

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

**Minutes for the Quarterly Meeting**  
**ADVISORY BOARD OF DIRECTORS**

**July 29<sup>th</sup>, 2016**  
**10:00 am**  
**Oak Brook Police Department,**  
**Oak Brook, Illinois**

**I. ROLL CALL:** Board First Vice-President Chief Clint Herdegen called the July 29<sup>th</sup>, 2016 Quarterly Meeting of the NEMRT Advisory Board of Directors to order at 10:02 a.m.

**II. ESTABLISHMENT OF A QUORUM:**

- A. Members Present: Officers of the Board;; First Vice-President: Chief Clint Herdegen; Second Vice-President: Chief Frank Kaminski; Secretary: Chief Joel Brumlik; Treasurer: Mr. David J. Rickert; Immediate Past President: Chief James Kruger; Board Members: Chief Pamela Church, Mayor Rodney Craig, D/Chief Thomas Fleming for Sheriff Tom Dart, Chief Emad Eassa, Chief James Lamkin, Chief Terry Mee, and Chief Elvia Williams, and *ex officio members:* Legal Counsel Mr. Chuck Hervas, Esq. and Director Tom Reasoner.
- B. Absent Excused: Officers of the Board: President: Sheriff Dwight A. Baird; Board Members: Chief Robert LaMantia, Chairman Chris Lauzen, and Mr. Brent Fischer, Executive Director of the Illinois Law Enforcement Training Standards Board.
- C. Guests and Visitors: NEMRT Staff Members: D/Director Chuck Ghiloni and Training Coordinator, Mr. Martin Schaefer.

**III. APPROVAL OF ADVISORY BOARD OF DIRECTORS MINUTES:**

- A. Minutes of the Quarterly Meeting of the Regularly Scheduled Meeting of the Advisory Board of Directors, April 29<sup>th</sup>, 2016: D/Chief Fleming made a motion to approve the published minutes of the Quarterly Meeting of the Advisory Board of Directors, of April 29<sup>th</sup>, 2016. The motion was seconded by Chief Mee and, after review and discussion, passed unanimously.

**IV. APPROVAL OF EXECUTIVE COMMITTEE MINUTES:**

- A. Minutes of the Executive Committee of the Board of Directors, April 29<sup>th</sup>, 2016: Chief Eassa made a motion approve the published minutes of the Meeting of the Advisory Board of Directors Executive Committee of April 29<sup>th</sup>, 2016. The motion was seconded by Chief Church and, after review and discussion, passed unanimously.

V. **RELEASE OF EXECUTIVE SESSION MINUTES:** **NONE**

VI. **APPROVAL OF EXPENDITURE REGISTER:**

A. Listing of Register:

1. Payroll Check Register for period 01 - 15 April
2. Payroll Check Register for period 16 - 30 April
3. Payroll Check Register for period 01 - 15 May
4. Payroll Check Register for period 16 - 31 May
5. Payroll Check Register for period 01 - 15 June
6. Payroll Check Register for period 16 - 30 June
7. Check Register for period 01 - 15 April
8. Check Register for period 16 - 30 April
9. Check Register for period 01 - 15 May
10. Check Register for period 16 - 31 May
11. Check Register for period 01 - 15 June
12. Check Register for period 16 - 30 June

B. Chief Mee made a motion to ratify those expenditures of NEMRT made between April 1st and June 30<sup>th</sup>, 2016 which were previously approved by signature(s) of an Officer(s) of the Advisory Board of Directors. The motion was seconded by Chief Williams and, after review and discussion, passed on the motion passed unanimously.

VII. **REPORT OF THE FINANCE AND AUDIT COMMITTEE:** Chairman Eassa made the report on the July 06<sup>th</sup>, 2016 meeting of the NEMRT Finance and Audit Committee.

A. Third Quarter, FY 16, Fiscal Report for the ASSIST Grant: Chief Lamkin made a motion to approve the 'Third Quarter, FY 16, Fiscal Report for the ASSIST Grant'. With a second from D/Chief Fleming, and after review and discussion, the motion passed unanimously.

B. Third Quarter, FY 16, Report of Outside Funds Collected for the ASSIST Grant: D/D/Chief Fleming then made a motion to approve the 'Third Quarter, FY 16, Report of Outside Funds Collected for the ASSIST Grant.' With a second from Chief Lamkin, and after review and discussion, the motion passed unanimously.

C. Request to Spend Excess Funds: Finally, after review and discussion, Chief Mee made a motion to approve the 'Request to Spend Excess Funds, a request to transfer in Excess of 02% of the FY 16 Budget, and a request to Reduce Local Surplus Cash to the FY 17 Budget. D/D/Chief Fleming seconded the motion, and after review and discussion, it passed unanimously.

**VIII. REPORT OF THE TRAINING AND CURRICULUM COMMITTEE:** Chief Elvia Williams, Chairman of the Training and Curriculum Committee, made the report on the July 20<sup>th</sup>, 2016 quarterly meeting of the Training and Curriculum Committee.

- A. Third Quarter, FY 16, Actual Training Report: Treasurer Rickert made a motion to approve the 'Third Quarter, FY 16, Actual Training Report.' Chief Church seconded the motion which passed unanimously after review and discussion.
- B. First Quarter, FY 17, Proposed Training Activity Report: Chief Lamkin made a motion to approve the 'First Quarter, FY 17, Proposed Training Activity.' Chief Kruger seconded the motion.
  - 1. This report identifies courses that are going to be run by NEMRT in the next quarter. 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.
  - 2. After review and discussion, the motion passed unanimously.

**IX. REPORT OF THE PERSONNEL COMMITTEE: NONE**

**X. REPORT OF THE POLICY AND BY-LAWS COMMITTEE: NONE**

**XI. REPORT OF THE PRESIDENT OF THE BOARD:**

- A. Listing of Board and Committee Meeting Dates for FY 17: Advisory Board of Directors members were presented by the Board President a listing of the Board and Committee Meetings dates for FY 17. These dates had been discussed at the April 2016 meeting.
  - 1. Chief Williams made a motion to accept the schedule of meeting dates as published. Chief Kruger seconded the motion.
  - 2. There was a lengthy discussion regarding the format of the annual meeting. There was a desire among the assembled members to have a larger venue with more amenities and to include a training session with the meeting. The board directed staff to explore options and bring back proposals for options to the October board meeting.
  - 3. After additional review and discussion the motion passed unanimously.

**XII. REPORT OF THE DIRECTOR:**

- A. Status Report: FY 17 Grant Application and Line Item Budget: Director Reasoner discussed the status of the FY 17 Grant Application and Line Item Budget.
  - 1. MTU # 3 Budget Survey Response:
    - a) Director Reasoner provided members of the Board 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.

- b) Director Reasoner and Sheriff Baird discussed various points of the FY 17 Budget with the ILETSB's Manager of In-Service Training, Mr. Pat Hahn, on Tuesday, July 20<sup>th</sup> via teleconference.
  - 1) NEMRT was originally required to submit two versions of the budget for FY16. The first budget was 0% increase of the training line item and 0% increase of the personnel line item from the FY 16 budget.
  - 2) The second version was a 0% increase of the training line item and a 1% increase in the personnel line for staff raises from the FY 16 budget.
  - 3) Later in the budget process a third version of the budget was requested. The third version includes a \$122,000 increase in the training line item to cover the loss of Death Investigation funds and up to a 3% increase in the personnel line item for staff raises from the FY 16 budget.
  - 4) The meeting was very successful and all involved believe that the ILETSB will approve at their September 2016 meeting the third version of the FY 17 Budget that called for a \$122,000 increase in the training line item with up to a 3% increase in the personnel line item.

The Board accepted the report without taking formal action.

2. ILETSB Grant Agreement Contract for FY 17:

- a) Director Reasoner presented this contract document as part of the meeting agenda. The document outlines the legal basis and obligations that NEMRT agrees to when accepting the Grant funding from the ILETSB.
- b) After further discussion, the committee accepted this report without taking formal action.

**XIII. OLD BUSINESS:**

A. 560 Hour Recruit Officers Basic Law Enforcement Training Curriculum Revision Project:

- 1. Director Reasoner then reported on the status of the efforts to update and expand the current 400 BLE to 560 hours. At the June meeting of the ILETSB, it was announced that the project continues and the expected rollout date remains January 2017.
- 2. Although the ILETSB still believed the project could be completed by January of 2017, there is some doubt that date is viable. If the roll-out date is pushed back at the September meeting of the Board, staff will immediately schedule a part-time web based academy class.
- 3. Two surveys regarding the PT Basic Training Program have been received by NEMRT, one from the ILETSB and another from the Executive Institute.

4. D/Chief Fleming initiated a discussion regarding the current BLE shortfalls and the possible shortfalls anticipated with the implementation of the new BLE program. Questions concerning the budget, tuition, staffing and scheduling of the new curriculum abound and will need to be addressed as soon as possible.
5. After review and discussion, the committee accepted the staff report without taking formal action.

C. FY 16, Crisis Intervention Team Training (CIT) Grant Program: Director Reasoner made this report to the assembled Board members.

1. NEMRT has requested and received funding for 7 CIT courses during FY 17. He commented to the assembled members that demand for CIT Training continues to grow at a rapid rate. We frequently receive calls and emails asking for additional classes to be delivered. There are two problems which limit the availability of these classes.
  - a) The first is the requirement that to be state certified, any CIT program must use the state's curriculum. MTU's should be allowed to develop their own CIT curriculums based on board approved LPO's and SPO's.
  - b) The second problem is the lack of approved instructors for this course. All courses taught in Illinois and funded by the ILETSB must use the same pool of instructors. While this maximized the uniformity of the training program, it also restricts the availability of presentations to the number of dates available to that group of instructors. An addition to the pool of instructors would result in an exponential increase in the number of course presentations. Even a doubling of the pool would result in a four or fivefold increase in presentations.
  - c) D/D/Chief Fleming described the steps the Cook County Sheriff's Office has taken to provide CIT Training to its Correctional and Police officers.
  - d) Reasoner went on to share that NEMRT and the DuPage County Sheriff's Office in conjunction with the ILETSB are developing a pilot program for DuPage County which is expected to present three (3) pilot programs during FY 17 using instructors selected and vetted by DuPage County and NEMRT.
  - e) Chief Kruger noted that the ILETSB has not been responsive to offering a 2-3 day short course to increase the number of trained officers nor any sort of a refresher course.
  - f) Reasoner informed the group that the CIT class size has been increased from 30 to 45 personnel. While the increase will present some logistical challenges, it will allow more officers to attend this critical training.
  - g) Chief Church stated that her department relies heavily on the CIT trained officers and stressed the importance of this training.
  - h) After review and discussion, the Board accepted the Director's report without taking formal action.

**XIV. NEW BUSINESS:**

- A. Mayor Rodney Craig: Mayor Craig thanked the assembled members for his recent appointment to the board.
1. Mayor Craig recently toured the NEMRT offices and met with the staff. He commented that everyone was doing a great job and that NEMRT has a wonderful staff.
  2. He has observed that there is a lot of bureaucracy around funding for police training. He is going to make it his mission to streamline the funding process as much as possible by working with Director Reasoner, the ILETSB and members of the legislature.

**XV. PUBLIC INPUT: NONE**

**XVI. ANNOUNCEMENTS:**

A. Quarterly Committee Meeting Dates:

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| 1. | NEMRT Policy and By-laws Committee Meeting,<br>Lincolnwood Police Department, Lincolnwood, Illinois    | 10/21/16 |
| 2. | NEMRT Finance and Audit Committee Meeting,<br>Campton Hills Police Department, Campton Hills, Illinois | 10/12/16 |
| 3. | NEMRT Training and Curriculum Meeting,<br>Oak Brook Police Department, Oak Brook, Illinois             | 10/19/16 |
| 4. | NEMRT Personnel Committee Meeting:<br>Oak Brook Police Department, Oak Brook, Illinois                 | 10/14/16 |

B. Quarterly Advisory Board Meeting Dates:

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| 1. | NEMRT Advisory Board of Directors Meeting:<br>Oak Brook Police Department, Oak Brook, Illinois | 10/28/16 |
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C. ILETSB Committee and Board Meetings:

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| 1. | ILETSB Committee Meetings:<br>Springfield, Illinois (location TBA) | 09/21/16 |
| 2. | ILETSB Quarterly Meeting:<br>Springfield, Illinois (location TBA)  | 09/22/16 |

- XVI. ADJOURNMENT:** Chief Mee made a motion to adjourn the meeting. Chief Brumlik seconded the motion which passed unanimously. The meeting was adjourned at 10:57 a.m.