

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

**Minutes for the Quarterly Meeting**  
**TRAINING AND CURRICULUM COMMITTEE**

**Wednesday, July 22nd, 2009**  
**Board Room, College of DuPage**  
**Glen Ellyn, Illinois**

**I. CALL TO ORDER:** Chief Mark Fazzini, Chairman of the Training and Curriculum Committee, called the July 22nd, 2009 meeting to order at 10:01 A.M.

**II. ROLL CALL: ESTABLISHMENT OF A QUORUM:**

- A. Members Present: Committee Chairman: Chief Mark Fazzini; Committee Members: Chief Daniel Callahan, Lt. Michael J. Goldsmith, Deputy Chief Joseph M. Hallman, Chief Mark Johnson, Sergeant James Kruse, Chief James Montalbano, Commander John P. Murphy, Chief Steve Stelter, Captain David Shepherd, Deputy Chief Patrick R. Yost, and *ex officio members:* Director Phillip Brankin
- B. Members Absent/Excused: Committee Members: Chief George Filenko, Chief James Lyon, and Chief Daniel Martin
- C. Guests, Visitors and Other Attending Parties: NEMRT Staff members: John Haley, Deputy Director of Research and Development, Shelley Johnson, In-Service Training Manager; Chuck Montgomery, Deputy Director of Operations; Marty Schaefer, Basic Training Program Manager; and Michael Schoenfeld, Receptionist

**III. APPROVAL OF MINUTES: Quarterly Meeting of April 22nd, 2009:** Captain Shepard made a motion to approve the minutes of the April 22nd, 2009 meeting of the Training and Curriculum Committee as published. With a second from Chief Stelter, the motion passed unanimously.

**IV. PROGRAM/PROJECT PROGRESS REPORT:**

- A. Status Report: FY 09 Supplemental Grant Requests:
1. FY 09, Police Traffic Services Grant:
    - a) Director Brankin gave an updated report on status of the Supplemental Grant Requests from FY 09. For FY 09, the ILETSB received grant funding of \$97,200 for Section 402 Funds. This is slightly more than the amount received in FY 08. As of the June 2009 meeting of the ILETSB, \$100,270 of the funds have been requested; \$86,600 have been allocated; and \$48,211 or 50%, of the funds have been expended.

- b) For FY 09, the ILET SB received grant funding of \$194,000 for Section 410 funds, considerably more (\$54,000) than received in FY 08. As of the June 2009 meeting of the ILET SB, \$167,205 of the funds have been requested and allocated; \$113,260 or 58%, of the funds have been expended.
- c) As of the December 2008 meeting of the ILET SB, \$18,500 of the funds in the HMEP09 program have been appropriated; \$6,670 or 36%, of the funds have been expended.
- d) After discussion, the Committee accepted the report without taking formal action.

- 2. FY 09, Coroner and Death Investigation Training: For FY 09, the ILET SB has released all of the funds appropriated for this fiscal year. NEMRT did not receive any supplemental grant funds through this program.

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

- 3. FY 09, Anti-Terrorism Grant Program: Director Brankin presented a brief overview of the Anti-Terrorism Grant Program and its purpose within NEMRT. The funds are used to develop task forces and skills that will improve both local and state-wide response systems in the wake of a terrorist incident.

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

B. Status Report: FY 09 Part-Time Police Training: Director Brankin asked that Marty Schaefer, Basic Training Program Manager give a brief report on the Part time Programs.

- 1. NEMRT Part-time Training Summary: Mr. Schaefer gave a brief review of the upcoming PEP class. PEP is currently taking applications. At this time, only four (4) completed applications have been received, but several more are expected in the coming weeks.

Director Brankin remarked that River Grove Police Department is looking to convert their Auxiliary force into Part-Time officers. This should add several more students for the PEP program.

- 2. Status Report: Web Based Part-Time Academy: Mr. Schaefer also drew attention to the web based version of the Part-Time Academy, known as STARR. Currently there are 3 classes running.
- 3. Mr. Schaefer also took this time to note that this is the most basic training that NEMRT has ever run in a single year. Especially in the economic times it appears that more agencies are turning to part time officers.
- 4. After further discussion the Committee accepted this report without taking formal action.

C. NEMRT Course Certification Project:

1. Deputy Director Haley noted that two courses, a "40 HOUR Rapid Deployment Instructor's Course" and a "80 Hour, Basic SWAT Operations Course" had been submitted for recertification. He further thanked Ms. Shelley Johnson, who puts a lot of work into seeing the certifications go smoothly.

Ms. Johnson noted that the Rapid Deployment course was increased by two days to a full 40 hour course. Tuition also was raised to cover the cost of additional instructors.

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

D. Status Report: FATS III Firearms Training Simulators: In-Service Training Manager Johnson gave her report regarding the two NEMRT FATS machines.

1. Currently both machines continue to see heavy use throughout NEMRT's membership. Extra parts from old machines retired by other MTU's across the state continue to keep this two functioning for the time being.
2. Johnson added that NEMRT has suspended the use of their FATS machines for Citizen Academies. This has been done to allow these machines last legs to be spent training officers. Johnson expressed her hope for two new simulators in the coming year. This would allow NEMRT to once again offer the system for agencies to use with their Citizen Academies.
3. Director Brankin prepared and submitted with the FY 10 Grant Application an Issue Paper requesting the ILETSB request funding for the firearms simulators. At this time there has been no response regarding this issue.
4. After review and discussion, the committee accepted the Director's report without taking formal action.

E. Status Report: Range Inspection Project: Ms. Johnson went on to report on the status of the range inspections.

1. Any range used for 40 hour Mandatory Firearms Training must be inspected by the ILETSB's designated range inspector every year. At this time NEMRT is waiting to receive the paperwork on ranges that have been inspected. We suspect that none of our usual ranges will have any issues this year.

Ms. Johnson also noted that Glenwood has built a new range and NEMRT is working on getting the range inspected and making use of the range in the coming years.

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

**V. REPORT OF THE COMMITTEE CHAIRMAN:**

A. Board and Committee Meeting Dates for FY 10:

1. A brief overview of the FY 09 meeting dates was reviewed by members of the committee.
  - a) 

Wednesday, July 22nd, 2009	Quarterly Committee Meeting
Wednesday, October 21st, 2009	Quarterly Committee Meeting
Wednesday, January 20th, 2010	Quarterly Committee Meeting
Wednesday, April 21st, 2010	Quarterly Committee Meeting
Wednesday, March 17th, 2010	Special Meeting
  - b) Chief Fazzini added that all meetings for the Training and Curriculum Committee would be held at the College of Du Page Board Room at 10:00 am on all meeting dates. Also, committee members are always welcome to attend other committee meetings as well as the Advisory Board meetings.
2. The Committee accepted the report without taking formal action.

B. 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. The Committee accepted the report without taking formal action.

**VI. REPORT OF THE DIRECTOR:**

A. Training Activity Reports:

1. 3rd Quarter, FY 09, Actual Training Report:
  - a) Director Brankin gave a brief overview of the 3<sup>rd</sup> Quarter, FY 09, Actual Training Report. This report shows all the courses held by NEMRT and the hours completed by those in attendance.
  - b) Deputy Chief Hallman made a motion for the committee to recommend the Board of Directors accept the 3rd Quarter, FY 09, Actual Training Report. With a second from Captain Shepard the motion passed unanimously.
2. 1st Quarter, FY 10, Proposed Training Activity Report:
  - a) Director Brankin then gave an overview of the 1st Quarter, FY 10, 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) Captain Shepard made a motion for the committee to recommend the Board of Directors accept the 1st Quarter, FY 10, Proposed Training Activity Report. With a second from Sergeant Kruse the motion passed unanimously.

B Updated Report on the FY 10 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. ILETSB Instructor Data Base Project: Director Brankin had Ms. Johnson give a report on the Certified Instructor Data Base Project.

1. Ms. Johnson briefed the committee on a new project beginning at the ILETSB. It is the intention of the ILETSB to maintain a record of instructors certified to teach State certified classes. Once completed, instructors would have to resubmit for continued certification every two years.
2. Director Brankin noted that this data base will only affect instructors for State Certified classes. Instructors for all non-certified classes provided through NEMRT will still be held to the same high standards they always have been.
3. Director Brankin noted that this program is still in the early stages. At this time NEMRT has sent a number of issues and questions to the ILETSB. NEMRT is taking a proactive attitude to working with the ILETSB to see that this project goes well.
4. After further review and discussion the committee accepted the report without taking formal action.

**VII. OLD BUSINESS:**

A. 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.
2. 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.

B. Pending Tuition Increase at PTI:

1. Director Brankin spoke briefly regarding the tuition as PTI. At this time the ILETSB has tabled the discussion until their next meeting. PTI has no choice but to raise the tuition. The only other option is more direct funding like Chicago receives.
2. After further discussion the committee accepted this report without taking formal action.

**VIII. NEW BUSINESS:**

A. Survey of Illinois Law Enforcement Executives:

1. Director Brankin provided the committee members with copies of the Survey of Illinois Law Enforcement Executives: Training Priority Responses. Overall the focus of the survey seemed to be on Basic Academies, the Mobile Teams, and then the Executive Institute.
2. The first section contained responses that the ILETSB felt were the most important. Some questions were good indicators for the state of training, and others were a bit senseless. Director Brankin noted that some questions insisted that training academies tell Police Agencies what sort of training they need, instead of the other way around.
3. Analysis of the survey would appear to indicate that the ILETSB is working towards creating statewide courses for new positions. An example would be a statewide course for all officers as they are promoted to Sergeant.
4. After further review and discussion, the committee accepted this report without taking formal action.

B. Unregistered Course Attendees:

1. Deputy Director Montgomery took this time to express a growing problem with officers showing up for training and never having been registered for the course. Montgomery told the story of an officer who took vacation time and decided on his own that he would attend some classes while he was off.

NEMRT is working with their instructors to provide the most current course roster on the day of training. It is our hope that this problem will be contained and eliminated before it gets out of hand.

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

**IX. ANNOUNCEMENTS:**

A. Quarterly Committee Meeting Dates:

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

B. Quarterly Advisory Board Meeting Dates:

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| 1. | NEMRT Advisory Board of Directors Meeting:<br>College of DuPage Board Room, Glen Ellyn, Illinois | <b>07/29/09</b> |
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C. ILETSB Committee and Board Meetings:

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|----|---|-----------------|
| 1. | Executive Committee Meeting<br>Bartlett, Illinois   | <b>06/17/09</b> |
| 2. | Special Meeting of the ILETSB:<br>Springfield, IL   | <b>07/08/09</b> |
| 3. | ILETSB Committee Meetings:<br>Springfield, Illinois | <b>09/04/09</b> |
| 4. | ILETSB Quarterly Meeting:<br>Springfield, Illinois  | <b>09/05/09</b> |

- X. ADJOURNMENT:** Chief Montalbano made a motion to adjourn the meeting and a second was made by Commander Murphy. The motion passed unanimously at 11:04 A.M.