

**ILEAS Board Meeting
August 23, 2012**

Meeting called to order: Board president Mark Beckwith called the meeting to order at 10:37 a.m.

Attendance was taken:

Chief Mark Beckwith	Present
Sheriff Dave Snyders	Absent
Sheriff Roger Scott	Absent
Chief Jeff Swoboda	Absent
Sheriff John Zaruba***	DELEGATE Alan Angus
Chief Steve Neubauer	Present
Sheriff Mike McCoy	Absent
Chief Robert Williams***	DELEGATE Bob Markovic
Sheriff Derek Hagen	Present
Chief James Kuchenbecker ***	DELEGATE Don Volk
Sheriff Jim Vazzi	Absent
Chief David Hayes	Present
Sheriff Andrew Hires	Present
Chief Larry Evans	Present
Chief Todd Sigler	Present
Sheriff Keith Brown	Absent
Chief Tim Swanson	Present
Sheriff Tom Schneider	Present
Deputy Chief Wayne Gulliford	Present
Commander ISP Todd Kilby***	DELEGATE Dave Beasley
Chief Von Young	Present

Out of 21 Board members 11 Board members were present and 4 delegates.

Also in attendance were: ILEAS Executive Director, James Page, and ILEAS staff, Nancy Crossman, Pat Carey, Pete Smith, Tiffany McElroy Smetzer and Calvin Stearns. Also in attendance were Dan Fulscher with IEMA and Jeff Fitz of ILETSB.

Previous Minutes:

- Motion made by Hayes and seconded by Schneider to approve the minutes of April 26, 2012. Voice vote was taken. Motion passed unanimously.

New Board Member: Beckwith introduced New Board member Steve Neubauer who is the replacement for Jeff Chudwin who has retired.

Guest Introductions: Dan Fulscher with IESMA attended the meeting to discuss the purchase of generators and the trailer.

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ILEAS Financial Report and Active Grant Report: Page gave the highlights of the reports. Hagen motioned and Hayes seconded to accept the reports as presented. Voice vote was taken. Motion passed unanimously.

Financial Report:

- **Grant & Fiscal Report** – ILEAS has presented the following projects for the 2012 grants. It is important to note that 2012 grants will expire at the end of March 2014. After that, there is no guarantee of any homeland security grants for ILEAS. At this point, both houses of Congress have passed a 2013 budget for homeland security which, again, reduces funds available to the states for homeland security. The total FY12 grant request is \$3, 075,455.
- **FY12 Budget Status** – What ILEAS specific budget numbers are for FY2012 will not be known until later in 2012.
 - **FY09 Fund Sweep and Grant Purchases** – On March 28th 2012, ITTF requested that every committee submit “shovel ready” proposals for FFY09 funds that will be swept at the end of May. There were strict rules on what the proposals and projects were and they had to be able to be completed in 30 days. Given the short time frame, Staff submitted 12 proposals on the required template. These proposals were reviewed by the Executive Committee. On May 31, 2012, the FY09 grants expired. In June and July ITTF and ILEAS discussed the reissuance of some of those “sweep” funds for the projects proposed. In July, ITTF issued Grant Adjustment notices as follows: 09ILEINTEL – Closed, 09ILEASIED – Closed and 09ILEASSRT – Increased by \$155,180 with an expiration date of August 31, 2012. Since the expiration date on this increased grant was August 31st, ILEAS moved quickly and purchased 5 robots at \$19,248 for a total of \$96,240, 5 Incident command Radio Interfaces (ICR – “black box”) at \$10,697 for a total of \$53,485 and 2 generators and cabling for the FEMA camper-command trailer for \$1,730.
 - Additional sweep funds available from ITTF for Interoperable communications may total \$160,000.00. If the \$160,000 in funding is provided to ILEAS, 16 additional ICRI Black Boxes are to be purchased. One ICRI box will be provided to each SRT and MFF team. Motion made by Hayes and seconded by Hagen to approve the purchase of 16 additional ICRI Black Boxes on condition that \$160,000 is given to ILEAS by ITTF. Voice vote taken. Motion passed unanimously.
- **FY10 Grants Purchases** – There is \$434,500 remaining in the Personal Radiation Detector (PRD) budget line in the 10ILEASEQU grant that must be spent by December 31st. ITTF has voted NOT to expend those funds on PRDs. In keeping with the strategy of working on the “shovel ready” projects, staff has reviewed these funds and put together a plan. The proposals for expending the 10ILEASEQU/PRD budget is: \$110,000 for Five LRADs to finish each Mobile Field Force Teams, \$200,000 MFF and SRT Misc Equipment Replacements, \$20,000 PRD repairs on 100+ units. \$7,000 Upgrade/modification costs for Command Post 1 FEMA camper/trailer, \$61,400 A/V upgrades to the Exec Board Room and the Auditorium, \$8,000 Backup power to server room at ITC and \$28,100 ITC Security Upgrades. Motion made by Swanson and seconded by

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Volk to approve these projects and direct staff to work to expend these funds by December 31, 2012. Voice vote taken. Motion passed unanimously.

○ **Special Team Purchases >\$100,000**

- **LRAD** – With the extra funding now available we would like to purchase 5 more LRAD 500's. Quotes were received from 3 vendors and Ray O'Herron submitted the lowest bid of \$23,445 each or \$117,225 which includes all of the necessary attachments and a hard wheeled case. Motion to purchase LRADs was in the above motion.
- **Robot** – The WMD SRT teams have 11 tactical robots. This places one robot in each of the SRT equipment trailers. These were purchased in 2005 from RoboticFX, which was forced out of business. These robots have started to increasingly break down. While iRobot has agreed to service them our experience has been that it is prohibitively expensive. The last two sent in for repair cost over \$11,000 each. Two of the robots have broken beyond repair. We prepared specifications and requested quotes from 4 companies. The RoboteX Avatar sold by Pro-Tech was the lowest quote to meet the specifications. This robot has been extensively tested by NIPAS SRT and they are happy with its performance. The individual cost of the robot is \$19,247.55 for a total cost of \$211,723.05. Two of the robots will be purchased from the 2010 UASI grant and the remaining from the extra funds from the 2009 and 2010 grants. Motion made by Hayes and seconded by Schneider to approve the purchase of the RoboteX Avatar sold by Avatar. Voice vote taken. Motion passed unanimously.
- **ST53** – The current WMD SRT hybrid breathing system is the Patriot. These were the state of the art in 2005 when they were purchased for \$13,000 each. The routine maintenance of all 110 of them costs over \$40,000 a year and they are very susceptible to malfunction. We would like to replace them as we can afford it with the Avon ST53 system. Three quotes were received and the lowest one was from Pro-Tech for \$3,910.20 each. Using the extra funds that will expire in December of this year we would like to purchase as many of them as possible, but no less than 40 for a total of \$156,408. Motion made by Young and seconded by Neubauer to approve these purchases as presented. Voice vote taken. Motion passed unanimously.

○ **ITTF EMA Committee Purchases > \$100,000**

Dan Fulscher attended the Board meeting to explain the two IESMA purchases.

- **Generator** – In July, 2012, the Committee voted to purchase two additional 100kW generators. One is to be staged in Effingham County and the second is to be staged in McHenry County. A purchase order for the first generator has been prepared and sent to the ITTF for approval. If ILEAS staff purchases the second generator, however, the total will amount to \$112,550 plus freight. Motion made by Swanson and seconded by Volk to approve the purchase of these two generators. Voice vote taken. Motion passed unanimously.

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- **Trailer** – In July 2012, the Committee voted to issue an RFP for the purchase of one additional twenty four foot towable Mobile emergency Operations Center/Mobile Support Trailer. ILEAS staff issued the RFP. One bid was submitted in response to the RFP. Odyssey Emergency Management committee is scheduled to vote on the response August 15, 2012. Motion by Schneider and Swanson for IEMA to spend up to \$176,700 for Trailers. Voice vote taken. Motion passed unanimously.

Current Issues & Updates for Board:

- **Videos** –Working with the ILEAS contract vendor for video services, Flushing Pheasant, ILEAS has developed a series of videos highlighting ILEAS' various activities. It is our plan to make these videos available to every member agency. The board watched the 16 ½ minute video and provided input as to the content and length of the video.
- **ISPERN Update** – The ISPERN Base Station Project continues to move forward with Illinois State Police radio technicians working on the installation of the equipment. Most of the equipment has been delivered to Illinois State Police regions located at Sterling, Des Plaines, Effingham and Pontiac. From those locations the technicians deliver and install the equipment to the many tower sites throughout the state. The primary base stations, auxiliary receivers and 225 watt power amps have all been delivered and are in process of being installed. The 350 watt power amps have been on back order and are expected to be delivered soon. It should be noted that because ILEAS stepped forward and assisted with the replacement of ISPERN, ISP has decided to retain VHF capability in their squad cars.
- **Jury Duty/Safe Workplace Policy** – Pat Carey continues to work on building a full set of policies for ILEAS. This month there is one more policy (Jury Duty) for the Board's consideration. Additionally, staff will be providing a draft copy of the Safe Workplace document that was developed by our most recent intern, Dan Wells. The final version of this document PLUS the Continuity Of Operation Plan (COOP) will be presented at the October meeting for the Board's consideration for adoption. Motion made by Hagen and seconded by Neubauer that the board adopt the jury duty policy. Voice vote taken. Motion passed unanimously.
- **Port Security Grant Report** – ILEAS staff wrote two grant proposals seeking a total of \$118,800 request for 24 sets of night vision monoculars and 1 ford Expedition EL for the Region 8 WMD/SRT and MFF. On May 31, 2012, The US Coast Guard awarded ILEAS \$75,000 in FY2009 grant monies to purchase 24 night vision units for the Region 8 WMD/SRT. A grant request for 2012 Ford Expedition EL was rejected. The bid specifications were submitted to the fiscal officer as the bids must be submitted to the committee via the East / West Gateway Coordinating Council (EWGCC) who administers the grants for the Coast. On June 7, 2012, we were advised that approximately \$267,000 of FY2010 became available and grant proposals were being solicited. Staff wrote and submitted two proposals to include a resubmission of the request for the Ford Expedition and funding for a full scale exercise to be conducted at the Alton Lock and Dam in Madison County, IL. The participants will include Region 8 & 6/7 WMD/SRT, St. Clair County SRT, ISP TRT, and St. Charles County SD TRT. This proposal will be submitted to the security committee by June 22, 2012. Approximately 7 proposals were submitted for the

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remaining \$267,000 including a competitive proposal for the entire amount by St. Clair County EMA who provides ILEAS with free office and warehouse space. On August 7, 2012, we were advised that both of our FY2010 proposals had been rejected. If FY2011 funds become available, we will submit suggested proposals at that time. Jim Page requested Board approval for ILEAS staff involvement in Maritime Committees and to continue to solicit grant funds from these committees. Hayes motioned and Sigler seconded to grant this approval.

- **Matt Evans** - Regional Planning Coordinator Matt Evans has tendered his resignation. Evans' area includes Southern Cook County, Will County, and Kankakee County. He learned that he was chosen for this program over other candidates because of his ILEAS experience. The oversight of the ILEAS Agency Preparedness Program will be transferred to John Marszalek and Danielle Moore. Matt's RPC salary has been budgeted through December 31, 2013 and presumably (if the FY12 budget is adopted) through March of 2014. Replacing Matt Evans will not affect the longevity of the ILEAS budget. Motion made by Neubauer and seconded by Swanson to approve the replacement of Matt Evans' RPC position. Voice vote taken. Motion passed unanimously.
- **HB5555 Update** - Hearing at 1300 on March 6th at the Stratton Office Building. The bill passed the Insurance Committee (14 to 2) in the form of a shell bill. After discussion with the bill sponsor, Representative Lisa Dugan, and further discussions with Senator John Millner, Representative Tom Cross, IEMA Director Jonathan Monken, revision has been completed and has been submitted. The bill has been re-referred to the Rules Committee and is on "hold" status at Rep. Dugan's request and with the approval of Speaker Madigan. The language has been resubmitted to the Legislative Research Bureau for finalization. Once it is posted, it will have to return to the Insurance Committee for review. Representative Dugan and Senator Millner both suggest that the bill be called during the veto session in November. Senator Michael Frerichs has volunteered, along with Millner to sponsor the bill in the Senate. There is significant support for ILEAS in the General Assembly and she believes the bill will pass. However, there is one issue that needs resolved before she can bring it back up for a vote. Several members of the General Assembly have questioned whether or not ILEAS is actually a public agency and how was it formally formed as such. ILEAS requested an Attorney General Opinion on the issue. The Attorney General's Office declined to issue an opinion because it is not statutorily required to respond to requests from ILEAS. As a result, Senator John Millner submitted a formal request to the Attorney General on our behalf. Issuance of the opinion is pending. As soon as the Attorney General opinion is published, ILEAS plans on reaching out to its members to support the bill with their representatives and senators. A video has been produced which will be provided to every member of the General Assembly. Staff requests that every member of the Governing Board work to assist supporting the bill to get sufficient support to get it through the House and the Senate.
- **Closed Session for Personnel Discussion** – At 12:22 the board went into closed session to discuss a personnel matter. Motion made by Schneider and seconded by Hires to go into closed session. Voice vote taken. Motion passed unanimously. At 12:51 closed session ended.

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- **Human Resources committee Proposal** - It is recommended that a human resource (HR) Committee be established with members of the Governing Board, to provide for prompt handling of certain employment related matters. The Committee is recommended to include 5 Board members (consisting of a mix of sheriffs and chiefs), one of which is an Executive Officer (President, Vice President, etc.). A five member committee would provide email/phone conference ability to review and act on important employee matters, without delay needed for scheduling and noticing open meetings. The Committee should be authorized by the Governing Board to make some employment-related decisions. In all circumstances, the Governing Board remains the ultimate authority and may override decisions made by the HR Committee. More follow up reports will be provided at the next meeting. Page would like everybody to process this information, think about it so that we can discuss it at the next Board meeting and any input they have, please email Pat Carey with your ideas.

Old Business:

- **Open Meetings Act Training Requirement Reminder** - There is a statutory requirement for board members to complete the Open Meetings Act online training sponsored by the Illinois Attorney General. We have asked that everyone who completes the training submit a copy of their certificate so that ILEAS has records of compliance with the statute. Board members have until December to complete the training. With the exception of Jeff Swoboda and Steve Neubauer who, as newly appointed members, need to complete it within 30 days of appointment. So far, only 4 board members have submitted certificates of completion.
- **NATO Summit Report** – Please take a look at the Combined After Action Report provided by Jim Page. Wayne Gulliford thanked ILEAS for their help with the summit on behalf of McCarthy and Kirby. Everybody did a great job, and it all went smoothly.

New Business:

- **Foundation**
 - **Mobile Home Sale** – We sold 1 of the mobile homes for \$15,000 and probably going to sell the 2nd one to the same person and will be able to pay ILEAS back the money that is owed to them.
 - **LMS** – Adayana has offered to host a training session on LMS for free.

Adjournment: At 1:22 motion made by Hayes and seconded by Hagen to adjourn the meeting. Voice vote was taken. Motion passed unanimously.

These minutes are respectfully submitted.

Mark G. Beckwith
ILEAS Board President