

**ILEAS Board Meeting  
April 24, 2014**

**Meeting called to order:** Board President Dave Snyders called the meeting to order at 11:00 a.m.

**Attendance was taken:**

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

Out of 21 Board members 15 Board members were present with 2 delegates.

**Also in attendance:** ILEAS Executive Director, James Page, ILEAS staff, Jim Luecking, Nancy Crossman, Pete Smith, Jan Plotner Mick McAvoy, Mark Griffeth and Calvin Stearns.

**Introductions**

- **Guests** –Michele Hanneken, ITTF and Colonel Mike Zerbonia, Illinois State Police
- **Approved List of New Board Members**  
See notes below under New Mutual Aid Agreement, Section 3.a.1.a – Change of Board composition Amend Attachment A.

**Approval of Minutes of March 4, 2014**

Motion made by Schneider and seconded by Hagen to approve the minutes of March 4, 2014. Voice vote taken. Motion passed unanimously.

## Financial

- **Grant & Fiscal Report**

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

- **Capital Replacement Proposals**

Staff submitted their proposal for capital replacement before the March 4, 2014 Governing Board meeting. Capital replacement money is used for equipment for teams, batteries, etc. and must be spent between May and July 2014.

- **2014 Budget from ITTF Approval**

On March 26, 2014 ITTF met and considered all the 2014 budget requests from all the committees. President Snyders attended that meeting and worked with Pete Smith to submit ILEAS' budget priorities for other committees. On April 17, 2014 ILEAS learned what law enforcement projects were to be awarded by IEMA. Motion made by Moreno and seconded by Scott to formally adopt the FY2014 State Homeland Security Grant Program funds as described and to work out the grant paperwork and details with IEMA to implement the FY14 SHSGP. Voice vote taken. Motion passed unanimously.

- **Check Signing Resolution**

With the departure of past President Larry Evans, current President Dave Snyders will need to be added to the check signing resolution. Motion made by Schneider and seconded by Hagen to adopt the check signing resolution that updates the authority to sign ILEAS checks. Voice vote taken. Motion passed unanimously.

- **WMD SRT Truck Replacement Purchase Modification**

At the November 2013 Board Meeting, the Board approved \$800,000 for the SRT Vehicle Replacement Project. The modifications were bid out. We received 3 bids and LDV submitted the lowest bid and the only one to meet all specifications. We initially estimated that we could complete the entire project for \$800,000; however the lowest bid for the modifications brought us to \$50,740 over the estimate. Motion made by Moreno and seconded by Schneider to approve additional funds not to exceed \$100,000 to complete the project to allow for increased price due to possible change orders. The funds will come from the existing budget and or from additional capital replacement funds authorized by ITTF and to accept the award for the approved capital replacement projects. Voice vote taken. Motion passed unanimously.

## Current Issues & Updates for Board

- **LMS Project** – Did not discuss

- **Update on the Law Enforcement Mutual Aid Agreement Adoption**

Since the 2014 ILEAS Conference on March 3<sup>rd</sup>, ILEAS has received nearly 80 signed LEMAs from various agencies across the State. Priorities have been established for the Regional Planning Coordinators (RPC) to help current member agencies get the new agreement signed:

1. Governing and Regional Board Member Agencies
2. Counties

3. Agencies participating on ILEAS Special Teams
4. Agencies with over 50 officers

The Governing and Regional Board member agencies are critical. The LEMAA provides for the current Boards to stay in place until the conference in 2015 when the regular bi-annual election takes place. However, with regard to the Co-Chairs, only the sheriffs and chiefs of agencies that have signed the new LEMAA may be elected. Staff requests that the Board member agencies hold Regional Board meetings to update the Regional Boards on the importance of their agencies signing the new LEMAA, relay to them what agencies have already signed in their Regions and discuss a plan to encourage every member agency to adopt the new LEMAA as soon as possible. Dave Snyders suggested that the Co-Chairs talk to the agencies in their areas set up meetings and get them to sign the new LEMAA.

- **Approval of Indilus Sole Source Designation**

The current contract between ILEAS and Indilus Technology, LLC is completed. The question is regarding the future of who will be providing the software Development and Database Administration for ILEAS. There are two alternatives. One is to prepare and submit a Request for Proposal for providing the Software Development and Database Administration for ILEAS. Another option is to determine that the service Indilus provides constitutes a Sole Source Procurement by ILEAS. A Sole Source Procurement is appropriate when a service is unique in nature, or is available from only one source. The cost must be fair and reasonable. Frequently, a Sole Source Procurement is justified because the compatibility of service is a paramount consideration. This one circumstance in particular, where 'compatibility of service is a paramount consideration', could not be any more relevant than the current relationship of Indilus with ILEAS. Indilus has been involved with ILEAS pretty much since ILEAS' inception. In the beginning, they built the membership and PO system, along with other tools for the Director, Board Members and the agencies. Indilus has either created or has enhanced the systems. Indilus is currently working with ILEAS staff on upgrades to the Inventory system. It is important to note that involved in most of these items are not just writing code; but the provision of: Planning, Development, Training and Support services. It is important to note that regarding cost comparison of Indilus' current contract, the two Indilus employees' hourly rate calculates out at \$70.31 per hour. In comparison, there are software developers and programmers working for the State of Illinois at \$150.00 per hour. Indilus currently receives \$24,375 per month from ILEAS. Motion made by Schneider and seconded by Evans to authorize a negotiation of a contract with Indilus Technologies, LLC to a not-to-exceed monthly rate of \$25,500. Voice vote taken. Motion passed unanimously.

- **Closing Grants for three Full-Time Employees**

Over the years, ITTF asked ILEAS to be the fiduciary for various projects and provided the person that they wanted hired to manage them. Staff reported to the Board in November that ILEAS was in negotiations with ITTF and CPSJ to completely realign these employees and projects. ILEAS wanted to drop many of them and to focus on fewer issues. These talks have been ongoing ever since. The subject of these discussions was the development of a comprehensive strategy for authority, responsibility and management of the various grants that ITTF oversees. Illinois local law enforcement benefits from ILEAS' participation in these programs – school safety training & intelligence, communications, etc. However, as the Board is

aware, there have been instances where ILEAS assisted with programs that did not directly benefit local law enforcement – specifically, the Emergency Management Grants (which ILEAS dropped last year) and Credentialing. ILEAS currently manages grants for Edie Casella – Private Sector Alliance, Maria Langheim – School Safety Intelligence, Jim Wolf – Cyber-Terrorism Planning, Chris Jansen – IMERT and Joe Galvin – Interoperable Communications/Wireless Broadband. As a result of these discussions, an agreement has been reached with IEMA/ITTF and will no longer be responsible for Mia Langheim, Edie Casella and Jim Wolf as of July 1, 2014. They will be retained by ITTF but moved to some other organization for fiduciary and employment services.

- **Receiving Grant for three Part-time and One-Full Time Employees**

Starting May 4, 2014, ILEAS will begin to employ one 30 hours per week account technician. Starting in September of 2014, ILEAS would pick up three more part-time account technicians that have been with ITTF for several years but working for CPSJ. Each of them is part-time and makes \$20/hour. The FTE for ILEAS stays the same but the amount of salary levels drops to approximately \$100,000 – a 55% payroll reduction. Current employee, Deb Clark will be re-assigned as a supervisor for all ILEAS staff at the IEMA building. This will provide direct feedback regarding their performance, hours, activities, etc. Deb and the account technicians will work for Jan Plotner. Motion made by Scott and seconded by Moreno to agreeing with ITTF to drop grants for the Private Sector Alliance Project, Cyber Planning and School Safety Intelligence at a time mutually acceptable by ITTF/ILEAS. Voice vote taken. Motion passed unanimously. Motion made by Hagen and seconded by Volk to agree to accept funds to pick up one 30 hour per week and three 20-25 hour account technicians, the 30 hour employee on May 4, 2014 and the three 20-25 hour employees in September on a date mutually acceptable to ITTF/ILEAS. Motion made by Schneider and seconded by Neubauer to adjust Deborah Clark's job description to include supervision duties for the account technicians and authorize staff to make the logistical arrangements and establish working conditions and specifics for the new staff.

- **Salary Schedule Adjustment**

A salary adjustment will be required if the Board approves the adjustments described above. Deborah Clark will remain in the ADMINISTRATIVE SUPPORT level but identified as an Administrative supervisor and the upper level of the salary range adjusted up 2.8% to accommodate her increase from \$20.40 to \$23 per hour to adjust for no increases for three years PLUS her newly expanded responsibilities. Account Technicians will be added to the Salary Schedule at \$20 per hour. Motion made by Hagen and seconded by Moreno to approve the Salary Schedule adjustments as described. Voice vote taken. Motion passed unanimously.

- **Emergency Management Grant MOU's for Transfer of Trailers, Generators and Equipment to Logan County**

Logan County has contracted with IEMA to be a centralized dispatching agent and asset manager for local emergency management throughout Illinois. Logan County is willing to add the administrative responsibilities which came with the grant to the logistical responsibilities it

already has. Logan County is stepping in to be the “ILEAS” of Emergency Management. Motion made by Snyders and seconded by Neubauer to approve the assignment of the rights and responsibilities over these items to Logan County and to authorize the Executive Director to sign the Assignments on behalf of ILEAS.

○ **New Mutual Aid Agreement Required Board Action**

▪ **Section 3.a.1.a – Change of Current Board Composition Amend Attachment A**

It is recommended that the Board officially acknowledge updates to the new Law Enforcement Mutual Aid Agreement as they occur. The first update is the changes to Attachment A, the list of current Board members. Since the LEMAA was developed, the Board listed on Attachment A has changed. Captain William Smith is no longer the ISP Representative. The current ISP representative is Lieutenant Colonel Tad Williams and Chief Thomas Roman is no longer the Region 3 Co-Chair. The new Co-Chair is Cary Police Chief Patrick Finlon. Motion made by Schneider and seconded by Moreno to formally vote to recognize the changes to the LEMAA Attachment A. Voice vote taken. Motion passed unanimously.

▪ **Section 3.a.1.b – Ex Officio Consultants**

The new LEMAA authorizes the appointment of ex officio “consultants” to the Board. The Board discussed the issue and decided that Executive Director Page would reach out to these organizations and see if they want to continue to be an ex officio member and report back to the Board at the next meeting (Jun 28, 2014). These are non-voting advisory members only.

▪ **Section 3.a.1.e – Establishment of By-laws and Set a Quorum**

ILEAS has a set of by-laws and amendments that have been in place since the beginning. Staff believes it is time that the By-laws be reviewed and updated with regard to various issues and that this should have Board member involvement at some level. The issue of what the quorum is is NOT currently described in the by-laws. Our practice has been to follow the principles outlined in the Open Meetings Act (OMA). Motion made by Smith and seconded by Moreno to adopt 11 as the quorum for Board meetings and to authorize the updating of the By-laws for presentation and adoption at a later date with the participation of one or more Board members. Voice vote taken. Motion passed unanimously.

▪ **Section 3.a.2 – Establishment of a Plan**

Staff requests that the Board direct the revision of the ILEAS Mutual Aid Plan document to be presented to the Board at a later date. One existed originally in 2003, but was never updated when the original plan was modified. It needs revised to reflect the current practice.

▪ **Section 3.a.4.b. – Establishment of Powers of Officers**

This is part of the By-Laws.

▪ **Section 7.e – Involuntary Termination**

Any agency can terminate its membership from the ILEAS consortium at any time for whatever reason it desires. However, the LEMAA authorizes the Board to involuntarily

terminate an agency from participating in the consortium. Section 7.e provides for this and indicates the Board must establish conditions for involuntary termination. Page is asking for Board member participation in the development of termination procedures. Hagen, Moreno and Evans have agreed to volunteer with this process. Staff requests to authorize the updating of the involuntary termination process for presentation and adoption at a later date.

- **Approval of State Law Enforcement Agency MOU**

Only public agencies can agree to participate in a consortium pursuant to the Intergovernmental cooperation Act. This includes municipalities, special districts and counties. As part of the review and development process, the lawyers agreed that the best route for law enforcement agencies with statewide jurisdiction was not to participate in the LEMAA. They already have statewide jurisdiction. Staff has developed a basic MOU for agencies with statewide jurisdiction. It establishes that ILEAS and the State Agency agree to work together and keep each other informed as to their actions when responding to disasters.

- **Approval of Private Law Enforcement Agency MOU**

There are private organizations in Illinois that have legitimate police authority and who employ sworn police officers certified by the Illinois Law enforcement Training and Standards Board. Section 6 of the LEMAA establishes Affiliate Agencies who can participate in the mutual aid system but not in the governance of ILEAS. Staff has developed an MOU for private agencies. The LEMAA requires the Board to assent to each MOU for affiliates. Therefore, a process for application and approval must be developed. The staff will present to the Board at a later date a proposed process for Affiliate Agency review and approval. Motion made by Schneider and seconded by Evans to approve the State MOU and the Private Agency MOU as presented and direct staff to implement those MOUs. Voice vote taken. Motion passed unanimously.

- **Report on SCBs and Patriots**

ILEAS has 104 SCBAs to distribute. We are still waiting for the return of some of the SCBA's and Patriots before we can distribute them all. We anticipate this happening at the next SRT Team Leader meeting May 13, 2014.

- **Legislative Update**

- **Funding**

Bill HB5441 is still alive. It was a "subject matter" hearing so no vote was taken. SB3285 was pulled by Senator Frerichs after concerns were raised by the Illinois State Police. Mike Zerbonia of the Illinois State Police briefly spoke to the Board regarding this issue.

- **ILEAS Public Agency Status**

## **Old Business**

### **New Business**

- **State of IL Respirator Regulations**

There are new rules in place to ensure the proper use of respiratory protection. Individual agency managers are responsible for complying with OSHA's Respiratory Protection.

**Adjournment**

At 1:15 p.m. Motion was made by    and seconded by    to adjourn the meeting.

These minutes are respectfully submitted

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Dave Snyders  
ILEAS President