



# ILEAS Issue Document

Governing Board Meeting

July 27, 2017

**Federal FY17 Grant Application**

IEMA has set a deadline of August 1<sup>st</sup> for submission of the Federal FY17 grant applications. ILEAS is not proposing any major new programs and has submitted a “sustainment” budget which has an inflationary rate built in of 2.5%. Another aspect of the budget is that ILEAS submitted a request that 15% of the total budget be provided from UASI funds and 85% out of State funds. See the table below for the overview. For details of the individual line items, please see the line item proposals at the end of the Financial Packet.

Chief of Staff Evans and the Finance staff are working on the budget narratives this week and will have them completed and submitted by August 1.

Grant Name	Description	Amount SHSGP	Amount UASI	Amount Total
"CAR" Plan-Mutual	Funds the NWCDS & Peoria Services and software	\$387,789.95	\$0.00	\$387,789.95
Communications	Continue the Communications Program as	\$899,603.24	\$159,287.24	\$1,058,890.48
Planning	Planning Activities, RPCS, travel, costs, software	\$1,191,804.09	\$100,496.50	\$1,292,300.59
ITTF Program	Acct Technicians at IEMA (ILEAS is fiduciary)	\$140,000.00	\$52,588.19	\$192,588.19
Special Teams &	Special Teams, OT/BF, Exercises, Team Field	\$2,589,637.13	\$729,934.21	\$3,319,571.34
Training	Training Center lease/costs and salaries	\$828,998.65	\$0.00	\$828,998.65
IMERT	IL. Medical Emergency Response Team staff	\$42,518.42	\$42,518.42	\$85,036.84
IMT	Incident Management Team expenses for training,	\$22,452.03	\$2,494.73	\$24,946.76
<b>TOTAL</b>		<b>\$6,102,803.51</b>	<b>\$1,087,319.29</b>	<b>\$7,190,122.80</b>

**Requested Board Action**

Staff requests that the Governing Board approve the outlined grant applications as described above.

**FY18 Business Account Budget**

Please see the Business Account budget document in the Financial Packet. The table below is the proposal for the ILEAS FY18 Business Account budget. Please note:

- This budget is a \$59,760 loss represented in this budget.
- Conference shows a break-even of revenue and expenses. It is possible this year that the Foundation can provide more financial support which will positively affect that shortfall.
- There is an estimated \$10,000 revenue accorded to the LMS. However, staff believes that will increase as the year progresses. The goal is for the LMS system to be self-sufficient. Staff is working towards it being a revenue producer in coming years.

- In order to stem the loss, ILEAS has moved some staff from the Business Account to the grants this year.
- It is imperative that the business Account remain strong. It is now an annual event that the Illinois Comptroller shuts down its payment services for at least two months in July and August. ILEAS relies on the Business Account to make payroll during this period of slow payments by the State.

**Requested Board Action**

Staff requests that the Governing Board approve the outlined Business Account Budget as proposed.

**Line of Credit**

ILEAS currently has a \$250,000 line of credit with PNC Bank, and has been accessed only during the period that the State Comptroller shuts down during July/August. ILEAS will access the line of credit as a stop-gap between the exhaustion of the ILEAS Business Account and the receipt of grant funds from the State. Staff will access the line of credit for only those purchases or payments that are within the budget and will be reimbursed by the State prior to the date repayment is due. The line of credit will not be used for salaries. As a reminder, the Governing Board has voted to approve the authorization of the line of credit “to be used only in cases of emergency or a significant financial situation occurs.” Accessing the line of credit requires approval by Jim Page or Janet Plotner AND either Derek Hagen or Dave Snyders, along with a written plan for repayment.

The Governing Board has previously approved the line of credit under the same circumstances in years past. Unlike last year, when there was no State budget and no solid estimate on when the General Assembly and the Governor would allow the Federal funds to pass through, this year the State passed a budget so we are assured that the Federal funds will be released.

**Requested Board Action**

No Board actions is requested.

**Training Overtime/Backfill Issues**

Mandated reporting changes from IEMA regarding documentation of Overtime/Backfill has been a large project that staff has been working on for the last several months. The “deadline” for Overtime/Backfill submissions dating back to Oct. 1, 2016 passed on June 15. The system is now fully operational. According to records supplied by Indilus, 1,042 of the 1,265 entries have documentation (82%). That would include both team members and backfill officer entries.

For actual team members, 517 of 713 have documentation (73%). Team Commanders for both MFF and SRT have been reminded to reach out to their respective team agencies and convince them to get as near 100% compliance as possible.

Even though the deadline has passed, agencies are still able to document their officers and team members pay data, and those are still continuing to come in. Any questions can be directed to Skip Frost, ILEAS Special

Teams Manager. For the actual reimbursement process, the system is now fully operational and seems to be running very smoothly once agencies have had a chance to utilize it and understand the minor changes to the system.

### **Requested Board Action**

No Board action is required.

## **Learning Management System (LMS) Update**

Chief of Staff Larry Evans and volunteer Bill DeJarnette have been working with the Illinois State Police, the Illinois Emergency Management Agency and the new Coroners' Board regarding their potential participation with the ILEAS LMS. DeJarnette, along with an EIU summer intern, Nick Freeman, have taken curriculum that ISP and IEMA have in an old format and converted it to a more standardized design and loaded it on the LMS. ISP and IEMA are currently reviewing those projects to determine if it meets their needs. IEMA has provided a number of Hazardous Materials documents and programs that ILEAS is currently reviewing. Our intention is to convert a portion of this data into a sample course and return for a full demonstration at the SEOC on August 9<sup>th</sup>.

In case some new members of the Governing Board are not aware, ILEAS purchased the LMS with its own Business Account funds and NOT federal funds. This provides ILEAS a modicum of flexibility and freedom that it otherwise would not. ILEAS is seeking minimal payment for services for use of the LMS in order to pay for the annual software costs and some minimal support staff to oversee the project. Within two years, it is intended to produce a surplus so funds can be used for other training purposes.

### **Requested Board Action**

No Board action is requested at this time.

## **Communications Program Update**

The following is an update of the Communications Program activities.

### Project Status

After a meeting on May 1, 2017 with IEMA Director Joseph, the Communications Strategy and Plan proposed by ILEAS was approved. As a result, ILEAS moved ahead implanting the plan:

- \$280,000 of approved communications equipment was purchased
- 144 StarCom21 radios were updated, packaged and distributed to 12 of the Unified Mobile Command Posts to be used as an "on demand" cache.
- 139 StarCom21 mobiles were updated, packaged and distributed to MABAS for use in every fire special teams (HAZMAT, USART, TRT) vehicles
- The remaining radios are being updated in preparation for a StarCom21 grant to local agencies.

- ILEAS received 100 VHF portables from the IL. Secretary of State Police in an authorized transfer. These radios will be used to equipment the Region 4 North Mobile Field Force.

**StarCom21 Repurposing Project**

- Number of Radios Returned 550
- Percentage of radios returned that are non-functioning 9% (49)
- Number of Radios Promised to be Returned 683
- Number of Radios Retained by Local Agencies 800 (apprx)
- Mobile SC21 radios moved to MABAS Special Teams 139
  - Tuned and reprogrammed by comms support personnel
- Portable SC21 portables assigned to UCP's 144 (12 per unit)
- Remaining Radios for Distribution 225+

**Disposition of Returned StarCom21 Radios**

The Communications staff has developed a proposal for utilizing these surplus radios:

- 25 mobile/base radios will be issued to those County EMA or County PSAPs that have no SC21 radios.
  - Part of the 2/county issue
- Build 30 SC21 case mobile caches radios for disaster deployment
  - These radios will have cigarette lighter adapters and mag mount antennas
  - Provide these radios to personnel who may be in a challenging coverage area
- Build 10 SC21 case base radios for disaster deployment
  - These will be in a larger case with an AC power supply
  - These will be used in a fixed emergency base mode
  - Possible command post or logistics reception area with portable base station antenna
- Hold 30-50 radios in reserve for replacement and spares for ITECS and UCP as well as other state deployable teams.
- For the remaining 225 radios
  - IEMA will develop a radio grant program with ILEAS providing the logistical support.
  - Approximately 100 agencies have already made requests for radios from all disciplines
  - A small grant review team will prioritize that list and make awards
    - It should be noted that discussions have occurred between the Illinois State Police and the communications staff about using these surplus radios to help a couple of small counties that ISP is assisting in an effort to improve their 9-1-1 and communications capabilities.
- With regard to any remaining radios, the Communications Staff will work with Motorola on a plan to trade in the older remaining radios for newer communications equipment.

ILEAS staff will provide a hard copy of a recent Power Point that Joe Galvin used to update the ITTF on all things technology and communications.

**Joe Galvin**

Joe Galvin has been an ILEAS employee with the responsibility for administering the FirstNet Grant and oversee the various communications projects. He was paid from ILEAS Communications grants and the FirstNet grant. He also served as the Statewide Interoperability Coordinator (SWIC). On July 15, 2017 Galvin

submitted a letter of resignation to ILEAS. He was officially hired by IEMA to be the SWIC working directly for the State.

As a result, Russ Gentry will now be responsible for the communications functions (John Cheney, Andres Stubblefield). Bill Springer will be responsible for the FirstNet operation (Lori Bell, Gary Cochran, Dan Meseke). A minor increase (\$100/month) in salary for Gentry and Springer will accompany their increased responsibilities. There is no plan to replace Galvin at ILEAS.

**Requested Board Action**

No Board action is requested at this time.

**Region 4 North Mobile Field Force Update**

On June 22, 2017, the second informational meeting was held at MABAS in Wheeling, where ILEAS Staff spoke to member agencies who had demonstrated interest in the formation of the Region 4 North Mobile Field Force Team. Agencies represented at the meeting were;

Westmont	DuPage County	Oakton Community College PD
Glen Ellyn	Lake County Sheriff's Office	Fox Lake
Wheaton	Hawthorn Woods	Palatine
Westchester	Highwood	Lake County Forest Preserve
Berkeley	Lakemoor	Police
Triton College PD	Lindenhurst	
College of Dupage PD	North Chicago	

Also interested parties but unable to attend are Antioch and Wauconda Police Departments. Deputy Chief Brian Gruen, from Westmont has communicated and agreed to be the Team Commander. Currently, it is estimated that there are between 35-40 officers committed from these member agencies for the team. The Mobile Field Force Basic class scheduled for late September will be moved to the Chicagoland area to accommodate the training of most new members. Equipment continues to come in for this team, with more on the way. One of the larger expenses - individual portable radios for each team member – was no cost as they will be issued portables transferred last month to ILEAS from the IL Secretary of State Police.

Continued communication with all the interested member agencies, including identification of specific team members and the individual equipment that needs to be ordered for each of them, is ongoing.

**Requested Board Action**

No Board action is requested at this time.

**ITC Lease Update**

Champaign County and ILEAS staff have reached an agreement on a lease amount for the current year. Given that the old buildings are no longer available, the lease needed rewritten. Square footage numbers were examined and new square footage rates were determined based on the type of usage and the condition

of the building. As a result, the lease dropped from \$418,000 annually to \$311,676 – a 25% decrease. Even though there was an increase per square footage, the amount of square footage dropped enough to more than offset the cost. The Governing Board had previously authorized staff to enter into a lease agreement not to exceed the original amount of \$418,000. It should be noted that there is an agreed upon 10% increase for 2018 and smaller annual increases after that. Champaign County leases a significant amount of buildings and facilities. As a result, the County Board has directed their staff to begin the process of making all leases standard square footage charges. This resulted in the 10% increase ILEAS will receive in 2018.

An issue of concern also involves Champaign County. They are having facility and budget issues that may affect ILEAS. Champaign has two jails and is trying to close one down that not only houses prisoners but also the Sheriff's Office as well. The County has considered moving the Sheriff into the ILEAS building. If that occurs in the next two years, ILEAS's operation in this facility will be negatively affected significantly. The county put a statement in the new lease that it could cancel the lease with minimal notice if it deemed necessary. As a result, staff is examining all the options – rent elsewhere, new building, addition onto the current building, etc.

**Requested Board Action**

Staff requests that the Governing Board authorizes staff to develop contingency plans for the long term viability of the current or some other building options.

**IDPH Grant**

On July 17, 2017, IDPH Assistant Director Don Kauerauf contacted ILEAS and request that ILEAS consider participating with IDPH on a federal grant to provide Naloxone to law enforcement agencies in targeted counties. Naloxone is the chemical name of a drug that counters opioid overdoses. It is sometimes referred to as NARCAN. The grant is:

- **Issuing Authority** - Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA)
- **Grant Name** - First Responders - Comprehensive Addiction and Recovery Act Cooperative Agreement (Short Title: FR – CARA)

IDPH will be the grantee for the FR-CARA grant. ILEAS would be a sub-grantee – the same as our relationship with IEMA.

Specific counties will be targeted to receive Naloxone with this grant. They are:

Christian	Greene	Perry
Clay	Jasper	Randolph
Crawford	Jefferson	Richland
Edwards	Lawrence	Wabash
Effingham	Marion	Washington
Fayette	Montgomery	Wayne

The grant would provide funds to ILEAS to purchase and deliver the Naloxone to law enforcement agencies that have volunteered, completed the paperwork and the required training. ILEAS has provided IDPH, at their request, a list of all the agencies in each of the affected counties to include the number of sworn officers and patrol cars that need to be equipped.

An Advisory Board will be formed by IDPH to oversee the program and evaluate the results. This is a 4-year grant and it is anticipated that IDPH will provide sufficient funds to purchase approximately 500 doses annually to the qualifying agencies. ILEAS anticipates that this grant, when finalized, would be in the \$35,000-\$45,000 range.

### **Requested Board Action**

Staff requests that the Governing Board authorize ILEAS to support IDPH with the implementation of this grant.

## **Leadership Transition**

### **Director Page's Message to Board:**

In previous Board meetings, we have acknowledged the need to prepare ILEAS for my eventual retirement; however, we have not discussed the details of when I might retire, what ILEAS needs to prepare, or how leadership of ILEAS will transition when that time comes.

I have lately given a great deal of thought about how I can best serve ILEAS over the next few years. These thoughts take me back to the five goals the Executive Officers of the ILEAS Board first gave to me back when I was hired in July of 2004. They asked me to:

1. Find ILEAS a home
2. Hire a staff
3. Find a replacement for the Director's position
4. Accumulate \$1,000,000 in a non-grant account
5. Acquire a source(s) of income other than grants

I believe we have accomplished the top three. We are 50% of the way to #4. However, ILEAS remains dependent on grant funds to serve law enforcement in Illinois.

I have recently starting to believe that the best way I can accomplish more for ILEAS (and achieve #5 above) is through the Foundation. Being a private organization, the Foundation is capable of raising funds and setting up unrelated business activity with more flexibility that will benefit ILEAS in the long-run. However, grant funds cannot pay me for time I spend raising money for the separate not-for-profit Foundation. Any time I spend working for ILEAS through the Foundation must be paid for by the Foundation. The salary I receive from grant funds must be reduced proportionally to avoid misuse of grant funds.

Jan Plotner and I have met with the auditors, I have discussed it with Mick (on how it affects ILEAS) and done some research into how it could work. As a result, we are developing a plan for me to slowly transition over to the Foundation. The details are not yet complete. It may start off as simply as one day a week. As we adapt to this process, I could increase the amount of time I work for the Foundation and reduce the time I work for

ILEAS. Larry Evans would slowly increase his responsibilities as the process moves along. I am assuming that when the time comes when I finally pull the last pin, he would be considered by the Board for the permanent position. Of course, that is the Board's decision to make. In the meantime, he can handle what needs to be done. If successful, I hope that within a year, the transition would be complete. It is not my intent to permanently break from ILEAS; I will be available to assist the Board, Larry or the staff if needed. My role with the Foundation will be to support ILEAS. I want to ensure that this move won't hurt – and hopefully will help - ILEAS legally and financially.

It should be noted that ILEAS and the Foundation have worked together for years. The Foundation already has agreements with ILEAS for office space, administrative work and IT. Through these agreements, the Foundation already pays portions of the salaries of several ILEAS employees. This change for me would follow the same process.

Please note that the Foundation Board has already discussed this and voted to move forward if the ILEAS Governing Board is amenable. A status report on how the transition is progressing will be provided to the Board at each meeting.

### **Requested Board Action**

Executive Director Page requests:

- that the Governing Board approve the process of transition of Director Page from ILEAS to the ILEAS Foundation with the following caveats:
  - the transition process will not cause ILEAS additional expense
  - the Executive Committee will oversee the process of transition
  - the Board will be advised on the status of process during regular meetings
  - the Director remains on ILEAS payroll, work performed for the Foundation will not be considered secondary employment
  - the source of income related to the amount of work completed for the Foundation will be borne by the Foundation



## ILEAS Training Center Activity Report 2017

July 27	ILEAS Governing Board Meeting
July 27	Champaign PD Youth Police Academy
August 1-4	Champaign PD Youth Police Academy
August 3	Region 7 Mobile Field Force Training
August 8	Urbana Fired Dept. Promotional Exams
August 10	Region 7 IEMA Meeting
August 14-17	Internet Crimes Against Children Training
August 14-17	Internet Crimes Against Children Investigative Technologies Training
August 15	Volunteers and Donations Management
August 15	Regional Emergency Command Group Meeting
August 16-17	Volunteer Reception Center Management
August 17	Champaign PD Explorers
August 18	SWAT/EOD Robot Training
August 23	U.S. Probation Training
August 23-24	Head Start Training
August 23-25	IDOT Training
August 24	Chief of Larger Illinois Cities (CLIC) Meeting
August 28-29	Internal Affairs & Professional Standards for Law Enforcement
August 29	Biological and Trace Evidence
August 30	Head Start Training
August 30	On-Target Solutions for Leadership in Government Organizations
August 31	Champaign PD Explorers
September 5	Mobile Field Force Team Commanders' Meeting
September 6	Developing Leadership Skills for Excellence
September 12	WMD Special Response Team Commanders' Meeting
September 14	Champaign PD Explorers
September 21	EOD Team Commanders' Meeting
September 26	Local Emergency Planning committee Meeting
September 28	ILEAS Governing Board Meeting
September 28	Champaign PD Explorers
October 2-3	Fentanyl: Drugs Trends, Investigations and Officer Safety
October 2-3	Narcotic Detection K9 Certification
October 3-5	Criminal Interview and Interrogation Techniques
October 3-12	Basic SWAT
October 12	Region 7 Mobile Field Force Training
October 12	Champaign PD Explorers
October 12	Region 7 Mobile Field Force Training
October 17	IL. Division of International Association for Identification (IDIAI) Workshop
October 16-17	Patrol Officer Drug Investigations
October 16-17	On-Target Solutions for Supervisors
October 17	IL Division of the International Association for Identification (IDIAI) Workshop
October 18	On-Target Solution for Problem Employees
October 19-20	Robot Maintenance Course
October 20	City of Urbana Police Testing
October 23	Responding to Veterans & Police Officers in Crisis
October 25-26	Managing the Property and Evidence Room
October 26	Champaign PD Explorers

October 27	Urbana Public Works Annual Meeting
Oct 30 – Nov 3	Crisis Intervention Team Basic Course
November 7	Mobile Field Force Team Commanders' Meeting
November 9	Champaign PD Explorers
November 9	Champaign County Fire Chiefs and Police Chiefs Meetings
November 10-11	IMERT Training
November 13-16	WMD Special Response Team Basic Equipment Class
November 14-15	1911 Armorer
November 14	WMD Special Response Team Commanders' Meeting
November 16	EOD Team Commanders' Meeting
November 16-17	First Line Supervision Class
November 21	Regional Emergency Command Group Meeting
November 28	Local Emergency Planning Committee Meeting
November 28-29	Courtroom Security and Threat Assessment
December 5-7	IDOT Executive Leadership Development Series – 7 Habits of Highly Successful People
December 7	Champaign PD Explorers
December 11	Illinois Asphalt Pavement Association Meeting
December 12-14	WMD Special Response Team Basic Equipment Course
December 14	Champaign County Chiefs' Meeting
December 14	ILEAS Governing Board Meeting
December 21	Champaign PD Explorers
December 21	MTU #12 Advisory Board Meeting

## **Upcoming Training and Workshop Events – 2018**

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January 24-26	IDOT Training
February 20-21	Advanced Interview and Interrogation Techniques
April 2-6	Lead Homicide Investigator
May 14-18	Crisis Intervention Team Basic Course
June 12-14	IDOT Training

### **2017 Miscellaneous Meetings & Training**

#### Champaign County Chiefs Meetings

August 10  
September 14  
October 12  
November 9

#### ILEAS "All Staff" Meetings

August 3  
September 7  
October 5  
November 2  
December 7

#### Urbana Fire Union Meeting & Honor Guard Training

August 1 & 18  
November 17  
December 5

#### Regional K-9 Training

August 16, 22  
September 13, 26  
October 11, 24  
November 15, 21  
December 5, 20

#### METRO SWAT Training

August 22  
October 17  
November 28  
December 12

## RPC Activity January 1-June 30, 2017\*

Category	Activity	#	Hours	People
Agency Liaison	Physical Visit	733	590	1655
	Phone Contact	389	86	954
	Agency Assists	242	115	13485
	Agency Notes	224	205	1289
<b>Total Agency Liaison</b>		<b>1588</b>	<b>996</b>	<b>17383</b>
Meetings	Chiefs/Sheriffs Associations	77	129	1020
	Liaison Meetings – Other Organizations	32	69	291
	Conference	28	515	860
	ILEAS Staff Meetings	42	116	415
	Regional Staff Meetings	28	50	115
	Intelligence Meetings	5	8	89
	Other Meetings	126	228	2015
<b>Total Meetings</b>		<b>338</b>	<b>1114</b>	<b>4805</b>
Events	Pre-Planning	5	8	50
	During Potential Terrorism Related Event	5	10	29
	During Natural Disaster	9	82	7604
	After Action Activity	3	11	51
	Operational Deployment	1	0	0
<b>Total Events</b>		<b>23</b>	<b>111</b>	<b>7655</b>
Exercises	Planning	8	20	66
	Participation	12	49	277
	Special Teams Validation Exercises	6	22	102
<b>Total Exercises</b>		<b>26</b>	<b>91</b>	<b>445</b>
Administration	Inventory – Team Equipment ILEAS Property	8	16	31
	Distribute/Collect Equipment	20	31.3	41
<b>Total Administration</b>		<b>28</b>	<b>47</b>	<b>72</b>
Training	Presentations	21	81	523
	Training Attended	13	75	473
<b>Total Training</b>		<b>34</b>	<b>155</b>	<b>996</b>
<b>Special Projects</b>	<b>Specific Special Projects</b>	<b>36</b>	<b>125</b>	<b>1712</b>
Communications	Communications Organizations Meetings	31	63	256
	Other Activities	24	104	20
	Monthly Radio Drills	16	4	27
<b>Total Communication</b>		<b>71</b>	<b>170</b>	<b>303</b>
FirstNet	IL-PSBN/Firstnet Monthly Stakeholders Call	1	2	15
	Other Activities	1	0	1
<b>Total FirstNet</b>		<b>2</b>	<b>2</b>	<b>16</b>

<b>Category</b>	<b>Activity</b>	<b>#</b>	<b>Hours</b>	<b>People</b>
ITTF	Radio Projects	62	180	493
	Radio Database Update	41	39	1
<b>Total ITTF</b>		<b>103</b>	<b>220</b>	<b>494</b>
SEOC	Monthly Briefing	9	17	210
	Deployment	3	32	45
<b>Total SEOC</b>		<b>12</b>	<b>48</b>	<b>255</b>
SWIC	Assist	1	2	0
STARRS	Core OPS Monthly Meeting	1	2	15
<b>Grand Totals</b>	<b>All RPC Activities</b>	<b>2,263</b>	<b>2,992</b>	<b>29,346</b>