



ILLINOIS LAW ENFORCEMENT ALARM SYSTEM CONSORTIUM
December 11, 2014, @ 1100
ILEAS Training Center – 1701 E. Main St. Urbana, Illinois 61802

➤ **Meeting called to order:** Board President Dave Snyders called the meeting to order at 11:02 a.m.

➤ **Attendance was taken:**

Sheriff Dave Snyders	Present
Chief Victor Moreno	Present
Chief Bill Ackman	Absent
Sheriff Roger Scott	Present
Chief Patrick Finlon	Present
Sheriff John Zaruba**	Present Al Angus Delegate
Chief Steve Neubauer	Present
Sheriff Mike McCoy***	Present Permanent Delegate Doug Gaa
Chief Brian Fengel	Present
Sheriff Derek Hagen	Present
Chief Don Volk	Present
Sheriff Jim Vazzi	Absent
Chief Steve Evans	Present
Sheriff Andrew Hires	Present
Chief Lyndon Thies	Absent
Sheriff Tom Schneider	Absent
Chief Wayne Gulliford	Present
Lieutenant Colonel Tad Williams	Absent
Deputy Chief Steve Georgas	Absent
Chief Eric Smith	Absent
Sheriff Keith Brown	Present

Out of 21 members 14 Board members where present with 2 delegates.

Also in attendance: ILEAS Executive Director, Jim Page, ILEAS Chief of Staff, Jim Luecking, Nancy Crossman, Pete Smith, Calvin Stearns, Jan Plotner and Mick McAvoy.

➤ **Introductions**

○ **Guests**

John Millner, Rahul Kalsi Lobbyists and Mille Dilley, MABAS

➤ **Approval of Minutes of September 25, 2014**

Motion made by Finlon and seconded by Scott to approve the minutes of September 25, 2014. Voice vote taken. Motion passed unanimously.

➤ **Financial**

○ **Grant & Fiscal Report**

Jan Plotner gave a brief overview of ILEAS' financial status. Motion made by Moreno and seconded by Volk to approve the grant and fiscal report. Voice vote taken. Motion passed unanimously.

- **Overtime/Backfill Shortage**

ILEAS has run out of money for overtime/backfill. The next available funds start April 1, 2015, which leaves ILEAS short for December 2014 thru March 2015. The plan is to continue studying the causes and potential solutions, survey the special teams commanders and agencies' leadership to get their perspective and suggestions on how to proceed and to obtain feedback and a discussion of priorities from the Governing Board. Staff requests that the Board discuss the issue and provide guidance on specifically what changes need to be made, what the Board's priorities are, suggestions for solutions and general direction on how to proceed. Staff will then compile that information, with suggestions from the special team's agencies – and possibly the membership at large and return in the January meeting with specific options along with advantages/disadvantages of each option along with cost estimates. A number of suggestions were discussed:

President Snyders discussed a prior suggestion that agencies request reimbursement for 50% of the actual overtime. Derek Hagen suggested that since the funds have dwindled down from the past years we come up with a yearly overtime amount so that the teams can work within that budget for the year. Gaa also stated that teams should be given a budget to work with so they can manage it and know what the expectations are. Luecking proposed; focusing on high use agencies, restricting OT/Backfill reimbursement for related but non-essential training, reducing validation exercises to every three years.

Sheriff Brown expressed concern that agencies and sheriffs and chiefs are not being informed of these issues by either the team commander or ILEAS prior to the Board meeting. Chief Evans stated that if teams are reduced, travel and response time to incidents increases. With no reimbursement, agencies may go back to using the ISP. Page related that he spoke with Lt Col Williams at ISP. The additional requests will strain the ISP SWAT budget, requiring ISP to tighten response protocols which could possibly limit the number of assists. Chief Moreno asked, if only a percentage of backfill or OT is available, what is that number? Sheriff Scott asked if two days of training per month is necessary. Gaa stated that that two days is the minimum training needed and restated to give a budgeted amount to the team leader so they can plan to meet annual objectives within budget. President Snyders thanked everyone for their suggestions and stated that staff will take all suggestions into account and come back to the Board in January with suggestions/solutions for the Board to consider.

- **Programmed Income**

As a result of a review by Finance Manager Janet Plotner and her staff, we have identified funds that ILEAS has obtained and spent that they believe should be considered programmed income. Staff believes those funds should be separately tracked so that we can document compliance with the programmed income regulations during an audit if questioned. The Board approved a deficit Business Account budget for ILEAS FY14/15 in the September 2014 Board meeting. At the time, Executive Director Page explained the deficit spending in that year as an effort to spend down accumulated programmed income as required. The Board was also told that a more detailed accounting of programmed income would be presented to the Board in the December meeting. Staff reviewed the programmed income for the last four fiscal years. The long term plan is to remove the conference from the grant funds entirely and make it self-sufficient. The next step is to identify how the accumulated programmed income funds should be spent AND how to track them separately so that they do not accumulate accordingly. Staff requests that the Board discuss the issue of programmed income and direct staff to develop a spending and accounting plan to become fully compliant with the programmed income regulation. Motion made by Scott and seconded by Finlon to continue to decrease the amount of grant funds dedicated to the Annual Conference so that the programmed income and the Foundation donations pay for the entire cost. Voice vote taken. Motion passed unanimously. Motion made by Hagen and seconded by Evans to continue to pay a portion of the salaries of Training Center employees from programmed income. Voice vote taken. Motion passed unanimously.

More recommendations and a specific plan will be presented at the January Governing Board meeting so that it can be formally implemented when the FY14 grants start on April 1, 2015 and the ILEAS fiscal year begins on July 1, 2015.

- **Facility Security & Continuity of Operation Proposals**

- **Physical & IT Security**

- Staff is putting together a comprehensive physical/IT security and Continuity of Operation Plan (COOP) for ILEAS, which includes: Updating the Emergency Action Plan (EAP), exercising and drilling the EAP, Completion of the cyber-attack prevention and recovery plan, Online training for staff on active shooters and cyber-security, Research into purchasing cyber-liability insurance – many companies with cyber-liability coverage provide evaluations, guidance and technical support and developing implementing and drilling a COOP plan.

- **Administrative Assistant/Front Desk Clerk**

- There are many times when the front door is unstaffed when classes are in session. When there are not activities, it remains locked with an intercom and a buzzer for access. On days when there are over 100 attendees or several events at once, ILEAS has a retired volunteer (LaVerna Harper) that sometimes comes in and sits at the front desk. It is not uncommon for people to walk into the building through the unlocked front door and wander around looking for the nursing home or the Humane Society. Staff has developed a job description for an Administrative Aide/Front Desk Clerk. This would be a temporary part-time hourly position. The proposal is to have a few people identified who can be called on then necessary to monitor the front desk, answer questions and help get classes set up. The estimate would be 20 hours per week at approximately \$12/hour for a total cost not to exceed \$15,000 per fiscal year. The cost would be paid from the programmed income from the Training Center leases and rentals so it would not negatively impact ILEAS' law enforcement programs.

- Staff requests that the Board authorize the updating and implementation of the Emergency Action Plan, conduct drills and exercises and implement security training for all ILEAS employees and sub-lessees. The EAP should be submitted back to the Board for approval in the January meeting.

- Staff also requests that the Board authorize the implementation of the Administrative Assistant/Front Desk position as described. Motion made by Moreno and seconded by Finlon. Voice vote taken. Motion passed unanimously.

- **Current Issues & Updates for Board**

- **Tour of ILEAS Training Center Facility**

- A tour of the ILEAS Training Center was given after the Board meeting adjourned.

- **Peoria WMD SRT Exercise Video**

- A video of the WMD SRT Full Scale Exercise for the Lock and Dam barge line on the Illinois River in Peoria was shown to the Board.

- **Ferguson Update**

- Steve Evans gave a brief overview of the activity taking place in Southern Illinois with regard to the Ferguson riots and protests.

- **Foundation Report**

- Nothing to report at this time

- **LEMAA Implementation Progress Report**

- As of December 1, 2014, ILEAS has received either resolutions or signed LEMAs from 585 agencies (62%). Only Chiefs and Sheriffs from agencies that have signed the new Agreement can run for the Board in the next election. All current Governing Board members have submitted their new LEMAs.

- New Sheriffs from approximately 40 counties were to attend the new sheriffs training in Springfield the week of November 17th. ILEAS focused on 18 of them who are Sheriffs of agencies that have NOT signed the new LEMAA. At the last Board meeting, the Board

discussed, without deciding, the proposal that agencies would be required to sign the new LEMAA in order to receive any new equipment or overtime/backfill funds. Staff requests that the Board discuss the potential of a policy providing that no agency shall receive funds or equipment from ILEAS until after having signed the new LEMAA. Staff suggests that this policy be enforced starting in March of 2015 when the LEMAA has been adopted for one year and the new Governing Board is elected from participating new LEMAA members.

- **By-laws**

ILEAS has a set of by-laws and amendments that have been in place since ILEAS' inception. The bylaws must be rewritten to reflect the new Law Enforcement Mutual Aid Agreement. Executive Director Page and General Counsel McAvoy worked on the proposed bylaws and presented a draft to the Board in the September meeting. The Board requested that the entire membership review the proposed bylaw draft. Executive Director Page posted a draft of the bylaws on the web page and sent an email to the entire membership regarding the same. There was no feedback from any agency on any aspect of the bylaws.

The new LEMAA, provides for, but does not require, the establishment of regional boards. The Board decided to have staff further explore this issue. Executive Director Page sent emails to each of the current 37 Regional Board members explaining the issue and requesting their feedback. Executive Director Page received email responses from 14 members and had a conference call with the six members of Region 4 for a total of 18 responses. Their feedback was virtually the same. No one objected to dissolving the Regional Boards in the new bylaws.

- Based on the feedback from the current Regional Board members as established pursuant to the original Mutual Aid Agreement, staff recommends that the Regional Boards NOT be added to the proposed bylaws. Motion made by Finlon and seconded by Hires. Voice vote taken. Motion passed unanimously.
- Based on the lack of feedback from the membership, staff requests that the Governing Board approve the proposed bylaws as written. Motion made by Hagen and seconded by Moreno. Voice vote taken. Motion passed unanimously.

- **Election Process**

The new LEMAA has new Co-Chair election procedures that are reflected in the new bylaws. Previously, elections were done at the Annual Conference. Now, the Board is to set the date(s) of the elections to take place in March. The issues for the Board to discuss and determine are the date(s) when the election will take place, the method for voting, and who will review and certify the results and manage ties.

Staff recommends the following:

- 1) The nomination process will be open between 5 and 30 January 2015 per the LEMAA. Motion made by Moreno and seconded by Finlon. Voice vote taken. Motion passed unanimously.
- 2) The election shall take place from 1000hrs on March 2 and end at 1500hrs on March 13, 2015 after notice is sent at least twice to the entire eligible membership by email. Motion made by Hagen and seconded by Moreno. Voice vote taken. Motion passed unanimously.
- 3) The nominations and voting will be done online on the membership website that has been modified for member agencies that have signed the new LEMAA. Staff recommends that any agency that has signed the new LEMAA will be eligible to cast a vote for 1 Chief and 1 Sheriff in their region. An ad hoc group consisting of Executive Director Jim Page, Governing Board Secretary Wayne Gulliford and Legal Counsel Mick McAvoy was appointed by the President to review, certify and publish the election results and to manage the tie breaking process implemented within the LEMAA and the bylaws. Motion made by Volk and seconded by Gulliford. Voice vote taken. Motion passes unanimously.

- **Ex-Officio Consultants**

At the last Governing Board meeting, the Board voted to approve a three prong approach to the issue of who will be an Ex Officio Consultant to the Governing Board. Those options were Ex Officio Consultants who attend meetings regularly, only attend when there is an issue that requires their input and counsel and only receive Board packets so that they are aware of ILEAS activity. Executive Director Page reached out to all the current Ex Officio Board members, explained the situation to them and requested that they commit to one of the three options.

Staff recommends that the President appoint, and the governing Board consider the following Ex Officio Consultants as regular attendees to the Board: ITTF- Don Kauerauf, Fire – Mike Dilley, Universities – Pat O’Connor, and Communications – Cindy Barbera-Brelle. All others will continue to receive Board packets until such time as they request to attend or request to drop from the list.

President Dave Snyders appointed Don Kauerauf – ITTF, Pat O’Connor – Universities, Mike Dilley, MABAS and Cindy Barbera-Brelle – Communications, Ex Officio Consultants as regular attendees to the Board effective immediately.

- **WMD SRT Standard Operating Guidelines**

Nothing to report at this time.

- **FirstNet Update Report**

Joe Galvin submitted the Initial Consultation Package for Director Monken to sign. This package is the precursor for our meeting with Federal FirstNet team members. The Federal FirstNet will set up a meeting with Illinois FirstNet in 2015. The FirstNet team’s main focus at this time is Outreach. Bill Springer, Joe Galvin and Gary Cochran are going County to County in an effort to educate first responders and public safety agencies about FirstNet and to learn what their needs are.

- **Legislative Update**

John Millner gave a brief overview of Legislative activity that is currently taking place.

- **Old Business**

- **New Business**

The next Board meeting will be January 29, 2015.

- **Adjournment**

At 1:59 motion was made by Hagen and seconded by Finlon to adjourn the meeting. Voice vote taken. Motion passed unanimously.

These minutes were respectfully submitted

Dave Snyders
ILEAS President