

**NORTH EAST MULTI-REGIONAL TRAINING, Inc.**  
**Mobile Team Unit # 3**

**Minutes for the Quarterly Meeting**  
**ADVISORY BOARD OF DIRECTORS**

**July 29, 2009**

**10:00 am**

**College of DuPage Board Room, Room 2011**  
**Glen Ellyn, Illinois**

- I. CALL TO ORDER:** Chief Robert Jones, President of the Advisory Board of Directors, called the meeting to order at 10:01 A.M.
- II. ROLL CALL: ESTABLISHMENT OF A QUORUM:**
- A. Members Present: Board Officers: President Chief Robert Jones; First Vice President Chief Edward Konstanty; Second Vice President: Director Pamela Church; Secretary: Chief James Kruger; Treasurer: Mr. William F. Keck, CPA; Immediate Past President Chief Charles Ghiloni; Board Members: Lieutenant Michael Goldsmith for Sheriff Thomas Dart; Chief Mark Fazzini; Chief James Lamkin; Mr. George Pradel, Mayor; Chief James Wales; and *ex officio* members: Mr. Chuck Hervas, Attorney at Law and Director Philip Brankin
- B. Absent/Excused: Board Members: Chief Robert LaMantia; Chief Ray Robertson; Chief Raymond Rose; Chief Lisa Womack; and Acting Director of the I.L.E.T.S.B.
- C. Introduction of Guests, Visitors and Other Attending Parties: NEMRT Staff: Deputy Director of Operations Chuck Montgomery; and Receptionist Michael Schoenfeld
- III. APPROVAL OF ADVISORY BOARD OF DIRECTORS MINUTES:**
- A. Minutes of the Quarterly Meeting of the Regularly Scheduled Meeting of the Advisory Board of Directors, April 29th, 2009: Chief Fazzini made a motion to approve the minutes of the April 29th, 2009 meeting of the Advisory Board of Directors as published. With a second from Chief Wales, the motion passed unanimously.
- IV. APPROVAL OF EXECUTIVE COMMITTEE MINUTES: NONE**
- V. RELEASE OF EXECUTIVE SESSION MINUTES: NONE**
- VI. APPROVAL OF EXPENDITURE REGISTER:** Chief Jones gave a brief overview of the Expenditure Register for the periods:
- A. Check Register for period 01 - 15 April
- B. Check Register for period 16 - 30 April

- C. Check Register for period 01 - 15 May
- D. Check Register for period 16 - 31 May
- E. Check Register for period 01 - 15 June
- F. Check Register for period 16 - 30 June

1. Director Brankin took a moment to relate the new procedure implanted for approval by the Finance Committee. Director Brankin provided a number of checks chosen at random by Chief Wales prior to the meeting. These checks and all supporting documentation were provided for the members in attendance to meet an audit finding that recommended a closer attention to be given the check registrars.
2. Chief Jones made a motion to ratify those expenditures of NEMRT made between April 1st and June 30th, 2009, which were previously approved by signature(s) of an Officer(s) of the Advisory Board of Directors. The motion was seconded by Chief Fazzini and passed unanimously.

**VII. REPORT OF THE FINANCE AND AUDIT COMMITTEE:** Chief Wales, Chairman of the Finance and Audit Committee, made a report regarding the July 8th, 2009 quarterly meeting of the Finance and Audit Committee.

- A. Third Quarter, FY 09, Fiscal Report for the ASSIST Grant: After review, on behalf of the Finance and Audit Committee Chief Wales made a motion for the approval by the Advisory Board of Directors of the “Third Quarter, FY 09, Fiscal Report for the ASSIST Grant”.

With a second from Chief Kruger, the motion passed unanimously.

- B. Third Quarter, FY 09, Report of Outside Funds Collected for the ASSIST Grant: After review, on behalf of the Finance and Audit Committee Chief Wales made a motion for the approval by the Advisory Board of Directors of the Third Quarter, FY 09, Report of Outside Funds Collected for the ASSIST Grant.

With a second from Chief Konstanty the motion passed unanimously.

- C. Request to Spend Excess Funds, requests to transfer in Excess of 02% of the FY 09 Budget, and a request to Reduce Local, Surplus Cash to the FY 09 Budget : After review, on behalf of the Finance and Audit Committee, Chief Wales made a motion for the approval by the Advisory Board of Directors of a Request to Spend Excess Funds, a request to transfer in Excess of 02% of the FY 09 Budget, and a request to Reduce Local, Surplus Cash to the FY 09 Budget.

With a second from Chief Lamkin, the motion passed unanimously.

**VIII. REPORT OF THE TRAINING AND CURRICULUM COMMITTEE:** Chief Fazzini, Chairman of the Training and Curriculum Committee, gave a report regarding the July 22nd, 2009 quarterly meeting of the Training and Curriculum Committee.

- A. Third Quarter, FY 09, Actual Training Report: After review, on behalf of the Training and Curriculum Committee Chief Fazzini made a motion for the approval by the Advisory Board of Directors of the Third Quarter, FY 09, Actual Training Report.

With a second from Chief Ghiloni the motion passed unanimously.

- B. First Quarter, FY 10, Proposed Training Activity Report: After review, on behalf of the Training and Curriculum Committee Chief Fazzini made a motion for the approval by the Advisory Board of Directors of the First Quarter, FY 10, Proposed Training Activity Report.

With a second from Director Church the motion passed unanimously.

**IX. REPORT OF THE PERSONNEL COMMITTEE: NONE**

**X. REPORT OF THE POLICY AND BY-LAWS COMMITTEE: NONE**

**XI. REPORT OF THE PRESIDENT OF THE BOARD:**

- A. Update Report: FY 10 Grant Application and Line Item Budget: Director Brankin provided an oral report to the Board members regarding the FY 10 Grant Application and Line Item Budget. He noted that the ILETSB had rescheduled the MTU Budget hearings from August to May to accommodate the schedule of Director Jurkanin.

1. At our budget hearing, reported the Director, staff from the ILETSB were unable to give approve to our grant application and line item budget. This is because at the time we held our hearing, the State of Illinois budget had still not yet been approved. Without a definitive budget for the ILETSB approved by the state, approval of the MTU budgets was postponed.
2. Director Brankin then provided members of the Board with copies of the survey given to MTU's prior to their budget hearing. A brief overview of the survey was made. The survey contained general questions along the lines of what NEMRT would do with more money.
3. NEMRT expects to see an approved budget in September now that the State has agreed to a final State Budget. With \$4.5 million swept from the surcharge fund though, just how much funding will be put into the Budget is unknown.
4. After further review and discussion the Board accepted this report without taking formal action.

- B. Listing of Board and Committee Meeting Dates for FY 10: Advisory Board Directors members were presented with a listing of the Board and Committee Meetings for FY 10. These dates had been discussed and approved at the April meeting.

1. Chief Jones noted the dates of the regular and special Board meetings, the regular and special standing committee meetings, as well as the March 16<sup>th</sup>, 2010 Annual Meeting and Professional Conference.
2. The Board accepted the report without taking formal action.

**XII. REPORT OF THE DIRECTOR:**

- A. Status Report: FY 09 Audit and Financial Report: Director Brankin noted that Sikich LLC will be performing the annual audit. This primary difference for this year will be that Sikich is only sending two auditors. This was done as a cost saving endeavor.

After further review and discussion the Board accepted this report without taking formal action.

- B. Illinois Municipal Retirement Fund (IMRF) Employer Phase-In Rate Options: This year saw an increase to the IMRF Rates. Due to earlier warnings, NEMRT was expecting a significant rate increase. NEMRT received a pleasant surprise in receiving about a .25% increase instead of the projected 1.25% increase.

After further review and discussion the Board accepted this report without taking formal action.

- C. Status Report, CALEA Re-Accreditation Onsite and Annual Report:

1. Director Brankin was proud to announce that NEMRT has been selected as a Flagship Agency for the CALEA conference in Virginia. Brankin would be flying to Virginia the next day to attend the conference.

Director Brankin made note that Deputy Director Thomas Reasoner will be attending the conference as well. Reasoner serves as NEMRT's Accreditation Manager.

2. After further discussion the Board accepted this report without taking formal action.

- D. Status report on the ILETSB Executive Director position search:

1. The ILETSB received 45 applications for the open Director's position. The Executive Committee of the ILETSB then trimmed down the number of candidates to 5. These 5 went through an oral interview on June 17<sup>th</sup>. After those interviews it has been announced that the new Director of the ILETSB will Mr. Kevin McClain.

Director Brankin congratulated McClain and told the committee that NEMRT will be looking to repair the past disputes with the ILETSB and provide ever better training for law enforcement. Brankin further commented that he has been in contact with Mr. McClain already. The two plan to meet for lunch to smooth over the past and work together for a better future for Law Enforcement Training across the state.

2. After further discussion the Board accepted this report without taking formal action.

**XIII. OLD BUSINESS: NONE**

**XIV. NEW BUSINESS:**

- A. *Governor's Award of Excellence in Law Enforcement Training, Lifetime Achievement Nominee: NEMRT D/Director Phil Dalen ,retired:*
1. Director Brankin noted that last year he submitted Phil Dalen's name for the Governor's Award of Excellence in Law Enforcement Training. Last year he was not selected. Director Brankin has submitted his name again this year. An announcement of the winner will be made in August.
  2. After further discussion Chief Konstanty then made a motion to nominate Phil Dalen for the Governor's Award of Excellence in Law Enforcement Training, Lifetime Achievement. With a second from Chief Wales the motion passed unanimously.
- B. *Resolution Authorizing the Director to sign Contracts with the Metropolitan Water Reclamation District of Greater Chicago:*
1. Included with the agenda books for Board members was the draft of a resolution from the Board authorizing the Director to sign contracts on its behalf with the Metropolitan Water Reclamation District of Greater Chicago. This formal resolution was requested by the MWRD to establish legal grounds for NEMRT to conduct In-House Training for their police department.
  2. However, after conferring with their legal department, the District decided that a resolution was not needed. Instead a letter would be sent to verify who has authority to authorize In-House Training. A draft of this letter was provided by Director Brankin as a handout.  
  
This report was for information only and therefore the Board took no formal action.
- C. *ILETSB Survey of Illinois Law Enforcement Executives:*
1. Director Brankin provided the Board members with copies of the Survey of Illinois Law Enforcement Executives: Training Priority Responses. Overall the focus of the survey seemed to be on how well the Basic Academies, the Mobile Teams, and the Executive Institute are doing their jobs.  
  
The Board will use the results of this and other surveys to draft a new strategic plan.
  2. After further review and discussion, the committee accepted this report without taking formal action.
- D. *ILETSB MTU Survey, draft response:*
1. Director Brankin provided the attending members with a copy of the response for MTU survey. Brankin apologized that he was only able to capture a draft and was unable to provide a better printout.

2. After further review and discussion the Board accepted this report without taking formal action.

**XV. ANNOUNCEMENTS:**

A. Quarterly Committee Meeting Dates:

1. NEMRT Policy and By-laws Committee Meeting, **10/23/09**  
Willowbrook Police Department, Willowbrook, Illinois
2. NEMRT Finance and Audit Committee Meeting, **07/08/09**  
Gurnee Police Department, Gurnee, Illinois
3. NEMRT Training and Curriculum Meeting, **07/22/09**  
College of DuPage Board Room, Glen Ellyn, Illinois
4. NEMRT Personnel Committee Meeting: **10/16/09**  
Roselle Police Department, Roselle, Illinois

B. Quarterly Advisory Board Meeting Dates:

1. NEMRT Advisory Board of Directors Meeting: **07/29/09**  
College of DuPage Board Room, Glen Ellyn, Illinois

C. ILETSB Committee and Board Meetings:

1. Executive Committee Meeting **06/17/09**  
Bartlett, Illinois
2. Special Meeting of the ILETSB: **07/09/09**  
Springfield, IL
3. ILETSB Committee Meetings: **09/04/09**  
Springfield, Illinois
4. ILETSB Quarterly Meeting: **09/05/09**  
Springfield, Illinois

**XVI. ADJOURNMENT:** Chief Fazzini then made a motion to adjourn the meeting. Chief Ghiloni seconded the motion which passed unanimously. The meeting was adjourned at 10:45 A.M.