

**Advisory Board Meeting**  
**LETAC Training Center**  
**January 20, 2016 11:30 a.m.**

**Call to Order –**

A quorum was established and the meeting was called to order by Chairman Jan Bowsher at 11:52 a.m. with the following members present: Chief Jan Bowsher (Chairman), Chief Barclay Harris (Vice-Chairman), Chief Brad Gentry, Chief Paul Adams, Chief Daniel Bland, Sgt. Audie Prange, Interim Chief Vern Foli, Chief Greg Damarin, Sgt. Bob Davidsmeyer, Chief Craig Kennedy, CD Mike Walker, Chief Bruce Centko, DC Brian Hile, Sheriff Paul Gann, Pat Hahn –ILETSB, LETAC Director Ellen Petty, IROCC Program Coordinator Kenton Manning, IROCC Compliance Manager Ted Street, Offsite Training Coordinator Mark Gleason, PT Basic Training Coordinator Dan Ryan, , and Jennie Alt Administrative Assistant of LETAC.

**Approval of November 18, 2015 Meeting Minutes –**

Chairman Bowsher called for the approval of the meeting minutes from November 18, 2015. A motion was made by Vern Foli to approve the minutes, and seconded by Brian Hile. A vote was taken, all were in favor, and the motion was carried without further discussion.

**Approval of the Bank Statements/Reconciliation/Bills –**

Chairman Bowsher called for the approval of the bank statements. Director Petty advised the board members that (as always) if anyone reads through the bank statements and bills after the meeting, feel free to call the office. Director Petty will be happy to discuss and explain any expense in question. A motion was made by Vern Foli to approve the bank statements, and seconded by Brad Gentry. A vote was taken, all were in favor, and the motion was carried without further discussion.

**New Advisory Board Members Elected in November Take Office –**

- Mason County Representative– Sheriff Paul Gann of Mason County

**FY16 Training Schedule –**

- 2<sup>nd</sup> Quarter Training -
  - 26 classes were held, so it provided 376 hours of training. There is 3,391 hours of planned training for the remaining 2 quarters.
  - The Service Survey Report was added to the meeting drop box. This shows ILETSB how satisfied the attendees are with our training.
- List of Training -
  - A complete updated list of training was provided in the Drop box.
  - We now have 2 BAT classes, due to the April 4-5, 2016 (RCC) class being full. The additional class is May 23-24, 2016 (LETAC). An email was sent to the April class to see to see which day and location better suits them.
  - Due to the classes that have been cancelled with the state budget not settled/lack of death grant money in the first 2 quarters, we were able to pay for all but two LHI classes scheduled for the 3<sup>rd</sup> and 4<sup>th</sup> quarter. These classes included LHI certified courses, such as Aquatic Death and Officer Involved Shooting.
    - Question – What happens if you don't have all the hours in for the Lead Homicide Investigator Certification? Pat Hahn stated that ILETSB has approved online training for LHI, and the departments can find this link on their website.

- ILEETS '16 –
  - The registrations are coming in steadily, especially now that the MTU has started receiving their funding.
  - MTU 5 is now going to join in and co-host along with MTUs 1, 2, 4, 7, 8, 9, 10, 12 & 13.
- Pat Hahn sent an email regarding NARCAN training. MTU 7 compiled information and shared it with all of the MTU's. This information is in the drop box. Chairman Bowsher stated that the Sangamon County Sheriff's office has a meeting on February 3, 2016 with the Sangamon County Public Health, regarding their possible participation in the NARCAN training.

#### **FY16 Fiscal Report & Financial Matters –**

- Director Petty stated that the quarterly training activity report is in the drop box, which will show that we have met our required yearly softmatch. Softmatch is the hourly rate of an officer x the hours they spend in a class.
- The Part-time and IROCC fiscal report is included in the drop box. These reports are sent in quarterly.
- LETAC is required to give the Advisory Board the draft copy of tax form 990 report. This report states what we would have paid to the IRS, if we paid tax. Sikich compiles this from the audit on all of our programs that we run. If there are no questions or corrections that need to be made, this report will be sent in on Friday January 22, 2016.

#### **ILETSB Reports –**

Director Petty stated that Pat Hahn sent the MTU Directors an email on what was discussed at the December ILETSB board meeting. This email is in the drop box. Pat Hahn also stated the following:

- Every officer will be required annually to take Use of Force which includes scenario based training (or ILETSB approved similar training) and Legal Updates. The specifics are unknown at this time.
- Police Community & Relations Act – ILETSB will be required to maintain a database of Professional Misconduct Reports. This starts once the officer has been separated for Violation of the Law, Official Misconduct, resigned for class 2 or higher felony, or a violation of department policies. (At this time the database is a work in progress and in paper form.) A form is available on the ILETSB website, which is then filled out and submitted to ILETSB. ILETSB is not in charge of investigations, rather the board is in charge of maintaining the information.
  - Question from Paul Gann – What happens if the termination requires arbitration or if it has a “Do not disclose” agreement? Pat Hahn is unsure at this time. He stated the department should consult with their state's attorney.
  - Question from Chairman Bowsher - When does this take effect? Pat Hahn stated this took effect January 1, 2016
  - Question from Director Petty – Is there anything on your website that we can send out to the members? Pat Hahn stated they will send a notice out.
  - Question from Mike Walker – Is this for corrections/sworn officers or only sworn officers? Pat Hahn stated he didn't have the statute in front of him, but believed it was only for Sworn Officers.
- Director Petty added that there may be additional funds available due to new Community Relations Law. It may be available for the FY17 fiscal year, but it is still uncertain at this time.
- There is a new Director of ILETSB as of January 15, 2016 – Brent Fischer – former Sheriff of Adams County. He has also been an Advisory Board Member for MTU 9, along with being an ILETSB board member for many years.

#### **Part-Time Basic Training Report -**

PT Coordinator Dan Ryan stated that they have 4 classes left in Class 26. Class 27 orientation starts on Feb 13, 2016 (5 months), and it will be shorter than Class 26 (7 months). Class 26 graduation will be held at Camp Lincoln on February 25, 2016.

## **Concealed Carry Program Report –**

### ***Kenton Manning –***

Kenton reported that the DuPage County Range they considered will not be approved as a certified range for IROCC shoots. Day to day operations are going well.

- Question from Greg Damarin – Can all of your documents be FOIAed? Kenton stated they all can be requested via FOIA.

### ***Ted Street –***

Ted requested that his report regarding payment to MSF&W amount be corrected to show 3 payments of \$20,000. Per Ted's report, it discusses issues that have been discovered in the applicant file vetting process and steps to correct the process. The IROCC staff are working with Ted and Kenton to iron out final processes toward eligibility for the IROCC and IPACC programs.

### ***Director Petty-***

Director Petty gave some background information on the IROCC program. The IROCC program started in 2005. The program and ILETSB's interaction has changed since its inception to current day. Vetting of applications was not looked upon favorably in the beginning, and ILETSB stated it was unnecessary. Director Petty also stated that direction from ILETSB on the IROCC program has not always been given, even when asked. Ted has been able to work as a liaison with ILETSB, and this has formed more of a partnership between the IROCC program and ILETSB. The IROCC program is working towards improvement, which can only get better in the future.

## **Old Business –**

- The Firearms Survey Update
  - Received 50% of the member responses
  - Please submit any that may not have been done in the next week, prior to gathering/submitting responses.
  - MTU 10 received \$ 20,000 for participation, which has not been used. The money was not to be used for training per ILETSB. Director Petty will discuss with Pat Hahn what needs to be done with the unused monies.
- FY17 Training Needs Assessment & Membership Assessments Status –
  - MTU 10 FY17 membership assessment totals \$80, 122.00, but collection of this amount usually falls short by an average of 5000 to 6000 for various reasons. This information is compiled in a report in the drop box.
  - The Training Needs Assessments received have been compiled and will be used in our training committee for FY17. This committee will help decide which classes will be held throughout the region for the upcoming year.
- A copy of the FY15 Annual Report is in the drop box.

## **New Business –**

- March 16, 2016 will be the next LETAC Board Meeting
- ILETSB Board Meeting March 2-3, 2016 in Collinsville.
- Daniel Bland added that in the meeting minutes under the tabulation of ballots, it has him listed as Taylorville Police Dept rather than Pana Police Dept.

## **Adjourn –**

A motion was made to adjourn at 2:30p.m. By Vern Foli, and seconded by Greg Damarin. A vote was taken, all were in favor, and the motion was carried without further discussion.