



**ILEAS Consortium Board Meeting
September 25, 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 11:03 a.m.

➤ **Attendance was taken:**

Sheriff Dave Snyders	Present
Chief Victor Moreno	Absent
Chief Bill Ackman	Present
Sheriff Roger Scott	Present
Chief Patrick Finlon	Present
Sheriff John Zaruba***	Present Delegate Al Angus
Chief Steve Neubauer	Present
Sheriff Mike McCoy***	Absent 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 Lyndon Thies	Present
Sheriff Tom Schneider	Present
Chief Wayne Gulliford	Present
Lieutenant Colonel Tad Williams	Absent
Deputy Chief Steve Georgas	Absent
Chief Eric Smith	Absent
Sheriff Keith Brown	Absent

Out of 21 members 12 Board members were 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, Mick McAvoy and Mike Dilley, MABAS,.

➤ **Introductions**

○ **Guests**

Michelle Hanneken, Don Kauerauf, ITTF

➤ **Approval of Minutes of June 26, 2014**

Motion made by Finlon and seconded by Schneider to approve the minutes of June 26, 2014. Voice vote taken. Motion passed unanimously.

➤ **Financial**

○ **Grant & Fiscal Report**

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

○ **Capital Replacement Awards**

ILEAS submitted requests for bomb suits, replacement special team radio batteries, new LION hazmat suits and replacement PAPRS with the approval from the governing Board. The estimated cost of these items was \$614,500. Since this list was submitted ILEAS received \$1,173,137.34 in additional funds from ITTF in the last 60 days that other ITTF committees did not use. These funds had to be spent by July 31, 2014 as the grants expired on that day. After consultation with the Executive Officers, ILEAS spent this additional money on some of the proposed equipment and projects already approved by the governing Board. Motion made by Hagen and seconded by Schneider to request that the governing Board endorse the investment of the additional \$1,173,137.34.

○ **Federal FY 14 Budget & Grants Approval:**

IEMA has adopted a final version of the FY14 preparedness grants for ILEAS totaling \$5,967,905.10. They have been presented and signed by ILEAS. We are awaiting IEMA's signature to finalize the grants. Motion made by Neubauer and approved by Volk to approve the FY14 IEMA grants and proposed budget. Voice vote taken, Motion passed unanimously.

○ **ILEAS Non-Grant Business Account FY15 Approval:**

ILEAS has funds from various sources such as dues, disaster reimbursements and Training Center rentals which make up the Non-Grant Business Account. ILEAS has built up a business account budget of approximately \$500,000 with a significant amount of that fund as programmed income. ILEAS is obligated to spend that programmed income to support the original purpose of the grant and not just save it up for long term contingency funding. Motion made by Scott and seconded by Gulliford to approve the FY15 ILEAS Non-Grant Business Account proposed budget. Voice vote taken. Motion passed unanimously.

○ **Chebasse Dues Waiver Request**

The Village of Chebasse has requested a waiver of dues. They are currently contracting with the Kankakee County Sheriff's Office for police protection on a month to month basis. They are going through the process of whether or not to have a police department. Until they make that decision, they would like for ILEAS to waive the FY14 dues requirement. Motion made by Scott and seconded by Hagen to approve the waiver request. Voice vote taken. Motion passed unanimously.

➤ **Current Issues & Updates for Board**

○ **ILEAS Transparency Website**

There is a movement by good government organizations to improve the openness of public agencies and enhancing transparency. One of those organizations is the Illinois Policy Institute (IPI). IPI has published a transparency checklist for public agencies. They also go around public agencies in Illinois and rate their website transparency. In ILEAS' effort to comply with established standards, a new tab on our website entitled "Transparency" has been developed pursuant to the IPI standards.

○ **Mobile field Forces**

▪ **Video Presentation** A 10 minute video was created documenting the validation process. The video was viewed at this Governing Board Meeting.

▪ **Proposed Region 8 and 9-11 Mobile Field Force Team Merger**

The Region 8 and Region 9-11 MFF's both currently have approximately 38 members on the team roster. However, usually less than 20 attend team training. ILEAS feels the minimum size of a MFF is 45 and the authorized strength of most teams is 70. Lt. Matt Dunning of Carbondale PD, the Region 9-11 team commander and Jim Luecking discussed the possibility of merging the Region 9-11 team with the Region 8 team. This was also discussed with Chief O'Guinn who asked that staff poll the other Regional Co-Chairs. This was done and all four agreed that while it was not what they preferred, it

was probably necessary. Lt. Andrews of O'Fallon PD thinks that the Region 8 team may be adding members due to events in Missouri. Region 9/11 will be adding additional members as well. It was decided that this item will be tabled for the time being.

- **Mobile Field Force Validation Report**

ILEAS conducted a multi-team Mobile Field Force validation exercise at the ILEAS Training Center and surrounding Champaign/Urbana area. Four teams, one per day participated in a series of exercise sessions that were designed to test the knowledge of each and every participating Mobile Field Force team member. Voice communications were also tested and exercised by utilizing a different Unified Command Post each day combined with the ITECS vehicles from the Champaign Fire Department and the Will County Emergency Management Agency. They were tested on the use and operation of PPE, all the issued equipment, high profile rescues, the use of specialty vehicles, squad movements, specialized arrest teams, emergency medical skills, etc. Plans were established for future joint ISP, ILEAS and Chicago PD training.

- **LEMAA Progress Report**

- **New LEMAA Status**

The adoption of the new Law Enforcement Mutual Aid Agreement (LEMAA) continues its implementation. As of September 16, 2014, ILEAS has received either resolutions or signed LEMAA's from 497 agencies. The original mutual aid agreement is still in effect for each agency that signed it until the agency signs the new one. It has been suggested and discussed by staff for the Board to adopt a requirement that agencies must adopt the new LEMAA and be paid up on dues prior to receiving any funds or equipment from ILEAS. Also discussed was requiring Special Team Agencies sign the new LEMAA so that these agencies follow the same agreement when responding to special situations.

- **By-laws**

ILEAS' bylaws and amendments which have been in place since ILEAS' inception must be rewritten to reflect the new Law Enforcement Mutual Aid Agreement. It is suggested that the Governing Board members carefully read the bylaws prior to the Board meeting where each section will be reviewed and discussed. Outstanding issues need to be resolved by the Governing Board before the bylaws can be completed. There were changes made to the membership bylaws where the participation of any member agency may be terminated for failure to meet its obligations in accordance with the terms of the LEMAA, these bylaws, or are found to be responsible for any behavior detrimental to ILEAS. Changes were also made to the governance bylaws where attendance was added. Failure of an elected Governing Board member or his/her delegate to attend at least 50% of Governing Board meetings in a calendar year will be considered a forfeiture of office by being unwilling or unable to serve the balance of that member's term. Staff requests that the Board discuss/review the bylaws with recommendations for staff for adoption at the December 2014 meeting.

- **Regional Boards**

Regional Boards are not included in the new bylaws that have been submitted to the Governing Board. Director Page would like the Governing Board to discuss this at length and considered in detail. Dave Snyders asks if there is a need for Regional Boards. After review of the entire issue, Executive Director Page recommends that the Governing Board consider NOT creating Regional boards as official subsidiaries of ILEAS at this time. They can always be re-established at a later date if the need arises. If the Board creates them in the bylaws, staff will be required to oversee meetings, minutes, communications when there are FOIA requests, Open meeting compliance, etc. Staff requests that the Board discuss the Regional Board issue and provide guidance to staff on the inclusion/exclusion of Regional Board in the final version of the bylaws. There was a discussion by Evans of bringing together an Ad Hoc group to address issues as they arise. Page related that staff would work to develop guidelines for an Ad Hoc Advisory Board.

Ex-Officio Consultants

Dave Snyders President of the Governing Board recommended that the Governing Board adopts the policy (option D) to implement a priority or hybrid system involving the use of both permanent ex-officio consultants, ad hoc and written notification systems. The President appoints those agencies that the Board has prioritized to attend regular routine Board meetings. The President invites agencies on an ad hoc basis for specific purposes to one or a series of Board meetings.

A list of other agencies is selected by the Board, President or Executive Director to receive regular Board packets so they stay informed of ILEAS activities but does not have to attend regular meetings. Motion made by Neubauer and seconded by Gulliford to adopt option D. That option being for the President to invite some Consultants to attend all Board meetings, invite some Consultants to attend only when a current issue requires their advice, and develop a list of agencies and people that should routinely receive Board packets so they are routinely informed of ILEAS activity without having to attend the meetings Voice vote taken. Motion passed unanimously.

▪ **LEMAA Agreements/MOUs**

• **Non-Member Affiliates**

The Governing Board has already approved a Non-Member Affiliate Agreement. Staff has developed a process for their approval. Motion made by Schneider and seconded by Evans to approve the process for entering into agreements with the Non-Member Agencies. Voice vote taken. Motion passed unanimously. Motion made by Volk and seconded by Thies to endorse and adopt the current seven agencies already recognized by ILETSB as legally employing sworn officers. Voice vote taken. Motion passed unanimously.

• **Statewide Law Enforcement Agencies MOUs**

The Governing Board has previously approved a standard MOU format for statewide law enforcement agencies. Staff has developed a process for their approval. ILEAS staff and Sheriff Schneider met with Illinois Department of Corrections (IDOC) management at their request about joining ILEAS. They are particularly interested in participant planning for disasters such as earthquakes which may destroy or close jails and correctional facilities. The Executive Director has not signed the IDOC MOU until the Governing Board weighs in. Chief Bill Ackman discussed an incident where Robinson P.D. assisted IDOC with an incident and was assured that the PD would be invited to an after-action review. The invitation never came and no response was ever received from IDOC concerning discussing the issue. Ackman stated that the language established should ensure law enforcement after action plan after a major event with IDOC. Motion made by Schneider and seconded by Scott to approve the process for entering into MOU's with the Statewide Law Enforcement Agencies. Voice Vote taken. Motion passed unanimously. Motion made by Hagen and seconded by Volk to endorse and adopt the current three statewide law enforcement agencies listed. Voice Vote taken. Motion passed unanimously. Motion made by Finlon and seconded by Ackman to approve the MOU with the Illinois Department of Corrections (IDOC) with language to include that any law enforcement agency assisting in an incident is to be included in discussions such as after-action reviews. Voice Vote taken. Motion passed unanimously.

○ **Agreements/MOUs**

▪ **STIC/IFSI**

Both MABAS and ILEAS participate in supporting IFSI and STIC in that we sign agreements with those agencies to administer “local” ITTF funds for the benefit of the locals. ILEAS signed agreements with both the Illinois State Police to provide STIC services to all local law enforcement agencies and the IFSI agreement provides that IFSI can provide instructional training (primarily NIMS) for local law enforcement across Illinois. Motion made by Schneider and seconded by Scott to request that the governing Board officially authorize the Executive Director to execute said pro forma MOUs where ILEAS’ budget is unaffected, with concurrence from the President and upon report to the Governing Board at the next regular meeting. Voice Vote taken. Motion passed unanimously.

- **Foundation Lease and Administrative Agreement**

The ILEAS Foundation and ILEAS have had discussions about the relationship between the two. When the Foundation was first formed, Executive Director Page was its registered agent. Angela Page is the day-to-day Foundation representative that gets the work done. In order to ensure that there is a complete separation between ILEAS and the foundation and that no federal funds go towards supporting the Foundation, two separate agreements between the Foundation and ILEAS are in development. The ILEAS Foundation gift shop is in the ILEAS Training Center whose lease is paid with federal funds. A standard sub-lease agreement wherein the Foundation will pay the standard rate for the lease of the gift shop has been developed. An additional agreement is being proposed to account for Angela Page’s time and office space and support for the times when she is working on Foundation activities. Ralph Caldwell, a Foundation Board of Director member and Treasurer, will be the Foundation registered agent instead of Jim Page. ILEAS is in the process of trademarking its logo. ILEAS has discussed the possibility that the Foundation assist the Illinois Sheriffs’ Association to offset the cost of the ISA New sheriffs Conference so that ILEAS staff could attend and discuss with new sheriffs the new LEMAA and law enforcement mutual aid in Illinois. Motion made by Hagen and seconded by Volk to request that the Governing board authorize staff to complete negotiations with the foundation on the implementation of a sub-lease for the gift shop and an administrative services agreement for support activities. Voice vote taken. Motion passed unanimously. Motion made by Scott and seconded by Thies to request that the governing Board authorize staff to complete the trademark process for the ILEAS logo and enter into an exclusive license agreement with the Foundation for use of the logo in marketing, fundraising and promotional activities. Voice vote taken. Motion passed unanimously.

- **Millner Contract**

The current contract with Millner and Associates for legislative liaison services expired in May. However, ILEAS has continued to extend that contract for review by the Governing Board. Staff recommends extending the contract one more year. The cost of the contract is \$2,000/month paid from dues funds. No grant funds are used for that purpose. Motion made by Volk and seconded by Thies to request that the Governing Board extend the legislative liaison contract with Millner and Associates until June 30, 2015. Voice vote taken. Motion passed unanimously.

- **Personnel Policies**

Chief of Staff is proposing one additional personnel policy – the Criminal Background Check Employment Policy based on the Job Opportunities for Qualified Applicants Act, AND a modification of a current personnel policy – the Conflict of Interest Policy.

- **Conflict of Interest**

One of the ILEAS Regional Planning coordinators was offered a job as a part-time Police chief in the small town he lives in. There are two things to consider. Is it a conflict of interest for a full-time ILEAS employee to be a sworn Chief of Police, Assistant Chief or a command officer for a police agency? Is it a conflict of interest for a full-time ILEAS employee to be a sworn officer for a law enforcement agency? Motion made by Scott and seconded by Evans to add to the Personnel Policy a prohibition and define conflict

of interest as being: A sworn officer for a law enforcement agency. Voice vote taken. Motion passed unanimously.

- **Criminal Background**

Governor Quinn recently signed the Job Opportunities for Qualified Applicants statute which governs how employers may consider a job applicant's criminal history during the hiring process. The bill does not apply to ILEAS given our status as a public agency. However, Chief of Staff Jim Luecking believed it best for ILEAS to have a written policy/procedure regarding this issue that is compliant. Within the issues document is the new policy being proposed for addition to the ILEAS Personnel Policy Guidelines. Motion made by Schneider and seconded by Scott to adopt the criminal background check policy as proposed. Voice vote taken. Motion passed unanimously.

- **Legislative Update**

ILEAS still has a bill currently in the hopper in the House of Representatives, which Millner has provided valuable services with regard to identifying bills that do or could affect ILEAS and provides liaison with other associated organizations lobbyists.

- **FirstNet Update Report**

Work to date includes having already established a multi-discipline, multi-jurisdictional State of Illinois FirstNet stakeholder community of 115 members, which meets once a month. This group is preparing for the Initial Consultation with the Federal FirstNet folks (early 2015).

- **Old Business**

The Avon FM12 masks with a life expectancy of 10 years are beginning to reach the end of their 10 year shelf life. ILEAS is learning that the life of these masks may be extended by replacing some O-rings and seals. Avon does not refurbish the Avon FM12 masks. However, they offer agencies the opportunity to refurbish it themselves. We have reached out to Pro-Tech, the vendor with the Avon State Bid Contract. They provided us with the costs for the necessary equipment to make the masks useable past their 10 year life for an additional 10 years. It is prohibitively expensive for most of our agencies. Roger Scott asked if we could find that money by cutting back somewhere else so that the line officer is not abandoned. Page related that many agencies have not conducted fit tests or used their FM12s. All special teams have updated C50s. ILEAS is in discussions with IEMA and ITTF regarding this issue.

- **New Business**

StarCom Rebanding is 99.99% complete, with only 25 more to be rebanding.

- **Adjournment**

At 1:35 Motion was made by Schneider and seconded by Scott to adjourn the meeting. Voice vote taken. Motion passed unanimously.

These minutes were respectfully submitted

Dave Snyders
ILEAS President