and three patient rooms where the students can practice protocols and skill they learned in the classroom. There would be between 20-30 students per session. Each session is four hours per day between the classroom and the patient rooms. Each session is four weeks long with a four-week break until the next session starts all over again with new students.

After multiple meetings with Carle and Adult Education representatives, an agreement was reached. Carle would have the use of Classroom 2 and three patient rooms in the B-Wing from January 1 through June 30 at a cost of \$4,492.22. They do not have exclusive rights to the classroom. If there is a need for a law enforcement or public safety training in that room, the Carle training would have to move to an auxiliary classroom. If this goes well, the Carle representatives indicated that may want to extend the arrangement to a full year. The total for the year would be \$8,984.44. Carle and

ILEAS staff worked out a rental agreement that can be found in your packet. The funds will go to the ILEAS business account as programmed income.

Requested Board Action

NO Board action is requested at this time.

LMS Update

Currently (or in the near future) the LMS is being used by:

1. ILEAS Staff
2. IL Department of Transportation
3. Officers/deputies in 18 counties in south central Illinois for NARCAN
4. IL Coroners' Training Board
5. IL State Police (see above)
 - a. This is not just ISP, it is ever agency that has certified Breath Alcohol Operators
6. IL Board of Elections (still under consideration by the BOE)

The ILEAS LMS had a slow start; however, it is becoming very active.

Requested Board Action

Staff requests the Board approve the proposed MOU with the Illinois Department of Transportation for use of the Topyx LMS system.

Vertex Sub-Lease Expires

The Vertex (formerly Adayana) sub-lease for office space expired on December 31, 2018. Vertex management informed ILEAS that it would not be renewing the sub-lease. Vertex is growing and needs a significant amount of space that the ILEAS Training Center cannot accommodate. Vertex found space at another location in Champaign and have moved out of the ITC. Loss of the Vertex sub-lease reduces approximately \$30,000 that ILEAS received from Vertex, 2) as a result, four offices and two classroom-sized rooms are now available. Staff is looking for another sub-lessee to fill some of that space to provide more Business Account income.

Requested Board Action

No Governing Board action is requested.

2019 Governing Board Meeting Schedule

The Governing Board is required to establish a meeting schedule for each calendar year. This is the proposed schedule for 2019.

January 24	March 25 (Springfield – Conference)	May 23	July 25
September 26	December 12		

Requested Board Action

Staff requests that the Board discuss and establish the 2019 meeting schedule.

ILEAS Foundation Update

An update on the Operation Underground Railroad (OUR) \$100,000 grant to the Foundation. All items have been purchased and distributed to investigators in the field. The table below shows how those funds have been invested:

Laptops for training ICAC Classes	\$ 38,203.38
Software for Investigators to Search Electronic Devices	\$ 15,317.00
Pelican Case for carrying the Investigator Laptops	\$ 265.17
Pelican Case Shipping	\$ 43.85
Digital Intelligence Software	\$ 1,817.00
Two Cellebrite Kiosks and Management Systems	\$ 25,770.00
Three Pelican Cases for Training Laptops	\$ 1,727.10
Two Cellebrite Kiosks and Management Systems	\$ 3,655.00
Miscellaneous Technology Items	\$ 7,574.78
Ten Copies of SnagIt Software	\$ 375.90
MicroCenter Verbatim DVD-R 100 Pack	\$ 193.90
Wireless Mobile Optical Mouse	\$ 57.40
Administrative Cost	\$ 4,999.52
Total Remaining	\$0

The Foundation is also applying for a Motorola Foundation Grant to develop an entire suite of communications training and exercises. This training will be designed to make all the differing technology/communications groups aware of their role in disaster response as well as the roles of the other tech/comms people responding. This includes but is not limited to:

- IL-TERT
- COML and COMT
- GIS
- IT Responders
- Satellite Technicians
- Telecommunicators in PSAPs

Additionally, if successful, public safety managers who may find themselves as an incident commander of a large event would benefit from this training so as to completely understand the technology and communications assets that are available, their capabilities as well as limitations.

Requested Board Action

No action is required as these are Foundation projects.

ILEAS Training Center Activity Report 2019-2020

Please note that the Carle CNA training is not yet on this report. However, we do know that it consists of a series of four-week sessions starting on January 28th. The classes (25-30 students) are from 0830 – 1200, Monday through Friday. The first session should end around February 22. The next session should start approximately March 25 and run through April 9th. This process continues until the end of the last session around June 30. At the next Board meeting, the CNA classes will be integrated into this report.

2019

January 24	IEMA Training
January 24	Champaign Unit 4 Schools Active Shooter Training
January 25	IDOT Training
January 26-27	IFSI Active Shooter Training
January 28-30	Internet Crimes Against Children (ICAC) Advanced Hybrid Online Undercover Techniques
January 30	Risk Management for Supervisors
January 31 – February 1	IPSCA Board Meeting
February 1	Foundation to Provide Sexual Assault Patient Care in the Emergency Room (Attorney General)
February 2 - 3	Statewide AUXCOM Training (Amateur Radio Operators)
February 8-9	Carle Tactical Emergency Casualty Care Training
February 9-10	Statewide AUXCOM Training (Amateur Radio Operators)
February 11-15	Champaign PD Departmental Training
February 12-14	Communications Liaison Training (COML)
February 13	Senior Official Workshop for All-Hazards Preparedness
February 14	Region 7 Mobile Field Force Training
February 19	Tactical Leadership
February 20	U.S. Probation Training
February 21	IEMA Regional Meeting
February 21	MTU Advisory Board Meeting
February 25-26	Field Training Officer Update
February 28	Essentials of Community Cybersecurity
February 28	IDOT Training
February 28 – March 1	Community Cybersecurity Exercise Planning
March 5	IEMA Meeting
March 4-7	SPEAR Instructor Certification
March 7-8	IDOT Training
March 11	Sexual Assault Trauma Informed Response
March 12	Breach Point: Personal Development
March 12	The Best Backup Training
March 12	Make A Wish Board Meeting
March 13	U. S. Probation
March 14-15	Evidence Recovery Skill Sets for Police and Fire Personnel
March 14 - 15	IPSCA Training
March 19	Head Start Training
March 24-26	ILEAS Conference (Springfield)
March 26	LEMPAC Board Meeting
March 28	Emotional Survival
March 30	Champaign Unit 4 Schools Active Shooter Training
April 1-5	Lead Homicide Investigator
April 4-5	Grant Writing Training for Public Safety
April 8	Sexual Assault Trauma Informed Response
April 9-11	DUI Detection and Standardized Field Sobriety Testing
April 15-16	Cell Phone Investigation Techniques
April 15-19	ICAC Griffey Training

April 18	Region 7 Mobile Field Force Training
April 23-26	Mobile Field Force Team Basic Course
April 29-30	AR15/M4 Armorer Course
May 1-2	ALICE Training
May 7-9	Bloodstain Pattern Analysis
May 10-11	Carle Tactical Emergency Casualty Care Training
May 13-17	Crisis Intervention Team Basic
May 14	Urbana PD In-Service Training
May 16	Urbana PD In-Service Training
May 21-22	Calibre Press Street Survival Seminar
May 22	U.S. Probation Training
May 23	Female Enforcers
May 29-30	Champaign Fire Assessments
May 29-30	Fighting Fentanyl
June 3-4	Strategic Technology Reserve (STR) Training
June 11	Make a Wish Board Meeting
June 14	Sexual Assault Trauma Informed Response
June 19	Mental Health Intervention & De-escalation
June 24-28	IPSCA Training (tentative)
June 25-28	Champaign PD Youth Police Academy
July 16-19	Champaign PD Youth Police Academy
July 17	U.S. Probation Training
July 22-23	Urbana Fire Assessments
July 24 -26	IDOT Leadership Training
July 29 – August 2	ICAC Investigative Techniques
July 30 – August 2	Champaign PD Youth Police Academy
August 5	Urbana Fire Assessments
August 9	Carle Tactical Emergency Casualty Care Training
August 21	U.S. Probation Training
August 22	IEMA Regional Meeting
August 23	Jim Page's Birthday
September 19	Region 7 Mobile Field Force Training
September 24-25	Glock Armorer
October 2	Active Shooter Training (tentative)
November 4-8	ILEAS WMD Special Response Team Response Course
November 14	Region 7 Mobile Field Force Training
December 6-7	Carle Emergency Tactical Casualty Care Training

Champaign County Chiefs' Meeting

February 14
 March 14
 April 11
 May 9
 June 13
 July 11
 August 8
 September 12
 October 10
 November 14
 January 9 (2020)
 February 13 (2020)
 March 12 (2020)
 April 9 (2020)

Champaign PD Explorers

January 31
 February 28
 March 14, 28
 April 11, 25
 May 9, 23
 June 6, 20
 July 18
 August 1, 15, 29
 September 12, 26
 October 10
 November 7, 21
 December 5, 19

EOD Commanders' Meeting

January 24
 March 21
 May 16
 July 18
 September 19
 November 21

WMD Special Response Team Commanders' Meeting

May 14
 July 9
 September 17
 November 12
 July 14 (2020)

Mobile Field Force Team Commanders'

Meeting

May 7
September 3
November 5

ILEAS All Staff Meeting

December 6
January 3
February 7
April 4
May 2

Urbana Fire Training/Meetings

February 5
March 5
April 2
May 7
June 4
August 6
September 3
October 1
November 5
December 3
February 4 (2020)

ILEAS Governing Board Meeting

January 24
March 25 (Springfield – Conference)

May 23
July 25
September 26
December 12

Head Start Board Meetings/Training

February 1, 15, 19
April 16
May 21
June 18, 21
July 16
August 20, 23