



**Governing Board Meeting Special Meeting
January 24, 2019 @ 1100
ILEAS Training Center
1701 E. Main Street, Urbana, IL 61802**

➤ **Meeting called to order**

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

➤ **Attendance**

Sheriff Dave Snyders/President	Present
Chief Mike Metzler/Vice President	Present
Chief Dave Summer/Secretary	Present
Sheriff Derek Hagen/Treasurer	Present
Chief Sean Reynolds/Sgt. at Arms	Present
Chief Todd Murray	Present
Sheriff Dwight Baird	Present
Chief Ken Winslow	Present
Sheriff Jeff Standard	Absent
Lieutenant Chris Conrad	Present
Chief Bill Kushner	Present
Sheriff Neil Rohlfing	Absent
Sheriff Michael Everett	Absent
Sheriff Robert Burns**	Present**Jon Kilquist (Delegate)
Chief Harold Masse	Present
Chief Curt Barker	Absent
Sheriff Brain Van Vickle	Absent
ISP Mark Payton	Absent
Deputy Chief Eric Carter	Present
Chief of Patrol Fred Waller	Absent

Out of 20 members, 13 Board members were present with 1 delegate.

Also in attendance: Executive Director, Jim Page, Chief of Staff, Larry Evans, Nancy Crossman, Calvin Stearns, Pete Smith, Mick McAvoy, Jan Plotner, Skip Frost, Russ Gentry and Jim Pepper.

○ **Introductions & Guests**

Greg Douglas Sr. Manager of Martin Hood, Kevin Diluia, NWCDS, Mike Forrest, MABAS.

➤ **Public Comments**

➤ **Approval of Minutes of September 27, 2018**

Motion made by **Metzler** and seconded by **Conrad** to approve the minutes of the July 27, 2018 Board meeting. Voice vote taken. **Motion passed unanimously.**

➤ **Governing Board Nominations and Election**

The nomination process for the Governing Board election began on January 14th and will close at the end of business on January 30th. The election process opens on February 11th and closes on February 28th. All nominees will be notified on the 28th. The new Board will be seated at the March 26th Board meeting.

➤ **Financial**

○ **Fiscal Reports**

Jan Plotner gave a brief overview of ILEAS' financial reports, including Balance Sheet summary, Business Account summary and Grant Reports. There is also a list of grant changes since the last financial report. Motion made by **Hagen** and seconded by **Masse** to accept and adopt the Federal Fiscal Year 2018 grant budget as proposed. Voice vote taken. **Motion passed unanimously.**

- **Snapshot**
- **Business**

○ **Audit Report**

Because ILEAS expends greater than \$750,000 in a fiscal year, the code of Federal Regulations requires us to submit a single audit, which provides assurance to the government as to the management and use of grant funds. Greg Douglas, Senior Manager of Martin Hood gave a brief overview of the audit report. Greg stated that ILEAS received an unmodified opinion, which is a clean opinion. Motion made by **Hagen** and seconded by **Masse** to accept the audit as presented. Voice vote taken. **Motion passed unanimously.**

➤ **Current Issues & Updates for Board**

○ **Personnel Changes**

Regional Planning Coordinator, Jim Hutton resigned his position on December 3, 2018. He is facing serious health issues. An announcement for his replacement will go out soon. We wish Jim well.

Jessica Schluter has resigned to accept a full-time position elsewhere. A search for her replacement will start next week.

Jim Pepper was hired to replace John Cheney as a Communications Liaison. He will work coordinating the ITECS and Mobile Command Posts as well as the amateur radio volunteers.

○ **New Mutual Aid Plan**

Staff has recently reviewed and updated the Mutual Aid Plan with revisions that make it more current. Staff also decided to keep the original formatting and one-piece-of-paper design. Motion made by **Baird** and seconded by **Murray** to approve the revised Mutual Aid Plan as presented. Voice vote taken. **Motion passed unanimously.**

○ **Stop the Bleed Grant Project**

The ITTF voted in December to provide grant funds to purchase "stop the bleed" kits for every school in Illinois. IDPH will coordinate training in the schools, ILEAS' role will be to follow our purchasing policy to acquire the kits. ILEAS will ship the kits to each of the Regional Office of Superintendents. ILEAS will receive some funds for management and administration. Motion made by **Conrad** and seconded by **Metzler** to authorize the acceptance of the grant funds, the acquisition of the kits to be distributed to the Regional Office of Superintendents and the Executive Director to execute documents, agreements and other necessary paperwork. Voice vote taken. **Motion passed unanimously.**

○ **Communications Capital Replacement**

ILEAS will receive left over grant funds to purchase new radios for NIPAS and the Regions 8 and 9/11.

With the additional funds provided by ITTF. Motion made by **Kushner** and seconded by **Reynolds** to approve the transfer of \$106,377.30 from Special Teams overtime/backfill to equipment. Voice vote taken. **Motion passed unanimously.** Motion made by **Conrad** and seconded by **Murray** to approve the receipt of two grants – 16UASICOM2 and 16ILEASCOM2 with a value of \$331,095.82 and \$161,824.34 respectively. Voice vote taken. **Motion passed unanimously.** Motion made by **Conrad** and seconded by **Summer** to approve the purchase of the radio equipment as described in the attached plan. With regard to the current FFY17 capital communications grant, motion made by **Hagen** and seconded by **Carter** to approve the transfer of unused funds within the Communications Grants to the Capital Equipment Line and approve the purchase of the equipment described in the modified table within in the issues document not to exceed \$420,000. Voice vote taken. **Motion passed unanimously.**

- **Special Team Equipment Purchase**
Currently budgeted Special Teams grant funds from FFY17. ILEAS will be purchasing Communication Headsets for the WMD Special Response teams, Night Vision for the WMD Special Response Teams and Outer Garments for the NIPAS WMD Special Response Teams. Motion made by **Metzler** and seconded by **Conrad** to approve the purchase of the items listed in the issues document. Voice vote taken. **Motion passed unanimously.**
- **IDPH Naloxone Grant Status Report**
This grant that was extended to January 31, 2019 has been Completed. ILEAS will need to competitively apply for the next grant. The timeline for this is uncertain.
- **Illinois Department of Military Affairs MOU**
Chief of Staff Larry Evans and Director Page worked with then – IEMA Director William Robertson to develop an MOU with the Illinois National Guard to utilize the Guard Armories throughout the state. DMA approved the request and signed a proposed MOU. The MOU outlines the obligations and responsibilities for both DMA and ILEAS. This MOU will provide opportunities for ILEAS to save money and expanded opportunities for the teams to deploy and exercise. Motion made by **Baird** and seconded by **Winslow** to authorize the Executive Director to sign and execute the MOU as presented. Voice vote taken. **Motion passed unanimously.**
- **IL. State Police IGA**
The IL. State police provides the Breath Alcohol Operator (BAO) recertification course on its Learning Management System (LMS). Their system is not working and as a result, hundreds of BAOs cannot recertify. ISP reached out to ILEAS and requested that the BAO course be placed on the ILEAS LMS for the time being. ILEAS and ISP agreed to move the BAO” and their HAZMAT course to the ILEAS LMS in the short term. Motion made by **Masse** and seconded by **Conrad** to authorize staff to develop an MOU between ISP and ILEAS outlining the relationship with regard to LMS services. Voice vote taken. **Motion passed unanimously.**
- **Carle ITC Agreement**
Carle Foundation Hospital had a last minute need for classroom space for six months to train Certified Nursing Assistants. They are in partnership with Urbana Adult Education. Carle staff requested a classroom and three patient rooms where the students can practice protocols and skill they learned in the classroom. An agreement was reached after multiple meetings with Carle and Adult Education representatives. Carle will have the use of classroom 2 and three patient rooms in the B-Wing from January 1 through June 30 at a cost of \$4,492.22. They will not have exclusive rights to the classroom. If there is a need for a law enforcement or public safety training in that room, the Carle training would have to move to an auxiliary classroom. If this goes well, the Carle representatives indicated that they may want to extend the arrangement to a full year. The total for the year would be \$8,984.22. The funds will go to the ILEAS business account as programmed income.
- **LMS Update**
After a slow start, the LMS system is becoming very active. Currently LMS is being used by ILEAS staff, Illinois Department of Transportation, Illinois Coroners' Training Board, Illinois State Police and Officers/deputies in 18 counties in south central Illinois for NARCAN.
- **Vertex Lease Not Renewed**
The Vertex (formerly Adayana) sub-lease for office space expired on December 31, 2018. Vertex management informed ILEAS that it would not be renewing the sub-lease. Loss of the Vertex sub-lease reduces approximately \$30,000 that ILEAS received from Vertex, and as a result, four offices and two classroom-sized rooms are now available. Staff is looking for another sub-lessee to fill some of that space in order to provide more Business Account income.
- **2019 Governing Board Schedule**
This is the proposed schedule for the Governing Board meetings: January 24, March 25, (Conference, SPI) May 23, July 25, Sept. 26, and December 12. Motion made by **Sumner** and seconded by **Metzler** to establish the 2019 meeting schedule. Voice vote taken. **Motion passed unanimously.**

➤ **ILEAS Foundation Update**

○ **Operation Underground Railroad Grant Final Report**

All items for the grant have been purchased and distributed to investigators in the field.

The Foundation is also applying for a Motorola Foundation Grant to develop an entire suite of communications training and exercises.


➤ **Old Business**

➤ **New Business**

○ **Next Meeting March 26, 2019 – Crowne Plaza**

➤ **Adjournment**

At 12:54 p.m. motion made by *Hagen* and seconded by *Baird* to adjourn the meeting. Voice vote taken. ***Motion passed unanimously.***



President Dave Snyder