



**Governing Board Meeting  
July 26, 2018 @ 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
Sheriff Keith Brown/Sgt.at Arms	Absent
Chief Todd Murray	Present
Sheriff Dwight Baird	Absent
Sheriff Mark Curran**	Present**Jim Elliot (ALT)
Chief Ken Winslow	Absent
Sheriff Jeff Standard	Absent
Chief Terry Bell**	Present**Lt. Conrad (ALT)
Chief Bill Kushner	Absent
Sheriff Neil Rohlfig	Absent
Sheriff Michael Everett	Absent
Chief Sean Reynolds	Present
Chief Harold Masse	Absent
Chief Curt Barker	Present
Sheriff Brian Van Vickle	Absent
ISP Mark Peyton**	Present**Bill Sons (ALT)
Deputy Chief Eric Carter	Present
Chief of Patrol Fred Waller	Absent

Out of 21 members, 11 Board members were present with 3 delegates.

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

○ **Introductions & Guests**

Rob Milka, NWCDS & Mike Forest, MABAS

➤ **Public Comments**

➤ **Approval of Minutes of April 24, 2018**

Motion made by **Elliot** and seconded by **Barker** to approve the minutes of the April 24, 2018 Board meeting. Voice vote taken. **Motion passed unanimously.**

➤ **Governing Board Membership Changes**

○ **New Board Secretary Appointment**

ILEAS Board member Steve Neubauer has retired leaving the position of Secretary vacant. With the advice and consent of the Board, **President Snyders** is appointing Region 3 Co-Chair **David Summers** to be the Board Secretary. Motion made by **Hagen** and seconded by **Conrad** to request that the Board consider the appointment of Chief Summers as the Secretary of ILEAS. Voice vote taken. **Motion passed unanimously.**

○ **New Region 4 Co-Chair Appointment**

The retirement of Steve Neubauer also created a vacancy on the governing Board for Region 4. The remaining Region 4 Co-Chair can appoint a replacement for the vacancy. **Sheriff Mark Curran** has appointed Des Plaines **Chief Bill Kushner** to replace Chief Neubauer.

➤ **Financial**

○ **Fiscal Reports**

Jan Plotner gave a brief overview of ILEAS' financial reports, including Balance Sheet summary, Business Account summary and Grant Reports. There were no grant changes since the last financial report.

Motion made by **Barker** and seconded by **Hagen** to accept and approve the grant and fiscal report. Voice vote taken. **Motion passed unanimously.**

○ **FY19 ILEAS Business Account Budget**

The Business account consists of the non-grant funds for general purposes. The fiscal year for the Business account is July 1 through June 30. The FY2019 Business account will need to be approved by the Board. The State of Illinois does not process federal grant reimbursements between the period of July 1 and September 1 as the State Comptroller is busy closing out the States previous fiscal year. This is known as the "lapse period." It has been ILEAS' practice to utilize the Business Account to make payroll. Once the state starts reimbursements, the Business Account is reimbursed. Motion made by **Reynolds** and seconded by **Barker** to approve the Business Account as presented. Voice vote taken. **Motion passed unanimously.** Motion made by **Metzler** and seconded by **Murray** to authorize staff to utilize Business account funds during the current "lapse" period to continue operations. Voice vote taken. **Motion passed unanimously.**

○ **Federal FY18 Budget Development Report**

The most recent version of the Federal Fiscal 2018 grant budget is in the issues document. Please note that FEMA reduced Illinois' grant allocation \$700,000 from FFY17 to FFY18. In addition to that cut, two new projects were added by ITTF. 1. Cybersecurity and 2. Enhancement of school safety. Those two projects are estimated to cost \$750,000 on top of the \$700,000 cut for a total of no less than a reduction of \$1.45 million. ILEAS receives the most funding than any other grantee at 31% of the total State Homeland Security Grant Program (SHSGP) fund in Illinois. As a result, ILEAS took a larger decrease than normal. ILEAS experienced a total reduction of \$19,446. Given that ILEAS is taking in over \$36,000 annually from the Coroner contract and over \$200,000 from the IDPH grant ILEAS' funding situation is currently acceptable. Motion made by **Murray** and seconded by **Barker** to endorse the proposed Federal Fiscal year 18 budget and authorize staff to complete the appropriate paperwork to execute the budget as presented by IEMA. Voice vote taken. **Motion passed unanimously.**

○ **Staff Pay Raises**

Every year that the ILEAS staff develop a budget, a determination is made as to whether or not pay raises can be included. Typically, the Board authorizes the budget in July for the next year. Financial conditions can change in that year that preclude the implementation of raises when the fiscal year starts. This year the 2% raises were fiscally feasible and authorized by the Board last year. Another 2% raise is included in the proposed FFY18 budget. When the next fiscal year starts in July of 2019, a determination will be made as to whether or not they should be implemented and the Board informed. Motion made by **Barker** and seconded by **Metzler** to authorize Director Page's request that the 2% pay raise proposed in the 2018 Federal grant budget be endorsed by the Board; the implementation of which is conditioned on the fiscal condition in July of 2019. Voice vote taken. **Motion passed unanimously.**

○ **Unmet Needs Budget**

Mr. Heaton requested that Director Page spearhead an effort to document a gap between what the Federal grants provided with regard to homeland security and what the real need was. The result of that effort was a document referred to as the Unmet Needs report. The ITTF Council of Chairs met multiple times and worked through a prioritization of needs. As a result, ILEAS will receive grants for Replacement of 5 EOD Bomb Suits, Replacement of 3 Mobile Field Force Excursions, Replacement of Communications Equipment and Operation Response Costs at a total cost of \$442,500. The paperwork process for these grants will start next

month. Other than the Operational Costs line item, ILEAS staff anticipates having these purchases completed by Thanksgiving. Motion made by Reynolds and seconded by Conrad to request that the Board authorize the acceptance of these State grants and to include them in the ILEAS overall budget. Voice vote taken. Motion passed unanimously.

➤ **Current Issues & Updates for Board**

○ **Special Teams Purchases**

Motion made by **Hagen** and approved by **Barker** to authorize Executive Director Page' request the Board consider approving the purchase of Special Teams bomb suits and vehicles. Voice vote taken. **Motion passed unanimously.**

The Board approved expenditures at the last Board meeting for new respirators for both Special Response Team and Mobile Field Forces as well as communications equipment that would benefit the WMDS SRT teams. Shortly after that, staff determined that the bulk purchases we were making were actually going to cost less than anticipated. That and the additional available monies available through the current (FFY17) UASI grant provided the opportunity funds to upgrade the night vision utilized by the NIPAS WMD Special Response Team. Quotes were acquired and the purchase of 26 night vision devices for NIPAS at a cost of \$203,076.48 was made. The NIPAS night vision devices that the new one replaced were transferred to downstate Special Response Teams who needed them. Motion made by **Murray** and seconded by **Conrad** at the request of Director Page to have the Board endorse the purchase of the night vision devices from UASI funds for the NIPAS Special Response Team. Voice vote taken. **Motion passed unanimously.**

○ **Disposition of Trailers**

In an effort to trim down the number of vehicles that ILEAS owns or has direct control over and to reduce cost such as insurance and maintenance, the decision has been made to request the Board authorize the disposition of some of ILEAS' fleet. Currently, ILEAS owns three small campers originally received from FEMA through Illinois Central Management Services. RPC Dave Fellows was asked to gauge interest of agencies that would accept this trailer within Region 8 where it is currently located. He reports that five local police departments and sheriffs expressed interest in taking ownership. Motion made by **Conrad** and seconded by **Reynolds** that staff request the Board approval for the following actions: ILEAS should retain the 2006 Coachman for continued storage at the Urbana training center for use during deployments when requested. The 2006 Keystone should be permanently signed over to the Champaign Police Department who has been in possession of the vehicle since 2008 and continues to use and keep it in an operational state. This would end ILEAS' interest in the vehicle. Ownership of 2006 Jayco in Region 8 should be transferred to one of the interested agencies under the condition that it is brought up to an operational state and available for mutual aid support if requested. Voice vote taken. **Motion passed unanimously.**

○ **IDPH NARCAN Grant Update**

The grant paperwork has finally been processed and ILEAS has already received 80% of the first year's budget. 98 potential agencies have been identified within an 18 county targeted area. 45 of the 98 already have written agreements in place with ILEAS to participate. The RPCs are now reaching out to those agencies not yet signed up. So far two counties have indicated they are not interested. 437 officers/deputies in the roster for the online training and in line to receive the NARCAN. 71 more that have signed up will be entered into the system but have not yet submitted a roster. The online training has been vetted by healthcare professionals from IMERT and operationally tested by a couple of agencies. The Illinois Department of Public Health (IDPH) and the Illinois Department of Human Services Drug Overdose Prevention Program (DOPP) have certified the training. Certificates that the officers/deputies can print if they pass the training are from IDPH. Chiefs and Sheriffs will be able to monitor their agencies' participation, staff rosters and review status of training of their staff by using their current login credentials. ILEAS received certification by DOPP to order the NARCAN drug. ILEAS has received 600 2-packs (1,200 doses) of NARCAN for the initial distribution at a cost of \$75/2-pack.

○ **Statewide Incident Management Team Fiduciary Responsibility Transfer**

ILEAS is, and has been for a few years, the fiduciary for the statewide Illinois Incident Management Team (IMT). During the budget discussion at ITTF, the decision was made to merge the efforts on the IMT and the Illinois Emergency Manager's Association's (IESMA) Emergency Management Assistance Team (EMAT). This the EMATA team grantee is Logan County. The decision to merge these two teams resulted in the transfer of grant funds from ILEAS to Logan County. Motion made by **Summer** and seconded by **Elliot** to authorize the transfer of IMT grants back to IEMA for redistribution at IEMA's discretion. Voice vote taken. **Motion passed unanimously.**

○ **Coroners' Training Board Contract**

ILEAS has created an online agency rostering system for each county Coroner/Medical Examiner. This database is designed to allow the coroner's Training Board to quickly confirm status of training from the individual to a larger statewide view and confirm which counties are and are not in compliance. This will replace their old paper system and instead of bi annual updates will have the information in a constant state of current. The Coroner's Training board is still in the process of reviewing and improving their training curriculum. As those courses are completed, ILEAS will post tem on the LMS so that training can start. The Coroners' Training Board has been billed \$7,900for the first two months of the contract. After that, the contract calls for the Coroner's Board to pay \$48,600 in Fiscal 19, \$49,200 in Fiscal 20 and \$49,800 in Fiscal 21. Pete Smith gave a brief overview of the meeting with Statewide IT and local IMT teams. Pete stated that the meeting was very successful and cordial.

➤ **ILEAS Foundation Update**

○ **Operation Underground Railroad Grant**

Operation Underground Railroad (OUR) is a non-profit organization that works to counter human trafficking and online predators of children. OUR decided to donate \$100,000 to the ILEAS Foundation for technology to support their operations.

➤ **Old Business**

➤ **New Business**

President Snyders requested that when Board packets are emailed, that you respond right away whether or not you are planning on attending the Board meeting in so that we can confirm a quorum is available.

○ **Next Meeting September 27, 2018**

➤ **Adjournment**

At 12:34 p.m. motion made by **Metzler** and seconded by **Barker** to adjourn the meeting. Voice vote taken. ***Motion passed unanimously.***

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President Dave Snyders