

NORTH EAST MULTI-REGIONAL TRAINING
Mobile Team Unit # 3

Minutes for the Quarterly Meeting
POLICY AND BY-LAWS COMMITTEE

October 21st, 2010
Downers Grove Police Department Conference Room,
Downers Grove, Illinois

- I. CALL TO ORDER:** Chief Robert LaMantia, Committee Chair, called the meeting to order at 09:56 A.M.
- II. ROLL CALL: ESTABLISHMENT OF A QUORUM:**
- A. Members Present: Committee Chairman: Chief Robert LaMantia; Committee Members: Deputy Chief Dale Gustafson, Chief Frank Kaminski, Chief Robert Porter, LT Craig Butkovic for Deputy Chief Nate Romeo, Chief David Webb; and *ex officio* member Director Phillip Brankin.
- B. Absent/Excused: Committee Members: Chief Raymond Byrne; *ex officio* member Mr. Chuck Hervas, Legal Counsel to the Advisory Board.
- C. Welcome to New Committee Member: The committee chair and members welcomed Chief David Webb, Hanover Park Police Department, to the Policy and By-laws Committee. Chief Webb has been a strong supporter of NEMRT and of in-service training for his entire career and will be a valuable member of this committee.
- D. Guests, Visitors and other Attending Parties: NEMRT Staff: In-Service Training Coordinator Michael Schoenfeld.
- III. APPROVAL OF MINUTES from the Regularly Scheduled Meeting of October 23rd, 2009:** Chief Kaminski made a motion that the minutes of the October 23rd, 2009 meeting of the Policy & By - laws Committee be approved. With a second from Chief Porter, the motion passed unanimously.
- IV. REPORT OF THE COMMITTEE CHAIRMAN:**
- A. Advisory Board and Committee Meeting Dates for FY 11: Members of the committee were provided the dates of all NEMRT committee meetings for FY 11.
- After additional discussion, Chief LaMantia asked the members where the April 2011 meeting should be held. He felt that the meetings should rotate to accommodate members who often have a long trip to make to attend the meetings. Chief Webb volunteered the use of the Hanover Park Police Department for that meeting, and the members graciously accepted the invitation.

V. REPORT OF THE DIRECTOR:

A. *FY 11 Grant Application and Line Item Budget Issues:* Director Brankin opened this segment with an oral report regarding the September meeting of the ILETSB.

1. Update Report: FY 11 Grant Application and Line Item Budget: Statement of Award:

a) Director Brankin noted that at this time NEMRT has not received a Statement of Award from the ILETSB. He noted that at the September ILETSB meeting, no MTU budgets were approved. Approval was delayed until the December 3rd meeting when receipts and charges to the Surcharge fund became clearer. At the September meeting, the Board did approve a partial payment to each MTU and set final approval of budgets with the Statement of Award received in late December.

The committee members reviewed in detail the line item budget that was submitted on April 1st, 2010.

b) As no Statement of Award had been received, the committee accepted this report without taking formal action.

2. NEMRT's Budget Survey Response:

a) Director Brankin provided members of the committee with copies of the survey given to MTU's prior to their budget hearing. A brief overview of the survey responses was given to help the committee members better understand the budget hearing process in Springfield.

b) At the time of NEMRT Budget Hearing in Springfield, June 9th, ILETSB staff members were unable to make a firm commitment for approval. However, indications, said the Director, are that the budget we submitted on April 1st will be approved in December.

The Committee accepted his report without taking formal action.

B. *FY 10, Draft Financial Statements and Auditor's Report :* Director Brankin noted that normally at this time, a draft audit report is provided to the committee members, but at this time there no Annual Audit has been completed.

1. Brankin explained that delays at CMS in the preparation of the RFP for the audit have put the entire audit way behind schedule. The statutorily mandated requirement that the audit be performed within 120 days of the end of the fiscal year will not be met by any MTU, since all MTU's are required to use the audit firm selected by the ILETSB.

2. It is the Director's hope that the ILETSB will permit NEMRT to seek out an audit independently. If such a decision is made, NEMRT will approach the Aurora office of Sikich and Gardner for our FY 10 audit. We would also try to bid out our FY 11 audit independently of the ILETSB.

3. Director Brankin noted that the Finance and Audit Committee recommended to the

Director that he and staff approach Sikich and Gardner with the intent of contracting for an audit of FY 10. They were to bring this issue up to the Board on October 27th for formal authority to move in this direction.

4. The Committee members agreed with this course of action and gave the Director their support in this matter. As no audit has been performed, this discussion was for information only.

C. *NEMRT Risk Management Report for FY 2010: An Annual Analysis and Review of Risk:*
Director Brankin explained that this report is a review of all safety, security issues and conditions for FY 10. This report is provided every year in accordance with established Board policy and CALEA standards.

1. Director Brankin reviewed all incidents that occurred in FY 10, noting that there were four total incidents, three of which involved students receiving minor injuries in class. The fourth incident was a traffic accident involving a parked, unoccupied NEMRT vehicle. All four accidents, no matter how minor were investigated thoroughly.

Chief LaMantia sought clarification regarding the filing of worker's compensation claims. He asked if there was a time loss injury against which entity, NEMRT or the officer's employing agency, would the claim be filed. Brankin responded it would be filed against the employing agency since the officer was on duty at the time of the accident and assigned to attend the NEMRT class.

2. Brankin also reviewed the Insurance Summary provided by IRMA listing the coverage currently held for NEMRT.
3. Chief Kaminski asked if it were true that in three years the only claim submitted by NEMRT was for \$2,500 for damages related to the above noted accident. Director Brankin responded yes and noted that claim was not our fault, but the driver of the car that hit our parked company car was uninsured.
4. Director Brankin also stated that soon NEMRT would be undergoing their first re-IMAP process. It is scheduled for December 2nd, 2010. NEMRT expects to receive a notably higher score than last time due to new policies and procedures implemented to cover many problem areas that were seen.
5. After additional discussion, a motion was made by Chief Kaminski to recommend to the NEMRT Board of Directors their approval of the draft "*NEMRT Risk Management Report for FY 2010: An Annual Analysis and Review of Risk*" as drafted and submitted to the committee. With a second by Chief Webb, the motion passed unanimously.

D. *Annual Review of the NEMRT Equipment Plan:*

1. Director Brankin reminded the committee members that the goal of the NEMRT Equipment Plan is to promote equipment management as a comprehensive program, completely integrated with our Strategic Plan and our Grant Application and Budget process. The provisions of this plan, unless specifically exempted by written policy of the NEMRT Advisory Board or by Procedure of the Director, will apply to all training equipment, electronic equipment, office furniture, vehicles, etc., whether owned, leased or rented by North East Multi-Regional Training, Inc.

Also noted was that while all equipment is on a 5 year depreciation scale, often NEMRT is still able to use the equipment after the 5 years is over. The depreciation schedule included within the draft was from FY 09, since there has been no audit yet for FY 10.

2. After further discussion, a motion was made by Chief Kaminski to recommend to the NEMRT Board of Directors their approval of the “*Equipment Procurement, Retention, and Replacement Plan*”. With a second from D/Chief Gustafson, the motion passed unanimously.

E. *NEMRT’s Pandemic Response Plan*: Director Brankin provided committee members with the recently revised Pandemic Response Plan.

1. The main goals of the NEMRT Pandemic Response Plan were designed to:
 - a) Limit staff illness and death arising from exposure and infection.
 - b) Reduce as far as possible disruption to NEMRT workplace, host sites and training programs.
 - c) Minimize disruption to essential internal administrative and R&D services.
 - d) Facilitate communication with member departments Chiefs, Sheriffs, Directors and TO’s, and with Instructors and students, so that training continuity is maintained with the least amount of disruption.
2. In accordance with the directions of the Board, the Director conducted his first annual review of the NEMRT Pandemic Response Plan. He explained that he reviewed the following areas of the plan:
 - a) Background, Purpose and Definitions used: These areas remain current and accurate. The definitions are those used by the Center for Disease Control (CDC) and the Illinois Department of Public Health.
 - b) Mission Critical Tasks and Staff: I have reviewed those previously identified tasks, operations, systems and functions performed by NEMRT for its membership whose failure or disruption during normal business hours would likely result in the inability of NEMRT to provide essential training services to our member departments. They remain mission critical. No additional tasks, operations or systems were determined to be mission critical.

He reviewed those previously identified staff positions at NEMRT which if unfilled for a period of time beyond two days would result in the inability of NEMRT to provide essential training services to our member departments. They remain critical. No additional positions were determined to be mission critical.

- c) Assumptions: He reviewed those previously identified assumptions and find them to still be accepted by the CDC, the Illinois Department of Public Health and other public health agencies. That the pandemic of 2009 did not grow to the size and proportions expected, does not negate the accuracy of the given assumptions.
- d) The Response Plan: The Director stated he reviewed the actual

Response Plan including the sections on responsibilities, communications, and key actions to be taken and found them to be current and accurate.

3. The Director concluded that NEMRT is meeting the goals of the plan and is prepared as best as can be for a pandemic. By our close adherence to the provisions of the plan, we have been and will remain able to insure that NEMRT provides a safe and secure office workplace for all staff and visitors and provides a safe and secure training environment for our students, instructors and host site employees. We will remain able to provide at least some measure of continued training to those departments less affected by a pandemic.
4. After additional discussion, Chief Kaminski made a motion to recommend to the NEMRT Board of Directors their approval of the “*Pandemic Response Plan: 2011 Update*”. With a second from Chief Webb, the motion passed unanimously.

VI. OLD BUSINESS: NONE

VII. NEW BUSINESS:

A. Revisions/Additions to NEMRT Policy Manual:

1. NEMRT Policy # 97 - 006, entitled: “Open Meetings Act”: Director Brankin gave a brief history of Policy #97-006. He noted that the changes proposed were written in response to recent changes in the state’s Open Meetings Act. These changes included the appointment of an Open Meetings Act Designee and Attendance by a Means other than Physical Presence at NEMRT meetings.
2. NEMRT Policy # 02 – 004, entitled: “Safety and Security”: Director Brankin then gave a brief history of Policy # 02 – 004. He noted that the changes proposed were written in response to a change in the Public Safety Training Academy Accreditation Standards of CALEA which require a policy on classroom safety. These changes included the addition of a statement making the safety and security policy applicable to the classroom as well as to the office.
3. NEMRT Policy # 05 – 002, entitled: “Freedom of Information”: Director Brankin gave a brief history of Policy # 05 – 002. He noted that the changes proposed were written in response to recent changes in the state’s Freedom of Information Act. These changes included the formal appointment of a Freedom of Information Officer.
4. NEMRT Policy # 11 – 001, entitled: “Identity Protection Act”: Director Brankin stated this proposed policy is newly written to comply with the recently enacted Illinois Identity Protection Act, 5 ILCS 179. This Act requires that units of local, county and state government adopt a policy to insure compliance with the provisions of the Act. In accordance with current Board philosophy, the draft Identity Protection Act policy provides a broadly written policy statement in support of the Act. A companion procedure, Director’s Procedure # 023, entitled: “Compliance with the Identity Protection Act” is currently being reviewed by staff and will provide detailed methods of compliance with the Act.

After further review and discussion of the three proposed policy revisions and on the

new policy draft, D/Chief Gustafson made a motion to recommend to the Advisory Board of Director's their approval of the proposed revisions/additions to the policy manual. After Chief Porter seconded the motion, it passed unanimously.

B Newly Revised Procedure Statements:

1. Director's Procedure # 004, entitled: "NEMRT Organization"
2. Director's Procedure # 022, entitled: "Public Information & Education"
3. Director's Procedure # 023, entitled: "Ethics Act Compliance"
4. Administrative Procedure # 116, entitled: "Release of Records"
5. Administrative Procedure # 119, entitled: "Open Meetings Act"

Director Brankin covered this section of the agenda as a whole in the interest of time. He identified recent changes made to existing procedures to bring these procedures into stricter compliance with new wording in the Illinois statutes or the Illinois Administrative Code or with CALEA standards.

The Committee accepted this report without taking formal action.

C. Review of FOIA Requests:

1. Director Brankin asked the committee members if they wished to review on an on-going basis, NEMRT's responses to FOIA requests received. Chief Webb stated that he didn't feel the need to have such oversight, as staff was capable of fully complying with the law by following existing policy and procedures. The other committee members, including the Chairman agreed, and this section will not be included in future agenda books.
2. The committee reviewed those FOIA requests provided and accepted the report without taking formal action.

D. IACP Conference: Chief Kaminski reminded the Committee members that next year's IACP Conference would be held in Chicago. He asked if NEMRT had been tasked with any of the planning or training activities.

Brankin replied no, but we would be interested in providing whatever assistance we could to the Chiefs.

VIII. ANNOUNCEMENTS:

A. Quarterly Committee Meeting Dates:

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| 1. | NEMRT Finance and Audit Committee Meeting,
Gurnee Police Department, Gurnee, Illinois | 10/13/10 |
| 2. | NEMRT Personnel Committee Meeting
Roselle Police Department, Roselle, Illinois | 10/15/10 |
| 3. | NEMRT Training and Curriculum Meeting,
College of Du Page Board Room, Glen Ellyn, Illinois | 10/20/10 |
| 4. | NEMRT Policy and By-Laws Committee Meeting
Downers Grove Police Department, Downers Grove, Illinois | 10/21/10 |

B. Quarterly Advisory Board Meeting Dates:

1. NEMRT Advisory Board of Directors Meeting: **10/27/10**
College of Du Page Board Room, Glen Ellyn, Illinois

C. ILETSB Committee and Board Meetings:

1. ILETSB Committee Meetings: **12/08/10**
Chicago, Illinois
2. ILETSB Quarterly Meeting: **12/09/10**
Chicago, Illinois

IX. ADJOURNMENT: Chief Webb then made a motion to adjourn the meeting. With a second from Deputy Chief Gustafson the motion passed unanimously. The meeting was adjourned at 11:29 A.M.