



**Governing Board Meeting Special Meeting  
July 27, 2017 @ 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 11.00 a.m.

➤ **Attendance**

Sheriff Dave Snyders/President	Present
Chief Steve Neubauer/Secretary	Present
Sheriff Derek Hagen/Treasurer	Absent
Sheriff Tom Schneider/Vice President	Absent
Sheriff Keith Brown/Sgt. at Arms	Present
Chief Todd Murray	Present
Sheriff Dwight Baird	Present
Chief David Summer	Present
Sheriff Mark Curran**	Present**Jim Elliot
Chief Ken Winslow	Present
Sheriff Jeff Standard	Present
Chief Mike Metzler	Present
Chief Terry Bell	Absent
Sheriff Neal Rohlfing	Present
Sheriff Michael Everett	Absent
Chief Sean Reynolds	Absent
Chief Harold Masse	Present
Chief Curt Barker	Present
ISP Chris Trame**	Present**Mark Peyton
Chief Fred Waller	Present
Chief Eric Carter	Present

Out of 21 members, 16 Board members were present with 2 delegates.

**Also in attendance:** ILEAS Executive Director, Jim Page, Chief of Staff, Larry Evans, Nancy Crossman, Jan Plotner, Skip Frost, Calvin Stearns, Mick McAvoy, Mark Griffeth, Dave Fellows, Pete Smith, & Mike Emory, US Attorney's Office, Ex Officio.

➤ **Introductions**

- **Guests**

➤ **Public Comments**

➤ **Approval of Minutes of May 4, 2016**

Motion made by Metzler and seconded by Summer to approve the minutes of the May 4, 2017 Board meeting. Voice vote taken. Motion passed unanimously.

➤ **Financial**

• **Fiscal Reports – Snapshot**

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

○ **Business Account**

○ **Grant Reports**

○ **Grant Change Report**

• **Federal FY 2017 Grant Budget**

IEMA has set a deadline of August 1<sup>st</sup> for submission of the Federal FY17 grant applications. ILEAS is not proposing any major new programs and has submitted a "sustainment" budget which has an inflationary rate built in of 2.5%. ILEAS has also submitted a request that 15% of the total budget be provided from UASI funds and 85% out of State funds. Motion made by Neubauer and seconded by Rohlfing to approve the outlined grant applications. Voice vote taken. Motion passed unanimously.

• **Business FY 2018 Budget**

The proposal for the ILEAS FY 18 Business Account budget is as follows: The budget is a \$59,750 loss represented in this budget, the conference show a break-even of revenue and expenses, it is possible this year that the Foundation can provide more financial support which will positively affect that shortfall, there is an estimated \$10,000 revenue accorded to the LMS, however, staff believes that will increase as the year progresses. The goal is for the LMS system to be self-sufficient. Staff is working towards it being a revenue producer in coming years. In order to stem the loss, ILEAS has moved some staff from the Business Account to the grants this year and it is imperative that the business account remain strong. ILEAS relies on the Business Account to make payroll during this period of slow payments by the State. Motion made by Masses and seconded by Standard to approve the outlined Business Account Budget as proposed. Voice vote take. Motion passed unanimously.

• **Line of Credit**

ILEAS will access the line of credit as a stop-gap between the exhaustion of the ILEAS Business Account and the receipt of grant funds from the State. Staff will access the line of credit for only those purchases or payments that are within the budget and will be reimbursed by the State prior to the date repayment is due. The line of credit will not be used for salaries. The Governing Board has voted to approve the authorization of the line of credit "to be used only in cases of emergency or a significant financial situation occurs." Accessing the line of credit requires approval by Jim Page or Janet Plotner and either Derek Hagen or Dave Snyders, along with a written plan for repayment.

➤ **Current Issues & Updates for Board**

• **Overtime/Backfill Update**

Mandated reporting changes from IEMA regarding documentation of Overtime/Backfill has been a project that staff has been working on the last several months. The system is now fully operational and seems to be running smoothly. Even though the deadline has passed, agencies are still able to document their officers and team members pay data, and those are still continuing to come in.

- **LMS Update**

Chief of Staff Larry Evans and volunteer Bill DeJarnette have been working with the Illinois State Police, the Illinois Emergency Management Agency and the new Coroner's Board regarding their potential participation with the ILEAS LMS. DeJarnette, along with an EIU summer intern, Nick Freeman, have taken curriculum that ISP and IEMA have in an old format and converted it to a more standardized design and loaded it on the LMS. ISP and IEMA are currently reviewing those projects to determine if it meets their needs. ILEAS purchased the LMS with its own Business Account funds and NOT federal funds. ILEAS is seeking minimal payment for services for use of the LMS in order to pay for the annual software costs and some minimal support staff to oversee the project. Within two years, it is intended to produce a surplus so funds can be used for other training purposes.
- **Communications**
  - **Update on Plan & Equipment**

After a meeting with IEMA Director Joseph, the communications Strategy and Plan proposed by ILEAS was approved.
  - **Secretary of State Police Radio Transfer**

ILEAS received 100 VHF portables from the IL. Secretary of State Police in an authorized transfer. These radios will be used to equip the Region 4 North Mobile Field Force.
  - **Joe Galvin as Statewide Interoperability Coordinator (SWIC)**

Joe Galvin has been an ILEAS employee with the responsibility for administering the FirstNet Grant and oversee the various communications projects. He was paid from ILEAS Communications grants and the FirstNet grant. Joe also served as the Statewide Interoperability Coordinator (SWIC). Galvin submitted his letter of resignation to ILEAS on July 15, 2017. He was officially hired by IEMA to be the SWIC working directly for the State.

Russ Gentry will now be responsible for the communications functions. Bill Springer will be responsible for the FirstNet operations. A minor increase in salary for Gentry and Springer will accompany their increased responsibilities. There is no plan to replace Galvin at ILEAS.
- **N95 Mask Giveaway**

ILEAS has 85 pallets of N95 masks which were being stored at the training center for LSU. The feds have decided to get rid of them. Executive Director Page has given some away to ISP, Public Health and Corrections. Executive Director Page told the Board that if any of them wanted some masks to let him know.
- **Region 4 North Mobile Field Force Team Update**

A second informational meeting was held at MABAS in Wheeling where ILEAS Staff spoke to member agencies who had demonstrated interest in the formation of the Region 4 North Mobile Field Force Team. Currently, it is estimated that there are between 35-40 officers committed from member agencies for the team. The Mobile Field Force Basic class scheduled for late September will be moved to the Chicagoland area to accommodate the training of most new members. Deputy Chief Brian Gruen, from Westmont has communicated and agreed to be the Team Commander.
- **ITC Lease Agreement**

Champaign County and ILEAS staff have reached an agreement on a lease amount for the current year. The old buildings are no longer available and the lease needs to be rewritten. The lease dropped from \$418,000 annually to \$311,676 – a 25% decrease. It should be noted that there is an agreed upon 10% increase for 2018 and smaller increases after that. An issue of concern that involves Champaign County is that they are having facility and budget issues that

may affect ILEAS. The County has considered moving the Sheriff into the ILEAS building. If that happens within the next two years, ILEAS's operation in this facility will be negatively affected significantly. The County put a statement in the new lease that it could cancel the lease with minimal notice if it deemed necessary. As a result, staff is examining all the options – rent elsewhere, new building, addition onto current building, etc. Motion made by Neubauer and seconded by Summer to authorize staff to develop contingency plans for the long term viability of the current or some other building options. Voice vote taken. Motion passed unanimously.

- **IDPH Grant**

IDPH Assistant Director Don Kauerauf contacted ILEAS and requested that ILEAS consider participating with IDPH on a federal grant to provide Naloxone to law enforcement agencies in targeted counties. Naloxone is the chemical name of a drug that counters opioid overdoses. It is sometime referred to as NARACAN. The grant is:

- **Issuing authority-** Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.
- **Grant Name-** First Responders – Comprehensive Addiction and Recovery Act Cooperative Agreement

IDPH will be the grantee for the FR-CARA –grant. ILEAS would be the sub-grantee.

There are specific counties that are targeted to receive Naloxone with this grant. The grant would provide funds to ILEAS to purchase and deliver the Naloxone to law enforcement agencies that have volunteered, completed the paperwork and the required training.

An Advisory Board will be formed by IDPH to oversee the program and evaluate the results. This is a 4-year grant and it is anticipated that IDPH will provide sufficient funds to purchase approximately 500 doses annually to the qualifying agencies. ILEAS anticipates that this grant, when finalized, would be in the \$35,000-\$45,000 range. Motion made by Baird and seconded by Rohlifing to authorize ILEAS to support IDPH with the implementation of this grant. Voice vote taken. Motion passed unanimously.

- **Leadership Transition**

In previous Board meetings it has been acknowledged the need to prepare ILEAS for Jim Page's retirement. Details have not been discussed as to when he might retire, what ILEAS needs to prepare or how day to day leadership of ILEAS will transition. Jim believes that best way to accomplish more for ILEAS is through the Foundation. Jim is developing a plan to slowly transition over to the Foundation one day a week. The Foundation is capable of raising funds and setting up unrelated business activity with more flexibility that will benefit ILEAS in the long-run. Jim is developing a plan to slowly transition over to the Foundation. Over time the amount of time working for the Foundation will increase and Larry Evans will slowly increase his responsibilities for ILEAS. It is not Jim's intentions to permanently break from ILEAS. He will be available to assist the Board, Larry and the staff if needed. ILEAS and the Foundation have worked together for years. The Foundation already has agreements with ILEAS for office space, administrative work and IT. Through these agreements, the Foundation already pays portions of the salaries of several ILEAS employees. This has already been discussed with the Foundation Board and voted on to move forward if the ILEAS Governing Board is amenable. A status report on how the transition is progressing will be provided to the Board at each meeting. Motion made by Metzler and seconded by Summer to authorize the Governing Board to approve the process of transition of Director Page from ILEAS to the ILEAS Foundation with the following caveats:

- The transition process will not cause ILEAS additional expense
- The Executive Committee will oversee the process of transition
- The Board will be advised on the status of process during regular meetings

- The Director remains on ILEAS payroll, work performed for the Foundation will not be considered secondary employment
- The source of income related to the amount of work completed for the Foundation will be borne by the Foundation.

Voice vote taken. Motion passed unanimously.

➤ **Old Business**

- **Open Meeting Training Requirement**

General Council, Mick McAvoy stated that is a requirement to take the online open meetings act training course in order to sit on the Board. Those Board members that have not taken the course need to do so.

➤ **New Business**

**Solar Eclipse**

The solar eclipse is August 21, 2017. IEMA will be setting up command posts in the southern region of the state. ILEAS is conducting an MFF exercise and will have 60 team members attending. This will be held at the John A. Logan College.

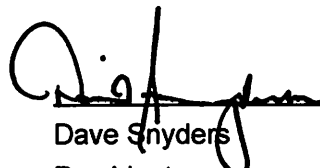
**Update on Law Enforcement Incident Management**

Pete Smith stated that the IMAT teams have been organized and trained. Lake County has opted in and will combine with McHenry Co.

➤ **Adjournment**

At 12:30 p.m. motion was made by Baird and seconded by Rohlfig to adjourn the meeting. Voice vote taken. Motion passed unanimously.

These minutes were respectfully submitted.

  
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Dave Snyder  
President