



Governing Board Meeting Minutes
October 27, 2016 @ 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 11:04 a.m.

➤ **Attendance**

Sheriff Dave Snyders\President	Present
Chief Steve Neubauer\Secretary	Absent
Sheriff Derek Hagen\Treasurer	Present
Sheriff Tom Schneider\Vice President	Present
Chief Todd Murray	Absent
Sheriff Dwight Baird	Present
Chief David Summer	Present
Sheriff Mark Curran	Absent
Sheriff Jeff Standard	Present
Chief Dustin Sutton	Absent
Chief Mike Metzler	Present
Sheriff Neal Rohlfing	Present
Chief Terry Bell**	Present** Chris Conrad Delegate
Chief Jeff Ray	Absent
Chief Harold Masse	Present
Sheriff Keith Brown\Sgt. at Arms	Present
Chief Curt Barker	Present
Colonel Tad Williams	Absent
Sheriff William Rutan	Present
Chicago PD Fred Waller	Absent

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

Also in attendance: ILEAS Executive Director, Jim Page, ILEAS Chief of Staff, Larry Evans, Nancy Crossman, Jim Luecking, Skip Frost, Pete Smith, Calvin Stearns, Mark Griffeth Jan Plotner, Jeanine Chiappano, Executive Director E-Comm 911 Dispatch Center and Rob Milka, Northwest Central Dispatch.

➤ **Introductions**

○ **Guests**

Clint Herdegen, NIPAS, Karl Walldorf, NIPAS, Mike Emery, U.S. Attorney

➤ **Public Comments**

➤ **Approval of Minutes of August 25, 2016**

Motion made by Schneider and seconded by Summer to approve the minutes of the August 25, 2016 Board meeting. Voice vote taken. Motion passed unanimously.

NIPAS Mobile Field Force Team

The NIPAS Mobile Field Force issue is still permanently closed. Jim Page listed a time line of what has transpired with NIPAS to date. Page has asked the Board members to read the signed executed MOU and the proposed MOU included in the Board packet. Clint Herdegen and Karl Walldorf of NIPAS attended the Board meeting to discuss the idea of assuming the responsibility of the North Mobile Field Force team. Derek Hagen stated that ILEAS has already voted and approved to create a MFF team up north and should move forward with that. Hagen also stated that ILEAS would still work and train with NIPAS. Hagen questioned whether ILEAS members would have to join NIPAS and pay the yearly dues that the NIPAS team member are paying. Herdegen stated that the ILEAS team members would not have to pay the yearly dues. Mike Metzler asked how this would benefit ILEAS. Mike also questioned if there would be a dual Governance as well. Herdegen stated that some Chiefs might say there is no reason to pay \$600 a year to belong to NIPAS and that some member might "jump ship". NIPAS is 130 members strong. Luecking stated that ILEAS is not actively recruiting members for the North team but the goal is to have 70 members on that team. ILEAS made the decision to create their own team and stated that they would not actively pursue NIPAS members.

➤ **Financial**

○ **Overall Budget Discussion – State Issues**

ILEAS received \$1 million out of the \$1.4 million owed on October 6, 2016. The state currently owes ILEAS \$276,009. The Business Account has been replenished for the moment.

After much back and forth with IEMA, ILEAS and MABAS proposed extending the current F15 grants to cover the shortage by making FY15 a 15-month budget and shortening the FY16 budget to cover 12 months. ILEAS Finance staff readjusted the FY15 budget by closing the cybersecurity grant and utilizing excess funds in overtime/backfill to cover the extra quarter. At this point, all issues with FY15 have been resolved "in theory" with the exception of the

termination dates of two grants. The grants have not been signed as of yet, so the problem still exists.

- **Changes in Business Account**

The state budget impasse has forced staff to alter the Business Account budget to pay for shortfalls and payroll. ILEAS is requesting that the Board officially recognize that practice and authorize the Executive Director and Finance Manager to have the flexibility to make those short term changes as necessary. Motion made by Summer and seconded by Brown to approve the business account with the described changes and authorize staff to have the flexibility to utilize Business account funds to cover grant shortages until reimbursements arrive from the State. Voice vote taken. Motion passed unanimously.

- **Acceptance of Federal FY 16 Grants**

ILEAS has been issued Federal FY16 grants on October 5, 2016. These grants terminate on June 30, 2018. Motion made by Masse and seconded by Metzler to approve the acceptance of the Federal FY16 grants as presented. Voice vote taken. Motion passed unanimously.

- **Proposed Changes in Federal FY 15 Grants**

The proposed changes to the ILEAS Federal FY15 grants are:

- Eliminate cybersecurity as a program and use those funds to partially finance that extension.
- Reutilize surplus overtime/backfill funds to partially finance that extension.
- Extend other FFY15 grants to August 31, 2017 to cover shortages in FFY16 for Indilus and for the ITC lease.

Motion made by Baird and seconded by Standard to adopt the proposed changes in FFY15 upon approval of IEMA and to make necessary and reasonable changes to the final grants and line items to comply with the final IEMA decision. Voice voted taken. Motion passed unanimously.

- **Other Fiscal Report**

Jan Plotner, Finance Manager gave a brief overview of ILEAS' Grant and Fiscal status. Motion made by Hagen and seconded by Schneider to accept and approve the Grant and fiscal report. Voice vote taken. Motion passed unanimously.

- **Business Loan**

During the post-July budget problems, many vendors were not being paid, as ILEAS did not have the resources to do until the State provided the reimbursements. One of the vendors, Incident Command Solutions (ICS), which provides satellite services for the

Unified Command Posts demanded payment. A decision was made to utilize the line of credit to make the \$60,000 payment to avoid a possible bad credit rating and service being cut. ILEAS paid \$86.56 in interest on that loan to date. The invoice for ICS went to the State in early August, but has to be provided by IEMA to the Comptroller.

▪ **Auditor RFP**

A request for Proposal was submitted for auditing services from Certified Public Accountants for Fiscal years 2016, 2017 & 2018. The Government Finance Officers Association has established a best practices document regarding the selection of government auditors. One of the recommendations is the routine changing of auditors at the end of a contract period. Jim Legg has been ILEAS' auditor for over eight years. As a result, the RFP was issued. With only two responses received. Jim Legg who is with Estes, Bridgewater & Ogden now, and Martin Hood Friese and Associates. It is recommended that Martin, Hood, Friese, & Associates of Champaign be selected as auditor for ILEAS for Fiscal Years 2016, 2017, and 2018. Motion made by Summer and seconded by Brown to select Martin, Hood, Friese and Associates as the ILEAS auditor for the fiscal years of 2016 through 2018. Voice vote taken. Motion passed unanimously.

▪ **Dues Waivers Proposal**

The Board voted to waive past due dues at the Board meeting on August 25, 2016 if the delinquent agency paid their 2016 dues. Five agencies took the deal, paid their dues and are now current. Two of the twelve remaining agencies have responded. Stewardson's Village Board voted to not pay dues now or in the future and Chicago State University state that they are currently processing the payment. The Board also directed staff to develop a future policy in that this blanket waiver was a one-time thing. The following are options that have been developed.

1. Physically visit each agency and request that they submit a waiver request with a reason for the Board's consideration.
2. Place on "probationary" status of some kind:
3. Ignore the refusal to pay and continue to bill – directing the bill to the mayor/county Board chair.
4. Terminate membership

Motion made by Schneider and seconded by Masse to go with option 2, Place on probationary status of some kind. Voice vote taken. Motion passed unanimously.

➤ **Current Issues & Updates for Board**

○ **NIPAS Mobile Field Force Team**

Motion made by Hagen and seconded by Barker to amend the agenda and discuss this issue at the beginning of the meeting. Voice vote taken. Motion passed unanimously.

- **Establish Election Date**

The bi-annual election of the Governing Board is coming up in March. Director Page recommends that the online nomination process start January 9, 2017 and end on January 27, 2017. He further recommends that the online voting take place February 13, 2017 and on February 24, 2017. Motion made by Metzler and seconded by Barker to adopt the online voting method for the upcoming Board elections as described above. Voice vote taken. Motion passed unanimously.

- **ILEAS Training Center Lease**

The Training Center lease with Champaign County expires on December 31, 2016. Discussions with the County are being scheduled to begin shortly. Champaign County has a quarter cent sales tax hike on the ballot for November 8. Plans cannot be permanently made until the results of the vote are counted. In the meantime, staff is requesting the Board authorize authority to enter into negotiations with the intent to come to an agreement on the conditions of the extension. It should be noted that staff believes, and so does the county, that the lease will be lower due to the new restrictions to the old wings because of mold growth. More specific details on the future of the Training Center will be available in the December board meetings. The recommended cost of \$440,000 is well above what ILEAS will end up paying. It is what is budgeted. Motion made by Masse and seconded by Metzler to authorize the Executive Director to negotiate an extension to the Training Center lease not to exceed \$440,000.

- **Staff Issues**

- **Heidi Warren Resignation**

Grant and Travel Coordinator Heidi Warren resigned her position to accept a job offer effective October 18th. The job was posted officially on October 14, 2016 and will remain open until filled.

- **Vernon "Skip" Frost hired as Special Teams Manager**

ILEAS has hired Vernon "Skip" Frost as Jim Luecking's replacement as Special Teams Manager. Skip Frost is a recently retired University of Illinois PD Deputy Chief. He is a graduate of Northwestern Staff and Command school and the FBI National Academy session 241.

- **Communications Activities Update**

To date, the Starcom21 user fees have been billed and paid through June 30, 2017, the process of identifying agencies retaining individual user licenses is done and they have been notified and the notifications of the termination of StarCom21 user fees for other agencies has been accomplished. What needs to be done next is complete the equipment assessment which will provide the basis for equipment purchasing decision in both FFY15 and FFY16 and cache radio distribution, building, selecting, equipping and training the Regional Technology Support Teams

and Determine what to do with the surplus StarCom21 radios that are being returned. John Chaney is in the process of completing validation exercises and inventories of all ITECS in the State. We anticipate a report on ITECS in December.

- **Solar Eclipse Presentation.**

Calvin Stearns, ILEAS RPC gave a brief presentation on the Solar Eclipse, which will occur on August 21, 2017 and how to read the map to view the total solar eclipse.

- **Old Business**

- **LMS Update**

At the June 14 meeting, the Governing Board authorized staff to engage in a contract with an LMS vendor. A report on the progress in the August 2016 Board meeting identified the vendor as Topyx at a cost of 436,250. A decision was made to purchase the LMS out of the Business Account funds. The advantages of purchasing LMS out of the Business account are:

- Business Account purchases (non-grant) do not have to comply with federal or State of Illinois grant guidance.
- The LMS can be used for other purposes besides preparedness – ie. It can be used for pre-deployment special teams' briefings on actual operations and for internal use such as staff training.
- ILEAS would be free to charge other organizations for its use in an effort to raise sufficient funds to pay for itself.

- **New Business**

- **Adjournment**

At 1:43, motion made by Hagen and seconded by Barker to adjourn the meeting. Voice vote taken. Motion passed unanimously.

These minutes were respectfully submitted



Dave Snyder
President