

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

Minutes for the Quarterly Meeting
TRAINING AND CURRICULUM COMMITTEE

Wednesday, July 20th, 2011
Board Room, College of Du Page
Glen Ellyn, Illinois

- I. CALL TO ORDER:** Chief Mark Fazzini called the meeting to order at 10:07 A.M.
- II. ROLL CALL: ESTABLISHMENT OF A QUORUM:**
- A. Members Present: Committee Chairman: Chief Mark Fazzini; Committee Members: Chief Daniel Callahan, SGT Bonnie Busching for Lt. Michael Goldsmith, Sergeant Randy Caho for Chief Mark Johnson, Chief James Kruse, Chief James Lyon, Jr., Sergeant Sue Wilson for Chief James Montalbano, Lt. James Wagner, and *ex officio member:* Director Phillip Brankin.
- B. Members Absent/Excused: Committee Members: Chief George Filenko, Deputy Chief Joseph Hallman, Director Dan Martin, Chief Ray Robertson, Chief Steven Stelter, and Sergeant Patrick Yost.
- C. Guests, Visitors and Other Attending Parties:
1. Visitor: Mr. David Reese Vice President, Securitas, LTD.
 2. NEMRT Staff members: Ms. Shelley Johnson, In-Service Training Manager, Mr. Chuck Montgomery, Deputy Director of Operations, Ms. April Morris, Basic Training Program Manager and Mr. Michael Schoenfeld, In-Service Training Coordinator.
- III. APPROVAL OF MINUTES, Quarterly Meeting of April 20th, 2011:** Lt. Wagner made a motion to approve the minutes of the April 20th, 2011 meeting of the Training and Curriculum Committee as published. After a second from Chief Callahan, the motion passed unanimously.
- IV. PROGRAM/PROJECT PROGRESS REPORT:**
- A. Status Report: FY 11 Supplemental Grant Requests:
1. FY 11, Police Traffic Services Grant:
 - a) 402 Update: For FY 11, the ILETSB requested funding in the amount of \$118,360 for this program, but as of the March 3rd, 2011 meeting of the ILETSB, only \$47,500 has been appropriated by the Illinois Department of Transportation. At that time, \$131,730 in 402 funds had been requested by MTU's. \$4,689 in funds had been spent, leaving a balance of \$42,811.

More current figures were not made available to the MTU's at the June meeting of the Board.

As in previous years, all grants must meet targeting and justification criteria. We will continue to review the new OverRep report as the new listing may slightly affect the availability of funds. In FY 11, the justification criteria will be as in FY 10 with a requirement that all funded programs be subject to bidding requirements and requests for funds must show how the bidding process was accomplished.

- b) 410 Update: For FY 11, the ILET SB requested funding in the amount of \$250,000 for this program, but only \$166,300 has been appropriated by the Illinois Department of Transportation as of the March 3rd, 2011 meeting of the ILET SB. At that time, \$189,769 in 410 funds had been requested by MTU's. \$47,622 in funds had been expended, leaving a balance of \$118,678.

More current figures were not made available to the MTU's at the June meeting of the Board.

As in previous years, all grants must meet targeting and justification criteria. We will continue to review the new OverRep report as the new listing may slightly affect the availability of funds. In FY 11, the justification criteria will be as in FY 10 with a requirement that all funded programs be subject to bidding requirements and requests for funds must show how the bidding process was accomplished.

- c) HAZ MAT Funds: For FY 11, the ILET SB received an appropriation of \$18,500 for the HMEP 10/11 program. As of the March 3rd, 2011 meeting of the ILET SB, .06% or \$1,200 of the appropriation has been reimbursed to MTU's and academies, leaving \$17,300 remaining in the fund.

More current figures were not made available to the MTU's at the June meeting of the Board.

- d) After review and discussion, the committee accepted the Director's report without taking formal action.

2. FY 11, Coroner and Death Investigation Training

- a) This is the fifth year NEMRT has been able to participate in this program. It utilized funding provided through the Coroner's Death Certificate surcharge fund for training of coroner's coroner staff members and those members of the law enforcement community involved in conducting and prosecuting homicides cases.

For FY 11, the ILET SB has approved many of the requests for grant funding submitted by NEMRT. Currently NEMRT has received \$39,008.29 of the \$52,093.23 claimed.

- b) After review and discussion, the committee accepted the Director's report without taking formal action.
3. FY 11, Anti-Terrorism Grant Program: This is the eleventh year for this grant funding project. The mission of the Governor's Task Force on Terrorism and Weapons of Mass Destruction remains as in the previous years: to develop a plan that will improve local, regional and state inter-agency and Unified Command response to a terrorist incident involving conventional, chemical biological and or nuclear weapons and by extension to any emergency requiring inter-agency response and unified command.
 - a) Director Brankin informed the committee that of the \$1,412.82 approved under the Safe School Grants, NEMRT has received full payment. At this time \$49,960 of the \$92,800 approved under the Homeland Security Grants has been received.
 - b) After review and discussion, the committee accepted the Director's report without taking formal action.

B. Status Report: FY 11 Part-Time Police Training:

1. Basic Training Program Manager Morris gave a brief timeline for the currently running Web Based Part-Time Academy. She further informed the committee that for another year it looks that the PEP program, the more traditional classroom based Part-time program will not be running. The cost effectiveness and flexibility of the Web-Based program continues to be the larger draw.
2. After review and discussion, the committee accepted the staff report without taking formal action.

C. NEMRT Course Certification Project:

1. Pending Course Certification Requests: There are no pending course certification requests, although the new "MEGGITT Firearms Training Simulator Instructor's" program should be submitted before the September meeting of the ILETSB. That course will be reviewed in detail at our October meeting.
2. Approved Course Certification Requests from the June ILETSB Meeting: The only course presented for recent certification was a special course submitted for the South Suburban Emergency Response Team. This 90 hour Basic Swat Course is essentially an In-House course that the Response Team was seeking certification for.

The ILETSB informed them that in order to receive certification, the course had to be submitted through a MTU. As such NEMRT assisted and the course was successfully certified.

After review and discussion, the committee accepted the Director's report without taking formal action.

D. Status Report: Firearms Training Simulators:

1. In-Service Training Manager Johnson presented the attending committee members with an updated MEGGITT schedule. Johnson informed the committee that on Tuesday, July 12, she visited a MEGGITT instructor course in progress. When students were informed that the two systems were scheduled through the start of January many of those in attendance decided to get their respective departments on the wait list.
2. By the end of day, the due systems are scheduled through May of 2012. The program thus far has been an overwhelming success with lots of positive feedback.
3. Johnson also took a moment to thank In-Service Training Coordinator Schoenfeld, who has established himself as the on-staff MEGGITT expert.
4. After review and discussion, the committee accepted the Director's report without taking formal action.

E. Status Report: Range Inspection Project:

1. In-Service Training Manager Johnson informed the committee that at this time nearly all range inspections have been completed for FY 11. There are a three remaining, but they are all expected to pass inspection by the end of July. At this time all Ranges that have been inspected for NEMRT use have passed inspection.
2. After review and discussion, the committee accepted the Director's report without taking formal action.

V. REPORT OF THE COMMITTEE CHAIRMAN:

A. Board and Committee Meeting Dates for FY 12:

1. A brief overview of the FY 12 meeting dates was reviewed by members of the committee.
2. After review and discussion, the committee accepted the Director's report without taking formal action.

VI. REPORT OF THE DIRECTOR:

A. Training Activity Reports:

1. "3rd Quarter, FY 11, Actual Training Report":
 - a) Director Brankin gave a brief overview of the "3rd Quarter, FY 11, Actual Training Report". This report shows all the courses held by NEMRT and the hours completed by those in attendance.
 - b) Chief Kruse made a motion for the committee to recommend the Board of Directors accept the "3rd Quarter, FY 11, Actual Training Report". With a second from Lt. Wagner, the motion passed unanimously.

2. “1st Quarter, FY 12, Proposed Training Activity Report”:
 - a) Director Brankin then gave an overview of the “1st Quarter, FY 12, Proposed Training Activity Report”. This report looks to courses that are going to be run by NEMRT in the near future. This report represents a slight variation of the original training schedule provided to the ILETSB with NEMRT’s grant application. These changes to the original training schedule are marked with an asterisk to highlight their inclusion.
 - b) Chief Callahan made a motion for the committee to recommend the Board of Directors accept the “1st Quarter, FY 12, Proposed Training Activity Report”. With a second from Chief Kruse the motion passed unanimously.

B Updated Report on the FY 12 Grant Application and Line Item Budget:

1. 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 was made. The survey contained general questions along the lines of what NEMRT would do with more money.
2. At this time the ILETSB could not yet commit to the NEMRT budget. NEMRT expects to see an approved budget in September now that the State has agreed to a final State Budget.

C. Lead Tests for Firearms Instructors: Director Brankin gave an update on the status of lead testing for NEMRT Firearms Instructors.

1. Brankin stated that as required by our internal Risk Management program and in accordance with the levels set forth by OSHA, all firearms instructors must submit to an annual lead test. At this time there are still a few instructors who have not completed their testing and will not be allowed to teach until the test is completed.

Brankin also noted that all tests that have been administered thus far have shown favorable results. There are no instructors shown yet to have unsafe levels of lead.

2. The committee accepted the report without taking formal action.

D. FY 11 Issue Papers:

1. Director Brankin informed the committee that back in FY 10 the ILETSB had contacted MTU’s to seek their input and requests for additional funding for capital investments. Through this process NEMRT had been able to upgrade computer hardware for employees and purchase two new MEGGITT XVT systems.

In FY 11, the ILETSB again had a large surplus of unspent funds in their Basic Training Reimbursement line item. This year, the ILETSB asked the six certified academies to submit their requests for additional funding for infrastructure improvements.

2. While not directly requested to submit an issue paper, Director Brankin felt it was in NEMRT's best interest to seek additional funding for the purpose of improving our registration software. Brankin then provided committee members with a copy of the issue paper submitted to the ILETSB in mid-June asking for \$44,450 in supplemental funds under the infrastructure improvement program.
3. Director Brankin was proud to announce that while the entire cost of \$44,450 was not approved, NEMRT was awarded \$22,700 to cover half of the costs.
4. Committee members congratulated Director Brankin and the rest of the NEMRT staff for their hard work in securing this funding. As this report was for information only, the committee did not make any formal action.

VII. OLD BUSINESS:

- A. West Publishing Proposal: Director Brankin provided members with a very brief update on the beta process of the online training initiative with West Publishing. At this time Brankin is requiring NEMRT staff to use this system to acquire a portion of their required annual Continuing Education hours.

After review and discussion, the committee accepted the Director's report without taking formal action.

- B. Lead Homicide Investigator Training:

1. Director Brankin informed the committee that the ILETSB is currently accepting waiver requests for Lead Homicide Investigators.
2. SGT Bonnie Busching asked Brankin what NEMRT is planning regarding the State's requirement of 24 hours of Homicide Investigation Training every three years.

Deputy Director Montgomery responded that he and Deputy Director Haley are already looking towards developing new and advanced and further homicide investigation courses to meet these requirements.

3. Director Brankin noted that NEMRT hopes to be able to use these State Mandates to continue to secure extra funding through Death Investigation Grants to provide new training.
4. After review and discussion, the committee accepted the Director's report without taking formal action.

VIII. NEW BUSINESS:

- A. Distribution of new or revised Policies or Procedures related to Training Issues:

1. Operations Procedure # 205, entitled: "Instructor Guidelines": Director Brankin noted that the only change made was to add a specification that instructors must follow their lesson plan. To date this has been an area noted on instructor evaluation, but never addressed in procedure.

Training and Curriculum Committee Meeting Minutes

After review and discussion, the committee accepted the Director's report without taking formal action.

- B. Training of Narcotics Sniffing Dogs: Director Brankin took this opportunity to introduce David Reese of Securitas. David Reese is in charge of the Securitas K-9 training division. Earlier this year Securitas had five K-9 course certified through NEMRT and they are currently running in the NEMRT catalog.
1. Reese went on to give the committee an overview of who he is and the work that Securitas does to provide high quality training for K-9s and K-9 officers. In the past, Securitas has secured narcotics for training purposes through the DEA. At this time the DEA is no longer continuing to offer this support.
 2. Reese informed the present committee members that he is seeking local agencies with seized narcotics to use the 222 form to turn them over to Securitas instead of simply having them destroyed.
 3. Chief Callahan called into question what the State's Attorney's opinion is regarding this matter. From his experience in Du Page there is a strict procedure to be followed with seized narcotics. Callahan further expressed that as long as the transfer is fully approved, he would support turning over any seized narcotics when permitted.
 4. Reese thanked the committee for their attention and extended a welcome to come and see his offices and training facility any time.

IX. ANNOUNCEMENTS:

A. Quarterly Committee Meeting Dates:

- | | | |
|----|---|-----------------|
| 1. | NEMRT Policy and By-laws Committee Meeting,
Downers Grove Police Department, Downers Grove, Illinois | 10/20/11 |
| 2. | NEMRT Finance and Audit Committee Meeting,
Lake in the Hills Police Dept., Lake in the Hills, Illinois | 07/13/11 |
| 3. | NEMRT Training and Curriculum Meeting,
College of Du Page Board Room, Glen Ellyn, Illinois | 07/20/11 |
| 4. | NEMRT Personnel Committee Meeting:
Roselle Police Department, Roselle, Illinois | 10/21/11 |

B. Quarterly Advisory Board Meeting Dates:

- | | | |
|----|---|-----------------|
| 1. | NEMRT Advisory Board of Directors Meeting:
College of Du Page Board Room, Glen Ellyn, Illinois | 07/27/11 |
|----|---|-----------------|

C. ILETSB Committee and Board Meetings:

- | | | |
|----|---|-----------------|
| 1. | ILETSB Committee Meetings:
Chicago, Illinois | 09/07/11 |
| 2. | ILETSB Quarterly Meeting:
Chicago, Illinois | 09/08/11 |

- IX. ADJOURNMENT:** Lt. Wagner made a motion to adjourn the meeting. With a second from Chief Callahan, the motion passed unanimously. The meeting was adjourned at 11:14 A.M.