

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

**Minutes for the
Special Meeting of the
TRAINING AND CURRICULUM COMMITTEE
March 17th, 2010**

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

- I. ROLL CALL: ESTABLISHMENT OF A QUORUM:** Chief Mark Fazzini called the meeting to order at 10:03 a.m.
- A. Members Present: Chairman: Chief Mark Fazzini; Members: Lt. Michael J. Goldsmith, Deputy Chief Joseph M. Hallman, Lieutenant James Christenson for Chief Mark Johnson, Chief Daniel Martin, Chief James Montalbano, Commander John P. Murphy, Chief Steve Stelter, Sergeant Jim Wagner, Deputy Chief Patrick R. Yost, and *ex officio* member: Director Philip Brankin.
- B. Absent/Excused: Members: Chief Daniel Callahan, Chief George Filenko, Sergeant James Kruse, Chief James Lyon, and
- C. Guests, Visitors and Other Attending Parties: NEMRT Staff: Deputy Director Chuck Montgomery.
- III. APPROVAL OF MINUTES, Quarterly Meeting of January 20th, 2010:** Chief Dan Martin made a motion to approve the minutes of the January 20th, 2010 meeting of the Training and Curriculum Committee as published. After a second from Commander John Murphy, the motion passed unanimously.
- IV. REPORT OF THE CHAIRMAN:** Chief Fazzini gave a short synopsis of the NMERT Annual Meeting and Election of Board of Directors which took place on Tuesday, March 16th, 2010.
- V. REPORT OF THE DIRECTOR:**
- A. FY 11 Illinois Law Enforcement Training Standards Board, Budget Message: Director Brankin reviewed with the Committee Members the Budget Message recently received from the ILETSB staff.
1. Director Brankin provided this committee with brief explanation of the Budget Message for FY 11. He stated that the budget message was similar to last year's message. He said that we will move forward with the calculations from FY 10 which is accurate in terms of actual revenues and expenses. This budget has to be submitted to the Training Board by April 1, 2010.

Director Brankin advised the committee members that the message calls for three budget versions.

- a) The first version must reflect no increase in overall expenditures and permits no increases to staff salaries.
- b) The second version does permit a 1% Personnel Increase. This increase may be increased or decreased in accordance with the Central Management Services pay plan adopted for state employees.
- c) The third and final version must reflect a 3% reduction in the state grant of surcharge dollars.

2. After additional discussion, the Committee accepted the report without taking formal action.

B. FY 11 Grant Application and Line Item Budget, Project Narrative: Director Brankin provided the committee with a brief overview of the Project Narrative.

1. The Director reviewed with the members all the relevant portions of the FY 11 Project Narrative, emphasizing that this project narrative was a critical part of the Grant Application. It is used to justify to the Training Board their investment of Surcharge Dollars to NEMRT. This portion of the budget is a requirement every year by the Training Board.

D/Chief Hallman remarked that the Project Narrative was very detailed and thorough. He said staff had done an excellent job in writing it.

2. After further discussion, Sergeant Wagner made a motion to recommend the approval by the NEMRT Advisory Board of the FY 11 Grant Application and Line Item Budget, Project Narrative. After a second from Chief Stelter, the motion passed unanimously.

C. FY 11 Grant Application and Line Item Budget, Catalog Training Plan:

1. The Director then reviewed with the committee members the FY 11 Grant Application and Line Item Budget, Catalog Training Plan. The Training Plan, according to the Director, is what drives our budget. It determines line item expenses for Instructor Contractual, Student Handout and other critical areas.
2. Director Brankin explained that while the Project Narrative paints a broad picture of the operation, the Training Plan presents a specific, identifiable plan of the in-service training to be provided to NEMRT members during FY 11. It lists the titles, expected delivery dates, certificate hours, expected enrollment levels and expected training man-hours for every in-service class to be delivered during FY 11.
3. Director Brankin then asked that Deputy Director Chuck Montgomery give a brief explanation of how the Training Needs Analysis affects the Training Plan. D/Director Montgomery noted that the Training Needs Analysis gives agencies a chance to let us know what type of training is needed and where NEMRT can cut back. Montgomery went on further to explain that on occasion the Analysis shows that certain classes are wanted but when the course is run there is very low enrollment. In light of this these classes are dropped despite the Analysis calling

for them.

4. Commander Murphy then asked D/Director Montgomery what can be done when a course is needed but not listed as part of the Training Plan. Montgomery explained that he needed a call from the departments seeking this training and he would work with his staff to get the class available.

Montgomery further promoted the fact that NEMRT is always pushing for more training. That is the driving force behind what NEMRT is here to accomplish. As long as officers will attend and the funding can be found, NEMRT will do everything it can to provide the training Police want and need.

5. After further discussion D/Chief Hallman made a motion to recommend to the NEMRT Board of Directors their approval of the FY 11 Grant Application and Line Item Budget, Catalog Training Plan. The motion was seconded by Chief Montalbano and passed unanimously.

D. COLA Adjustment determinant:

1. Director Brankin advised this committee that we are required by our Staff Compensation Plan to calculate the Consumer Price Index and related COLA figures each January. He briefly reviewed a document of statistics by the U.S Department of Labor and based on that document the recommendation from them is to provide a 2.8% Cost of Living Increase.

Director Brankin further expressed his hope to keep his staff up to date with the rising cost of living. Also the State Board hopes to avoid the budget delays experienced in the previous year.

2. This discussion is for information only and no formal action was taken at this time.

E. Proposed FY 11 Line Item Budget, with 0% COLA and 0% Merit:

1. Director Brankin gave an overview of the proposed budget containing all the same monetary levels as the previous year.
2. This discussion is for information only and no formal action was taken at this time.

F. Proposed FY 11 Line Item Budget, with 1% Merit:

1. Director Brankin gave an overview of the proposed budget containing a 1% increase in salaries as part of a Merit raise for staff.
2. This discussion is for information only and no formal action was taken at this time.

G. Proposed FY 11 Line Item Budget with 3% Reduction in State Grant Funds:

1. Director Brankin gave an overview of the proposed budget containing a 3% decrease in state funds.
2. This discussion is for information only and no formal action was taken at this time.

H. Proposed FY 11 Line Item Budget with 10% Increase in State Grant Funds:

1. Director Brankin gave an overview of the proposed budget containing a 10% increase in state funds. Some of the major items of note in this budget include: a 2% increase for office rent (per the lease), a \$13,000.00 reduction of premium for IRMA. Additionally, the IMPAK server which contains all of the training records is 7 years old. It has reached the end of its expected lifecycle and does not have enough memory to continue adding records. The FATS machines have exceeded their expected lifecycle by several years and will no longer be maintained. We have requested supplemental grant funding to replace the current systems and the ILETSB has given Executive Director Kevin McClain permission to issue supplemental grants as needed. Director Brankin also commented that there was \$400.00 travel for the CALEA conference that would be removed from the travel budget.
2. D/Chief Yost asked if we were aware of departments who were not going to renew their membership in NEMRT. Director Brankin replied that we had heard of a few so far and expect the number of department who choose not to renew their membership to increase as training budgets are reduced due to the downturn in economic conditions.
3. Sergeant Wagner discussed the purchase of the defibrillator and advised staff that it was available for purchase through the CMS State Purchase Plan.
4. This discussion is for information only and no formal action was taken at this time. The Finance Committee will make the appropriate motions at the March 24th Special Meeting of the NEMRT Advisory Board of Directors.

VI. OLD BUSINESS: NONE

VII. NEW BUSINESS: NONE

VIII. ANNOUNCEMENTS:

A. Quarterly Committee Meetings:

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| 1. | NEMRT Finance and Audit Committee Meeting:
Gurnee Police Department, Gurnee, IL | 04/07/10 |
| 2. | NEMRT Personnel Committee Meeting:
Roselle Police Department, Schaumburg, IL | 04/16/10 |
| 3. | NEMRT Training and Curriculum Committee Meeting:
College of Du Page Board Room, Glen Ellyn, IL | 04/21/10 |
| 4. | NEMRT Policy and By-Laws Committee Meeting:
College of Du Page Board Room, Glen Ellyn, IL | 04/23/10 |

B. Special Committee Meetings to Approve FY 11 Budget:

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| 1. | NEMRT Personnel Committee Meeting:
Roselle Police Department, Schaumburg, IL | 03/19/10 |
| 2. | NEMRT Finance and Audit Committee Meeting:
Gurnee Police Department, Gurnee, IL | 3/10/10 |
| 3. | NEMRT Training and Curriculum Committee Meeting:
College of DuPage Board Room, Glen Ellyn, IL | 03/17/10 |

C. NEMRT Advisory Board Meetings:

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| 1. | NEMRT Annual Meeting, Election
The Abbington, Glen Ellyn, IL | 03/16/10 |
| 2. | NEMRT Special Meeting to Approve FY 11 Budget
College of Du Page Board Room, Glen Ellyn, IL | 03/24/10 |
| 3. | NEMRT Advisory Board of Directors Meeting:
College of DuPage Board Room, Glen Ellyn, IL | 04/28/10 |

IX. ADJOURNMENT: Chief Martin then made a motion to adjourn the meeting and was seconded by Chief Stelter. With a unanimous vote the meeting was adjourned at 10:40 a.m.