

Grant & Training Clearinghouse Website

Grant Clearinghouse

In the focus group conducted during the most recent conference, the creation of a grants clearinghouse web page was identified as a highly-desired ILEAS service. Pursuant to that and requests that have come in from chiefs and sheriffs throughout the State over the last couple of years, the ILEAS staff has started building just such a resource.

This project has three main components:

- Publicly-available page on the ILEAS site that lists current and potential grants of which local law enforcement agencies would be interested in pursuing
- A list of tips, templates, advice and general guidance when applying for grants
- The ability to sign up to be on a distribution list so that when a new grant is posted, the chief, sheriff, command officer that is signed up would receive an email notification of the new grant.

ILEAS has approximately \$11,000 remaining in the Stat General Revenue fund. Since those funds disappear at the end of June, ILEAS signed a \$10,000 contract with a grant writing service, Melissa Winesburg, Inc., to assist in the development of this page and to maintain it for one year. She and her staff have been working with Ken Swails and Indilus Technologies to develop the Grant Clearinghouse web page.

The grant service will provide:

- A. Research on the availability of grants pertaining to law enforcement/public safety including grants from the federal and state governments as well as private foundations, corporations and other entities.
- B. Web page content management within the system established by ILEAS' web programming staff
- C. The development of grant templates through the secure ILEAS membership system
- D. Direct review of new grant solicitations
- E. The delivery of a basic power point for grant solicitations
- F. Conducting quarterly webinars for ILEAS members for current solicitations
- G. The development t of a "frequently asked questions" feature complete with the ability for ILEAS members to post questions and receive answers from Melissa Winesburg-Ankrom, Inc.

Training Clearinghouse

Now that ILEAS is conducting a significant amount of training, it is imperative to market the classes that ILEAS sponsors - both on and off the ITC campus. In order to make the ITC economically and programmatically viable, ILEAS should strive to fill every session. To that end, staff has started working with Indilus to create a Training Clearinghouse web page along the lines of the above-described grant page.

This will be a publicly-available page on the www.ileastrainingcenter.org web page. Users can sign up to get notices when new training is posted. Much of the same programming created for the grant page can also be used for this page. ILEAS staff will maintain the content for this page.

Action Needed

Staff requests that the Governing Board authorize:

- staff to continue to develop and implement the grant and training clearinghouse web pages.

Web Service

ILEAS has always used the City of Urbana for web hosting and email services. Additionally, Urbana provides a half-time computer technician for the Training Center. ILEAS' websites – www.ileas.org, www.ileastrainingcenter.org and www.illinoisrebanding.org AND all the secured member services are all hosted on the Urbana web server. ILEAS has grown to the point that we are starting to “crowd out” the primary City web services.

Additionally, ILEAS has been approached by the Illinois Emergency Services Managers Association (IESMA), the Illinois Public Works Association (IPWMAN), the Illinois Association of Chiefs of Police (IACP) and the Illinois Sheriffs' Association (ISA) to discuss web hosting. All of these organizations are exploring the idea of changing web hosts. Jim Page has also been approached by a few chiefs at the last conference who were also looking for the same service. The focus group also requested the development of ILEAS regional pages where local agencies can input content.

As a result of these two issues, discussions have occurred between Urbana and ILEAS staff regarding web hosting. A plan has been developed as follows:

- ILEAS will buy two (2) high end web servers
- Urbana just purchased two new high end web servers
- Urbana and ILEAS are connected with redundant direct fiber links
- Two servers would be at the ITC – One belonging to Urbana and one belonging to ILEAS
- Two servers would be at the City of Urbana facility – same as above
- Each organization would operate daily from their server in their building
- However, Urbana and ILEAS would rely on each other as a “hot site” for primary server failures
- ILEAS and Urbana will adopt identical server software and content management systems software

Some modification will need to be made to our server and network switching configuration; however, this appears to be a easily completed enhancement of our web services. At the end of the day ILEAS will have:

- More capable server speed and capacity
- More capable disaster recovery capability
- The ability to host other agency websites and pay for it by charging an initial access and set up/training fee and a monthly hosting fee (as of yet undetermined) for the organizations mentioned above
- The ability to host (in the same manner as described above) individual law enforcement and emergency services agencies' websites.

*NOTE – this will not affect email. ILEAS staff will remain on the Urbana Exchange Email server.

Action Needed

Staff requests that the Governing Board authorize:

- staff to implement the hardware and software for web servers
- Staff to develop a web hosting proposal to present to the Governing Board at the next meeting

Adayana

ILEAS has been approached by a company called "Adayana Software" with regard to a possible lease of ILEAS Training Center space. Adayana is a multi-state company that writes software primarily for the federal government and large utilities. They have locations in D.C., Virginia, Illinois, Indiana and California. Their biggest client is the U.S. Army. Adayana writes training software for the Army based on the gaming model. Their local group is currently based at the Army Construction Engineering Research Lab (CERL) in Champaign. However, CERL is remodeling and bringing more Army folks in and needs to find a place for Adayana. After the Adayana managers toured our facility, they enthusiastically indicated it would be a great fit. ILEAS is prohibited from sub-leasing to a private company. However, this lease would be with the US ARMY and it would be for space for 11 people. Their entire staff has Secret DOD clearance. With some modifications, we would easily have space for them.

As of this writing, we are waiting for the ARMY logistics staff to contact us to discuss the specifics with regard to square footage, technology support, etc. They will bring their own furniture and PC's but will need telephones and internet service. They also bring their own supervision in the form of two managers onsite.

Additionally, Adayana is very interested in getting into the law enforcement and public safety training and would like to use ILEAS as their first venture into that market. Adayana has an entire division that is dedicated to writing federal grants. Director Page has already had a conference call with the grant division and we are currently exploring ways to fund the development of law enforcement virtual training and delivery networks such as MDC's. The discussion is that ILEAS and local agencies work together to produce 15-20 minute virtual training on a variety of subjects that can be delivered remotely through the internet and through IWIN/ALERTS to officers/deputies in the field.

NOTE – If this concept becomes reality for Illinois agencies, it is possible that ILEAS can market the delivery of this service in other states for a cost so that our initial investment can be recouped and funds re-invested back into improving and expanding the service.

Action Needed

Staff requests that the Governing Board authorize:

- the execution of a lease with the US ARMY for Adayana Software staff to reside at the ITC.
- the Executive Committee to approve the final lease
- the staff to enter into discussion with Adayana to develop training software for local law enforcement agencies and to seek other grants to fund any proposed project.

Credentialing

This is a subject for discussion AFTER Mike Snyders provides an overview progress report on the ITTF credentialing project.

As the Board is aware, the credentialing project is currently being implemented and many credentials have already been issued. The original plan was that the special team commanders would oversee the credentialing of their teams. In reality, it is a complex system and one of the ISP/ILEAS contractors (Dennis Glavin) is traveling the State to actually administer the credentialing process. Staff proposes that if the Regional Planning Coordinators (RPC's) be responsible for the credentialing of special teams in their areas.

Additionally, it is possible that ILEAS can start to market these credentials to local law enforcement agencies. There have been several inquiries from chiefs/sheriffs about using the same process for that is currently being used to credential special teams to provide ID's for their officers. Along these lines, the St. Louis UASI project managers are proposing that they join ILEAS and ISP to use our credentialing system. They are willing to pay AND to market it to the rest of Missouri as there is NO statewide credentialing system there. Staff believes that this is potentially a significant opportunity for ILEAS to develop some financial resources from the credentialing project.

Action Needed

Staff requests that the Governing Board authorize:

- staff to pursue the St. Louis UASI proposal and report back to the Executive Committee
- staff to develop a specific proposal to offer credentials to local agencies through the ILEAS contracts and to bring a report to the Governing Board at the next meeting

Regional Planning Coordinators Proposal

Overview

In the summer of 2008, Illinois was audited by Homeland Security Program Auditors. This was not a financial audit, but rather a “program audit.” Basically they asked the question, “Have you done what you said you were going to do when you applied for your homeland security grants?” Illinois fared very well in its audit. In fact, it was the highest rated state audit to date. ILEAS and MABAS were determined to be “best practices” organizations on several levels.

ILEAS was a best practice on training, records keeping and inventory practices. MABAS was cited as a best practices organization for its field representative program. As a result, Mike Chamness and the Illinois Terrorism Task Force (ITTF) have asked ILEAS to adopt the field representative program based on the MABAS model and they asked MABAS to adopt the ILEAS inventory system.

Additionally, at the last conference, ILEAS conducted a focus group of 30+ chiefs, sheriffs and senior command officers from all over the state – representing small, large, county, municipal and university police. One of their primary suggestions was ILEAS representatives in the field to provide guidance and assistance to the locals for a variety of purposes. They also included these regional representatives to work with Statewide Terrorism and Intelligence Center (STIC) to distribute intelligence customized to their jurisdiction. This group also asked for each region to have its own website so that they can communicate with each other on a more local level. They described the RPC’s as being as ILEAS’ version of the LEADS Field Representative program.

MABAS

MABAS has several field representatives called Operation Branch Chiefs (OBC). Their job is to visit every MABAS Division in their territory and inspect MABAS equipment, division governance, special teams, inventory, etc. Jerry Page describes them as the “face of MABAS” to the membership. They pay the OBC’s \$35/hour. Based on the ITTF request and with approval of the Executive Committee, staff has drawn up a Regional Planning Coordinator (RPC) job description.

Job Description

Duties

The Regional Planning coordinators (RPC’s) would:

- Be the liaison between ILEAS and all local law enforcement agencies at the regional, county and local level. Relate to the agencies the resources available through ILEAS and to encourage local and regional cooperation.
- Deliver and track equipment provided to local agencies – i.e. radiation detectors, gas masks, regional canister stockpiles, etc.
- Replace the Inventory Inspectors
- Promote ILEAS when possible and recruit new agencies to join
- Attend regional law enforcement meetings representing ILEAS – bring news to the local agencies directly and bring feedback and needs to the Board and the administrative staff
- Conduct all Credentialing – both for special teams and any agency that wants to “buy-in” to the ILEAS/ISP credentialing system
- Provide special event planning assistance for smaller agencies that are coping with significant planned events – i.e., hook them up with mobile command post, mobile field force, ITECS, additional radios, etc., etc.
- Conduct regional workshops on ILEAS, alarm card procedures and emergency plans such as suspicious package, transportation, etc.
- Assist local agencies getting NIMS compliant
- Manage the regional web sites – see the focus group description above
- Create a personal relationship between the local agencies & ILEAS – be the “face” of ILEAS in the field.

- Be available to participate in a unified area command if one is established in their region during an emergency. In these cases they would work directly with the ILEAS SEOC liaison providing support to the local law enforcement – eyes and ears on the ground at an emergency to oversee the ILEAS equipment and activations. (would have been VERY useful during the recent southern Illinois windstorms)
- Work with STIC to distribute FOUO intelligence customized for the region and to encourage the locals to use the STIC when possible
- Liaison with the local MTU's to bring ILEAS and homeland security training to the field
- Liaison with local Illinois State Police District Commanders
- Assist locals with reimbursements for disaster funding
- Assist with the establishment and management of local exercises
- Assist the administrative staff in keeping the agency resource database current and accurate – equipment, emails, etc.
- Liaison with the MABAS Operational Bureau Chiefs and the local ESDA/EMA managers to coordinate ILEAS, IESMA and MABAS activities locally to ensure that every opportunity to collaborate and share best practices is captured
- Promote and market classes being held at the ILEAS Training Center
- Attend monthly training conducted by regional ILEAS teams, WMD/SRT, Mobile Field Force, EOD

Program Description

The proposal is to:

- Stagger the hires – one every 30-90 days until all the regions are completed.
- Rely on the Governing Board and Regional Board members to identify quality candidates
 - We need “salesmen”, not delivery people
 - They need to be familiar with and support ILEAS
 - They need to have been in law enforcement in the regions where they will live and work
- Participate in bi-monthly full staff meetings at the Training Center
 - They will relay to the administrative staff issues from the membership
 - Learn new ILEAS programs, projects and policies
 - Receive equipment to deliver to locals in their jurisdictions (which will give them a reason to go to various local agencies and interact with the sheriffs and chiefs.
- Be fully NIMS-qualified to participate in unified area commands, JOC's, incident command, etc.
- The RPC's would be supervised by Pete Smith or Jeff Regan depending on where they are located.

Cost

Dick Huston, Chris Lugardo and Jim Page have reviewed the FY07 and FY08 budgets and determined that ILEAS could easily afford adding these coordinators by reprioritizing some funds. Paying the RPC's \$3,600 - \$3,800 per month and ramping up the program one person approximately every other month could spread the initial cost over three fiscal years. Total cost when completely implemented would be \$360,000 annually starting in the FY 09 budget. The following table shows the funding sources for the first six RPC's.

Sources of Funds	Currently Budgeted Purpose	Amount	
07 Planning	Regional Workshops	\$34,200	RPC's will replace workshops
08 M&A - salary	Field Inspectors	\$40,000	RPC's will replace Field Inspectors
08 M&A - wireless	Other M&A	\$5,040	Will still have \$35,000 remaining
08 Planning	Regional Workshops	\$48,500	RPC's will replace workshops
08 Planning	Bomb Team Workshops	\$48,500	Will be having meetings instead
08 Planning	Misc Planning Activities	\$45,000	Actual expenses for this line are always low
08 Equipment	MDC's	\$19,840	Will still have appr. \$2 million
Total		\$241,080	

Action Needed

Request that the Governing Board authorize the Regional Planning Coordinator Program and to authorize staff to:

1. Make the appropriate budgeting changes with ITTF
2. Write formal contracts
3. Start recruiting Regional Coordinators

Resolutions

The need for two resolutions has recently arisen.

1. Join the Joint Purchasing System with Central Management Systems – The ILEAS Governing Board must adopt a resolution to participate in the Joint Purchasing program through CMS. ILEAAS has been buying from CMS master contracts; however, CMS has asked for a resolution to make it official. See the attached resolution for details.
2. Bank signatures – A change in the way we process bank payments requires a resolution that must be supplied to National City. It outlines the accounts and the official signatures. Checks are going to be signed by Dick Huston and Jim page on a regular basis and be sent out from the ILEAS Administrative Offices. Jim Luecking is added so that a third is available since every check requires two signatures.

Dick will present a summary at the next Board meeting of financial changes he wants to make and will explain the changes he has developed with Don Bennett and Jim Legg and our staff.

Action Needed

Staff Requests that the Governing Board adopt both resolutions.

Purchasing (Credit) Card Program

Purchasing Card Need

ILEAS currently has eight debit cards – 4 issued for the grant account and 4 issued for the business account. They are held by Don Bennett, Mark Beckwith, Jim Luecking and Jim Page. The grant account cards are rarely, if ever used. However, the business cards are used a lot. Here are the current issues with the debit card system:

- As the staff grows, the ability to charge online purchases, small items, travel for hotels, etc. is also growing. Recently, Jeff Regan needed to use President Beckwith's card for all the rebanding travel (fuel, hotels, supplies, etc.)
- We cannot add any more debit cards to the account since to add a debit card, the holder must be a signatory on the account.
- Debit cards provide access to the entire business account (\$340,000+)
- There is no way to really track the purchases and who made them since the debit card only shows a use, how much and when. There is no easy way to track who used them where and who the vendor was.
- The ILEAS financial auditor has identified the current debit card system as a weak point – not an identifiable "finding, as such – but something that needs more control.

Dick Huston has examined the issue and determined that ILEAS needs individualized ILEAS credit cards to those who have a need. That includes contractors who purchase items – both physically and online - and have significant travel. He has checked with our bank, National City and it appears that they have corporate cards with a good set of control features. With individualized credit cards and the proper policy controls AND someone overseeing the program (Huston), there will be better accountability and reconciliation for purchases made with the cards.

Attached is a draft policy statement establishing the program and placing restrictions on the use of the cards.

Action Needed

Request the Board:

Authorize ILEAS staff to implement a Purchasing Card Program

Review the attached draft Purchasing Card Program Policy for consideration of adoption