

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

Minutes for the Quarterly Meeting
ADVISORY BOARD OF DIRECTORS
November 9th, 2011

College of Du Page Board Room, Room 2052
Glen Ellyn, Illinois

- I. CALL TO ORDER:** Director Pamela Church, 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. Present: Officers of the Board: President, Director Pamela Church; First Vice President, Chief James Kruger; Second Vice President, Chief Dwight A. Baird; Board Members: Officer Kendall Evans for Sheriff Thomas Dart; Chief Mark Fazzini; Chief Frank Kaminski; Chief James Lamkin; Chief Robert LaMantia; Mayor George Pradel; Mr. John Purcell, Chairman, Kendall County; Chief Raymond Robertson; Chief Raymond Rose; Chief James Wales; Deputy Director Larry Smith for Director Kevin McClain; *ex officio members:* Legal Counsel Mr. Chuck Hervas, Esq.; and Director Philip Brankin.
- B. Absent Excused: Officers of the Board: Secretary, Chief Douglas Larsson; and Treasurer, Mr. William F. Keck.
- C. Guests and Visitors: NEMRT Staff Members: Deputy Director of Research and Development, Mr. John Haley; Deputy Director of Operations, Mr. Chuck Montgomery; and In-Service Training Coordinator, Mr. Michael Schoenfeld.
- III. APPROVAL OF ADVISORY BOARD OF DIRECTORS MINUTES:**
- A. Minutes of the Quarterly Meeting of the Advisory Board of Directors, July 27th, 2011: After review and discussion, Chief Wales made a motion to approve the published minutes of the Quarterly Meeting of the Advisory Board of Directors, July 27th, 2011. The motion was seconded by Chief Baird and passed unanimously.
- IV. APPROVAL OF EXECUTIVE COMMITTEE MINUTES:** **NONE**
- V. REVIEW OF EXECUTIVE SESSION MINUTES:** **NONE**
- VI. APPROVAL OF EXPENDITURE REGISTER:** After review and discussion, Chief Fazzini made a motion to ratify those expenditure of NEMRT made between July 1st and September 30th, 2011, which were previously approved by signature(s) of an Officer(s) of the Advisory Board of Directors. The motion was seconded by Chief Wales and passed unanimously.
- VII. REPORT OF THE FINANCE AND AUDIT COMMITTEE:** Chief James Wales, Chairman of the Finance and Audit Committee, reported on the October 12, 2011 quarterly meeting of the NEMRT Finance and Audit Committee.

- A. Fourth Quarter, FY 11, Fiscal Report: After review and discussion, Chief Wales made a motion to approve the Fourth Quarter, FY 11, Fiscal Report for the ASSIST Grant. With a second from Chief Lamkin, the motion passed unanimously.
- B. Fourth Quarter, FY 11, Report of Outside Funds: After review and discussion, Chief Wales made a motion to approve the Fourth Quarter, FY 11, Report of Outside Funds for the ASSIST Grant. Following a second made by Chief Kruger, the motion passed unanimously.
- C. Staff Bonuses: After review and discussion, Chief Wales made a motion to approve an award of staff bonuses of up to 3% for all staff members based on their FY 11 Annual Performance Report. Chief LaMantia seconded the motion which then passed unanimously.

VIII. REPORT OF THE TRAINING AND CURRICULUM COMMITTEE: Chief Mark Fazzini, Chairman of the Training and Curriculum Committee, made his report on the October 19, 2011 quarterly meeting of the NEMRT Training and Curriculum Committee.

- A. Fourth Quarter, FY 11, Training Activity Report: After review and discussion, Chief Fazzini made a motion to approve the Fourth Quarter, FY 11, Training Activity Report. With a second from Chief Baird, the motion passed unanimously.
- B. Second Quarter, FY 12, Proposed Training Activity Report: After review and discussion, Chief Fazzini made a motion to approve the Second Quarter, FY 12, Proposed Training Activity Report. Following a second by Chief LaMantia, the motion passed unanimously.

IX. REPORT OF THE PERSONNEL COMMITTEE: Chief James Kruger, Chairman of the Personnel Committee, made his report on the October 21, 2011 quarterly meeting of the Personnel Committee.

- A. Director's Annual Audit of Equal Employment Opportunity Plan: After review and discussion, Chief Kruger made a motion to approve the Director's Annual Audit of Equal Employment Opportunity Plan. With a second from Chief Robertson, the motion passed unanimously.
- B. NEMRT Recruitment Plan: Revised for 2011: After review and discussion, Chief Kruger made a motion to approve the NEMRT Recruitment Plan: Revised for 2011. Following a second from Chief Lamkin, the motion passed unanimously.
- C. Director's Career Development Report for FY 11: After review and discussion, Chief Kruger made a motion to approve the Director's Career Development Report for FY 11. Chief Robertson made a second and the motion passed unanimously.
- D. Director's Annual Review of the 'Staff Classification Plan: After review and discussion, Chief Kruger made a motion to approve the Director's Annual Review of the 'Staff Classification Plan. Chief Robertson seconded the motion which then passed unanimously.

X. REPORT OF THE POLICY AND BY-LAWS COMMITTEE: Chief LaMantia, Chairman of the Policy and By-Laws Committee, made his report on the October 20, 2011 quarterly meeting of the Policy and By-Laws Committee.

- A. Risk Management Report for 2011: An Annual Analysis and Review of Risk: After review and discussion, Chief LaMantia made a motion to approve the Risk Management Report for

2011: An Annual Analysis and Review of Risk. With a second from Chief Kruger, the motion passed unanimously.

- B. Annual Review of the NEMRT Equipment Plan: After review and discussion, Chief LaMantia made a motion to approve the Annual Review of the NEMRT Equipment Plan. With a second from Chief Kruger, the motion passed unanimously.
- C. Pandemic Response Plan: 2011 Update: After review and discussion, Chief LaMantia made a motion to approve the Pandemic Response Plan: 2011 Update. Chief Kaminski seconded the motion which then passed unanimously.

XI. REPORT OF THE PRESIDENT OF THE BOARD:

- A. Resignation of Board Member, John Church: Chief Church made a motion that the Advisory board of Directors, after review and discussion, accept the resignation of Advisory Board Member John Church, and declare his office to be vacant. The motion was seconded by Chief Baird and passed unanimously.
- B. Appointment of New Board Member: Chief Church made a motion that the Advisory Board of Directors, after review and discussion, in accordance with the provisions of the NERTM By-Laws give its consent to the appointment of Mr. John Purcell, Chairman of Kendall County, to fill the vacant Board Member position. The motion was seconded by Chief Baird and passed unanimously.
- C. Resignation of Board Member, Robert Jones: Chief Church made a motion that the Advisory Board of Directors, after review and discussion, accept the resignation of Advisory Board Member Robert Jones, and declare his office to be vacant. The motion was seconded by Chairman Purcell and passed unanimously.

XII. REPORT OF THE DIRECTOR:

- A. Draft FY 11, Financial Statements and Independent Auditor's Report: Director Brankin informed the Board that the FY 11 Audit has been completed but at this time the Draft FY 11, Financial Statements and Independent Auditor's Report has not been reviewed formally by the Finance and Audit Committee. As such this report will be for information only.

- a) Findings: There was one audit finding which stated there was a deficiency in internal controls over financial statement preparation.

The audit finding noted that NEMRT does not maintain control over the preparation of GAAP based financial statements because we do not have an accountant on staff. He explained that while this is an audit finding, it is accepted that staff will be unable to rectify it since we have neither the funds to hire an accountant, nor the permission of the ILETSB to expand our staff size.

- b) Previous Year's Findings: Brankin was happy to state that last year; a second audit finding that NEMRT did not maintain adequate controls over accounts receivable and revenue was not repeated. Changes made to our accounting software, changes recommended by D/Director Reasoner, Accounting Specialist Mary Pocusis and implemented by our IT Manager,

Joe Schweihs, corrected the problem.

- c) Fund Balance: Finally, he reviewed with the members of the Board the increase noted in the NEMRT Fund Balance as of June 30th, 2011. Even though the balance is much, much smaller than that recommended by the auditors, it is a comfort having even a small cushion of available funds.
- d) After further review and discussion, the Board accepted the report without taking formal action.

B. Status Report: FY 11 Grant Application and Line Item Budget: Director Brankin noted that at this time NEMRT has not received a Statement of Award from the ILET SB. He noted that at the September ILET SB meeting, all MTU budgets were approved. NEMRT is expecting to receive the Statement of Award soon. The statement will be brought to the Finance Committee and then to the Board for review and approval in January.

C. Updated Report on staff 403 (b) plan implementation:

1. Director Brankin noted that although NEMRT has had several members participating in an informal 403 b plan, the plan was not structured in accordance with the tax code and had to be suspended and restructured.
2. D/Director Reasoner and Brankin interviewed several firms that specialize in these types of investments and selected American Funds/Stifel Nicholas. Mr. David Kohlmeyer, of Geneva, Illinois, will serve as the third party administrator.
3. The new 403b Plan has been written and is now being set in place. Six staff members have committed to joining the plan when it is fully operational, and several more are interested.
4. After further review and discussion, the Board accepted this report without taking formal action.

D. Updated Report on our 3rd CALEA Reaccreditation on-Site Winter of 2012: Director Brankin informed the Board that NEMRT is in the process of preparing for our mock on-site on November 11, 2011. After that the actual re-accreditation on-site will be held sometime in February.

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

XIII. OLD BUSINESS:

A. Status Report: Viability Study at PTI:

1. Director Brankin invited Deputy Director Smith to inform the Board of the latest information regarding PTI that the ILET SB may have heard.
2. D/Director Smith informed the board that at this time the ILET SB has approved a new Residential Police Academy to be established at Western University. Despite the pending creation of a new academy, the ILET SB has not de-certified PTI. A possible shut-down date has been forecast for PTI of June 30th. As such, Smith promises that the ILET SB will make certain there are adequate academies in the state to train all new officers.

3. Chief LaMantia questioned what happened to PTI and if it all came down to money. D/Director Smith outlined that U of I had traditionally added financial support to PTI. New perspective drove the University to challenge PTI to make it self-sufficient. PTI sought additional funding through the ILETSB. The proposed agreement from PTI sought to gain additional funding without giving anything in return. The stance of the ILETSB was that, if additional funding was going to be required, the Board would have to have more say in how that funding was put to use. This created an impasse that could not be overcome.
 4. After further discussion, the Board accepted this report without taking formal action.
- B. West Publishing Proposal: Director Brankin informed the Board that the online training endeavor is still ongoing. At this time dates have been scheduled to film training material to be posted. After further discussion, the Board accepted this report without taking formal action.
- C. Lead Homicide Investigator Training:
1. Deputy Director Smith took this opportunity to inform the Board members that the ILETSB has received between 15-16 hundred waiver applications so far. At this time the waivers are still under consideration and review.
 2. Smith further noted that after the Administrative Rules are fully established is when certificates for Lead Homicide Investigators will start coming out of Springfield. Smith expects that between 2-5% of the waivers will be denied.
 3. After further discussion, the Board accepted this report without taking formal action.

XIV. NEW BUSINESS:

- A. Law Enforcement Legislative Coalition: A Partnership with the ILETSB:
1. Deputy Director Smith brought to the attention of the Board some new direction being taken by the GOMB, Governor's Office of Management and Budget. The concern of the ILETSB is that the GOMB is proposing to take funding from the Law Enforcement Camera Grant Fund and use it to fund training of Illinois State Police recruits.
 2. The Law Enforcement Camera Grant Fund was created to provide additional funding to local law enforcement agencies to put dash cams in their patrol cars. As things stand, the fund generates approximately \$1.5 Million on an annual basis. The State only allows an average of \$100,000 to be appropriated to the ILETSB every year.
 3. The ILETSB sees this attempt to use redirect these funds to the State Police as an affront to local agencies across the state. Smith was seeking to inform the Board of these proceeding and asking that should the GOMB push the issue further, that local agencies and entities such as NEMRT be supportive of stopping the legislation.
 4. After further discussion Chief Church made a motion for a formal resolution to support the maintaining of the Camera Grant Fund to fund its original purpose, funding cameras to be used in local law enforcement agencies vehicles. With second from Chief Rose, the motion passed unanimously.

B. IRMA FY 2011 Member Deductible:

1. Director Brankin provided members with a copy of the letter from IRMA seeking input into changing their minimum deductible. With a response deadline of September 16th, NEMRT responded that the minimum deductible should remain at \$2,500.
2. This report was for information only and the Board accepted without taking formal action.

C. Notice of Attorney's Lien Against NEMRT, # 159230 Gail Metsig:

1. Director Brankin informed the Board that NEMRT has been named in a law suit. The individual was a student in a "Proper Lock-up Procedures for Female Arrestees by Female Personnel" course. Brankin gave a brief status of the case. The student delayed the injury report for three days after the class. At the end of class no injury or pain was reported. At this time NEMRT has forwarded all and any reports regarding this matter is IRMA, who is representing both NERMT and the student's agency of employment at that time.
2. After further discussion the Board accepted this report without taking formal action.

D. New Courses Announcement: Chief Church took this opportunity to note that NEMRT, in conjunction with ILEAS, local law enforcement, and other agencies is working to offer a number of new High-tech classes and others directly related to gearing up for the coming G-8 summit in Chicago.

XV. ANNOUNCEMENTS:

A. Quarterly Committee Meeting Dates:

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| 1. NEMRT Finance and Audit Committee Meeting, | 10/12/11 |
| Lake in the Hills Police Department, Lake in the Hills, Illinois | |
| 2. NEMRT Personnel Committee Meeting | 10/21/11 |
| Roselle Police Department, Roselle, Illinois | |
| 3. NEMRT Training and Curriculum Meeting, | 10/19/11 |
| College of Du Page Board Room, Glen Ellyn, Illinois | |
| 4. NEMRT Policy and By-Laws Committee Meeting | 10/20/11 |
| Park Ridge Police Department, Park Ridge, Illinois | |

B. Quarterly Advisory Board Meeting Dates:

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| 1. NEMRT Advisory Board of Directors Meeting: | 11/09/11 |
| College of Du Page Board Room, Glen Ellyn, Illinois | |

C. ILETSB Committee and Board Meetings:

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| 1. ILETSB Committee Meetings: | 12/07/11 |
| Chicago, Illinois | |
| 2. ILETSB Quarterly Meeting: | 12/08/11 |
| Chicago, Illinois | |

XVI. ADJOURNMENT: Chief LaMantia made a motion to adjourn the meeting. With a second from Chief Baird the motion passed unanimously. The meeting was adjourned at 11:18 P.M.