

# I.L.E.A.S. BOARD MEETING

Hampton Inn, Dirksen Pkwy.

October 9 & 10, 2003

**Members present: Jim Olson, Pete Smith, Randy Justus, John Murphy, Mel Messer, Terry Dove, Matt Tobias, Michelle Hanneken, Mike Chamness, Linda Drager, Tom Zimmerman, Dave Owens, Jim Page, Jeff Chudwin, John Monnet, Kevin Eack, Don Bennett, Carl Hawkinson, Jerry Cormier. Guest speaker: Doug Edmonds.**

Meeting called to order at 1:10pm October 9<sup>th</sup> by President Jim Olson.

Minutes from August meeting read and approved by a voice vote.

Pete talked about Elmhurst's PPE policy and the medical evaluation questionnaire Elmhurst has adopted. IDOL has ok'd the evaluation, but now=t in writing yet. Jim Olson advised members to let their region agencies know that RICP has a nurse available to perform evaluations at no cost to the agencies.

#### Standing Training Committee

Jim Olson said that Jim Vazzi very intent on getting a training committee going with Chief John Schlaff of Galesburg PD to chair the committee. Chief Schlaff presently sits on the ITTF Training Committee.

**Terry Dove made a motion to accept Chief Schlaff as the ILEAS Training Committee chair. 2<sup>nd</sup> by Mel Messer, voice vote carried. Volunteer members assigned to this committee include: Terry Dove and Kevin Eack.**

#### Budget

Mike Chamness passed out two handouts – ledger and a narrative. Changes on the ledger are shown and the narrative explains where the money is at.

Training: There will be money available for training (\$2.5 million) half of which will be for overtime. Overtime will be paid at a rate not to exceed \$50.00 per hour. This should cover most actual expenses. If actual expenses exceed \$50.00, departments will be responsible for the excess.

Backfill will also be paid with regards to training. This will be retroactive to May 2003.

Credentialing: first plan is to have bar coded I.D.'s for SCT's.

IT: Between \$2 and \$3 million will be available. Plan is to have all first responder units ready with the same capability for instantaneous movement of information.

Air surveillance will become a reality in the northern and southern sections of the state soon. It is already in place in the central part of the state.

Transportation: evacuation plans are developed and a tabletop exercise happened in Naperville last month. The plans are being tweaked in the event of an actual evacuation.

Bridge monitoring: four bridges have been selected for a pilot program

Administrative costs: \$1.2 million will be available for meetings, travel, supplies, and administrative support.

Regions will be allotted money to take care of needs. This ensures equitable distribution of money and recognizes that each region may have different needs.

Mike reminded the Board that a procurement policy/procedure is a must to protect ILEAS from law suits. Tom Zimmerman also added that a single audit (annual) must be done by a CPA. Notification of the need for an audit comes from IEMA. Mike assured the Board adequate notice will be given before an actual audit. Each regions co-chair must also keep adequate records for the audit.

SCT's can train with the Illinois Air National Guard at \$1750 per hour of actual air time for a cost of \$122,500.00. Jeff Chudwin has been in contact with Colonel Jansen of the IANG to facilitate this. Jeff highly recommends this joint training.

Don Bennett brought up the issue of costs associated with StarCom. Terry Dove stated there are several agencies in his region that will not accept the radio if they have to pay the \$54.00 monthly fee to Motorola. Dave Owens suggested the use of mixers to reduce the number of radios needed in an area and reduce the monthly cost. This would have to be negotiated with Motorola. Randy Justus brought up a system used in TOPOFF II.....a black box.

Mike Chamness said that there are talks with Motorola that would allow a low cost fee for use within the region (\$12.00) and the full fee for use outside the region.

Dave Owens suggested that a radio go to dispatch centers with connectivity to ISPERN and ISEARCH to cut costs.

Mike suggested that a committee from ILEAS sit down with Motorola to negotiate charges and fees. Mel Messer and Dave Owens are to meet with Motorola. Don Bennett also volunteered to negotiate with them and Kevin Eack suggested Colonel Allen from ISP be with them so all the players will be on board.

Mike stated that whatever plan ILEAS comes up with, it must be standardized throughout the state – no patchwork systems. Interoperability is essential and must be Project 25 compatible.

Jim Page suggested money be dedicated to an ILEAS identity. Linda Drager stated that there is money at RICP to develop a logo using the graphic arts department at UIS. Also, ILEAS could have a link on the RICP website.

Discussion ensued re a website/domain for ILEAS. Linda told the group that RICP could have the basic framework of a website built and ready to display at the next ILEAS meeting. The content and final product would be decided upon by ILEAS and LRS as to what can actually be set up on this website.

**Motion by Dave Owens to have RICP administrative money purchase a domain for ILEAS. 2<sup>nd</sup> by Terry Dove and carried by a voice vote.**

Jim Page and others insisted that whatever site is created, it must be secure due to the nature of some of the information that will be posted.

Linda also advised the board that RICP would secure the web domain for ILEAS.

Money for SWAT training is already in place. Equipment will be paid for also if there is a commitment that equipment will be used for SCT also. Money will cover costs for 12 teams.

\$412,000 available for Regional Containment Teams must be spent by November 30, 2003.

Jim Page asked if an amount has been decided upon for replacement masks. Yes, replacements could be purchased now or held (set aside) for future purchases. (different masks may be purchased)

Possible areas to spend money:

- Mobile communication suite
- DeCon trailers
- Training
- General communication equipment
- Mop gear

Mel Messer asked if \$3 million could be set aside for communications.

Set aside for SCT: \$250,000 per team. This includes truck, trailer and equipment.

- 12 equipment caches: \$3.6million
- 1 per region communications: \$1.0 million (mobile suites)
- Lo-band radios: \$1.0 million

Question Was raised, 'what is the feasibility that money be set aside for projects that meet the state plan? Mike needed to know if there was a need for this and what were the needs (clothing, DeCon equipment, etc.).

Mike believes that \$1 million would cover the cost of an RCT training with helicopters, etc. This should be enough for one big exercise and a few smaller ones.

Level C Hazmat Training (includes tyvek suit, gloves and booties) would be affordable with the remaining money. This would be the last give-away to non-ILEAS members.

Jim Page suggested \$2 million be allocated to locals to spend to suit their needs. All areas must be standardized (training, equipment, etc) and can be decided by a committee. Mailing needs to get out by the end of 2003 with a March 15, 2004 deadline for return. Board will devise rules and priorities then have final yes or no decision.

Next ILEAS Board meeting set for November 20 & 21 and will be held at RICP.

Meeting adjourned a 5:30 pm.

Meeting called to order by President Olson @ 8:20 am October 10<sup>th</sup>.

Jeff Chudwin – SCT Policy development re procurement to ensure legal & ethical practices when purchasing equipment. A procurement policy was handed out to members present. Group discussion provided modifications including new clauses. Must we bid? Kevin Eack stated it depended upon circumstances. He further said it is important not to avoid or appear to be avoiding the procurement law. An emergency clause or declaration of emergency by the Governor, or if the purchase amount is under \$10,000 are examples when a bid would not be necessary. The practice of how ILEAS chooses equipment or vendors is open to public scrutiny. The teams and/or individuals being equipped are not. Kevin also noted that any agency member of ILEAS that gets served with an FOIA, any and all communications with ILEAS is open to scrutiny. A revised procurement policy was drawn up based upon board discussions, further reviewed ending with a motion.

**Motion to approve Procurement Policy as read in final draft made by Terry Dove, 2<sup>nd</sup> by Jeff Bock and carried by a voice vote.**

Region 4 has 2 SCT's ready except for the last 24 hours of training (field exercises) that must be done with ISP. Jeff would like a letter drafted from ILEAS to Deputy Director Doug Brown to accelerate action on this.

**Motion to send a letter to Dep. Dir. Doug Brown made by Mel Messer, 2<sup>nd</sup> by Terry Dove, and carried by a voice vote.**

A Region 3 team is almost ready. They need the 16 hour MABAS training. SCBA appropriation of \$1.25 million would outfit 6 teams at a cost of \$187,500 per team. Night Vision Gear: 25 units pr team @ \$7,500 each (estimated). 80 hour HAZMAT training: this would allow entry into hot zones to apprehend and/or assist. Cost would be \$100,000 per 25 man team and an additional \$80,000 to cover NIPAS 35 man team.

**Motion made by Jeff Chudwin to approve \$600,000 to train SCT members with 80 hour HAZMAT training, 2<sup>nd</sup> by Mel Messer, and carried by a voice vote.**

**Motion was amended to include \$80,000 to cover additional 10 men (20 total) for NIPAS teams. Voice vote carried amendment.**

SCBA: \$6,000 includes two 1 hour bottles, quick-fill, harness and face piece. Discussion ensued about how many units were needed; does the purchase need to be made now? To outfit 170 officers at a cost of \$6,000 each would total \$1,020,000.00. Pete asked if there had been discussion to change the mission of SCT. Jeff Chudwin indicated it happened at the previous meeting and was included in the budget development. Jeff asked the board if changing the SCT mission is desirable. Group consensus was yes, the police should not have to sit on the sidelines while people needed help.

Mike Chamness stated that if ILEAS changes the SCT mission, training and exercises must be in place in order to get the money released to them.

Rehash of Thursday's meeting:

4.5 million set aside

3.6 million equipment cache for 12 teams

2 million for communications

1 million for mobile suites

1 million for lo-band

4.5 set aside for direct grants to locals

1 million already allocated for 2 teams out of '03 money

**Motion made by Jeff Chudwin that primary mission of RCT will be containment in a WMD event, but training and equipment shall be offered to all teams for intervention, 2<sup>nd</sup> by Mel Messer and carried by a voice vote.**

2004 budget: \$9.96 million

RCT 3.1 million

Comm. 2.11 million

Grants 4.5 million: (must be in by 3/15/04. Based on merit, cost efficiency, guidelines and assessment)

Exercises 250,000

There is also 2.5 million for ILEAS training purposes.

½ actual training

½ for OT and backfill

4 million for StarCom

Jeff Chudwin advised the group that Region 4 has already voted to not pay the \$56.00 monthly fee to Motorola.

400,000 for IT

500,000 for ID credentialing

\$400,000 must be spent by 11/30/03 ('99)

265,000 must be spent by 08/04 ('02)

500,000 must be spent by 05/05 ('03)

Indications are that '05 funding will look like '04. After '05, amount will diminish and be considered maintenance budgeting.

Mike needs specific budget details by the end of next week (10/17/03).

Mike Chamness showed a manual (3 ring binder) from the South Suburban Mayors and Managers Association to the Board. The manual contains information relative to Disaster Planning. Mike will run it past the training committee and if approved, RICP will make copies for all board members.

**By-laws committee:** no report. Don Bennet made a motion to accept the by-laws as written. Discussion by Jeff Chudwin regarding some language in the by-laws. Suggestion that motion be tabled for members to have time to go over by-laws and placed on the agenda for the next meeting. So agreed.

**Communication committee:** Mel Messer said more members are needed on the committee from all regions. Presently, Chicago and ISP are the only members. Input regarding issues one region may have that others don't, needs to be brought out to discuss and address. Many options available to resolve issues.

**National Pharmacy Committee (Mike Snyders):** Vaccine Stockpile Plan: creation of hysteria an issue if there is an event. Public Health is in charge of the plan, security is ISP responsibility at reception centers (3 locations) and regional centers (12 locations). Local public distribution (300 identified locations) security is the responsibility of local police departments. Details of plan not known relative to local level. ILEAS needs to be proactive and reach out to local public health centers to give assistance. Public Health is looking for demographic information. Mike said a survey was circulated to region co-chairs asking demographic questions. "Eventdriver" is the catch phrase that has helped to prevent development of a solid plan. "Turf defense" is another issue slowing down progress. Hospitals are on a different plan not with ILEAS. Each region needs to research what plans exist, are they implemented, and what else needs to be done. Doing the math, indications are there are somewhere between 200K and 500K people per site. This raises issues of violence at the sites.

BREAK @ 10:15AM

Jeff Chudwin made a motion to amend Thursday's motion to include NIOSH approved AVON compatible masks. 2<sup>nd</sup> by Zaruba, voice vote carried.

ITTF inoculation moved to May 1, 2003. Legislation introduced to change Workman's Compensation laws relative to first responders.

Vaccine Fund for bad reactions – small pox not included.

In IL, first responder families are not included in inoculations. ILEAS is pushing for availability and optional rather than mandatory for family participation. Consensus of board that this is a strong issue – family should be included. It was suggested a resolution be drawn up and sent to Pres. Olson. Terry Dove made the motion that a resolution be sent to Pres. Olson, 2<sup>nd</sup> by Zaruba, voice vote carried.

**MABAS** is requesting an ILEAS member to sit on their board. Motion to have Pete Smith serve on that board made by Terry Dove, 2<sup>nd</sup> by Jeff Bock, voice vote carried. Gary Stryker talked about MABAS and supplied each member with handouts.

**PPE and money issues (Pete Smith):** allotment is not going to be as high as expected – perhaps around 35K, down from 80K. Every officer will not get one. How do we make allotment to each discipline in each town? Numbers needed are probably inflated. Each first responder group has to reassess their needs and numbers. 35K may end up being a

Doug Edmonds – NorthWest Central Dispatch (guest speaker)

NWCD is dispatch point for NIPAS. They are slated to mirror that function for ILEAS. Their concern is: what is the cost of overhead for this venture.

Presently, they manually make phone calls for NIPAS but they may have to look at automation applications to make sure this works. He also wanted to know if NWCD would be the one to call out containment teams, etc.

**Note: containment teams are called out through IEMA authority. They call ISP, and then the ILEAS procedure begins.**

NWCD has the capability of doing a statewide callout. Jim Olson stated Gary Stryker is going to contact Peoria as a possible back-up center.

Mike Chamness advised that ILEAS has money available to give support to NWCD and also pay for practice drills/exercises.

Mel Messer brought up the issue of licensing and securing a frequency. Randy Justus suggested licensing as one unit (statewide), and gave Mel a name and telephone number to contact for information he will need.

Randy Justus – Report on ILEAS/MABAS Conference

He received a proposal from Crowne Plaza re room rates and other charges. Room rate range is \$70 to \$85 and hospitality areas at \$150. to \$200. per day. I.T.O.A. has been asked to provide speakers.

Mike Chamness stated the conference could possibly be underwritten if ODP approves. Conference would have to be billed as a Statewide Mutual Aid Conference.

Jeff Chudwin added that providing a vendor area should generate money.

**Motion to move forward with conference details made by Don Bennett, 2<sup>nd</sup> by Mel Messer and carried by a voice vote.**

Jeff Chudwin said a training on Suicide Bombers will be put on and asked ILEAS to join I.T.O.A. in sponsoring the forum.

**Motion to sponsor the training made by Jeff Bock, 2<sup>nd</sup> by Mel Messer and carried by a voice vote.**

Don Bennett suggested a memorandum of understanding go out to agencies accepting equipment based upon the MABAS memorandum. Wording needs to be made specific for ILEAS purposes. Mike Chamness suggested language should mirror grant agreement between ILEAS and IEMA.

Jim Page is creating a receipt form for equipment distribution.

Jeff Chudwin asked if anything has happened with the insurance issue. Pete Smith said the issue has bogged down.

Meeting adjourned at 11:30am.