

**ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD  
4500 SOUTH 6<sup>TH</sup> STREET ROAD, ROOM 173  
SPRINGFIELD, ILLINOIS 62703-6617**

**MINUTES OF QUARTERLY BOARD MEETING  
FAIRVIEW HEIGHTS, ILLINOIS  
March 4, 2010 - 9:00 a.m.**

**I.** The meeting was held at the Four Points Sheraton in Fairview Heights, Illinois and was called to order by Chairman Davlin. Krein read the opening statement.

Board Members present:

Timothy J. Davlin, Chairman  
Brent A. Fischer, Vice-Chairman  
Thomas Dart, represented by Dana Wright  
Judy Erwin, represented by Nicole Krneta Rogers  
Krystal L. Fitzpatrick  
G. Nick Graff  
Robert J. Hogan  
David E. Livesay  
Lisa Madigan, represented by Kevin O'Connell  
Jonathon E. Monken, represented by Rebecca Long  
Michael Randle, represented by Brian Adams  
Valerie L. Salmons  
H. Richard Watson  
Jody P. Weis, represented by Howard Lodding  
Dwight W. Welch

Board Members absent:

Bennett W. Dickmann  
Stuart McArthur  
John H. Schlaf  
Ted J. Street

Staff Members present:

Kevin T. McClain, Executive Director  
Jennifer Wooldridge, Manager of Operations  
Jan Allen, Program Manager  
Laura Baker, Administrative Assistant  
Lennora Burnom, Criminal Justice Specialist  
Ed Edwards, Police Training Specialist

Betty Houston, Executive I  
 John Krein, Fiscal Officer  
 Daniel Sluga, Chief Information Officer  
 Sallie Traynor, Personal Assistant

Others present:

Richard Allan, Mobile Team Unit #14  
 Sharon Bockewitz, Mobile Team Unit #14  
 Philip Brankin, Director, Mobile Team Unit #3  
 Brad Carnduff, Illinois State Police  
 John Chojnacki, Illinois Criminal Justice Information Authority  
 Leonard Deynzer, Director, Mobile Team Unit #7  
 Chuck Doan, Mobile Team Unit #15  
 Mark Edwards, Director, Mobile Team Unit #12  
 Greg Elliott, Mobile Team Unit #5  
 Regina Evans, Country Club Hills Police Department  
 William Fitzgerald, Mobile Team Unit #14  
 Richard Fonck, Director, Mobile Team Unit #16  
 Dolores Gordon, Mobile Team Unit #14  
 Ken Herbert, St. Clair County Corrections Academy  
 Jim Kempinski, Suburban Law Enforcement Academy  
 Mark Kotte, Director, Mobile Team Unit #8  
 Bill Lawler, Suburban Law Enforcement Academy  
 Dan Maloney, Suburban Law Enforcement Academy  
 Ernie Manrique, Director, Mobile Team Unit #4  
 Sterling Morrell, Director, Mobile Team Unit #11  
 Van Muschler, Southwestern Illinois College Police Academy  
 Terri Newbill, Mobile Team Unit #13  
 Susan Nichols, Program Manager, Illinois Law Enforcement Executive Institute  
 Mike Norrington, Director, Mobile Team Unit #15  
 Ellen Petty, Director, Mobile Team Unit #10  
 Beth Pinter, Director, Mobile Team Unit #5  
 Catherine Somers, Police Training Institute  
 Misty Stahl, Mobile Team Unit #14  
 Calvin Stearns, Illinois Law Enforcement Alarm Systems  
 Charles Stein, Mobile Team Unit #16  
 Denny Stewart, Director, Mobile Team Unit #13  
 William Walls, Jr., Director, Mobile Team Unit #1

**II. PLEDGE OF ALLEGIANCE**

Chairman Davlin led the Pledge of Allegiance. Director McClain acknowledged the list of fallen law enforcement and military officers from the State of Illinois and led a moment of silence on their behalf.

### **III. ROLL CALL - ESTABLISHMENT OF QUORUM**

Roll call was taken and a quorum was established.

### **IV. INTRODUCTION OF GUESTS AND VISITORS**

Chairman Davlin introduced Sheriff Hertz from Madison County and Sheriff Justice from St. Clair County who welcomed the Board and Guests. Chairman Davlin advised that Bill Kiel, Mobile Team Unit #16, passed away on January 28, 2010.

### **V. INTRODUCTION OF NEW STAFF MEMBER**

Sallie C. Traynor, Personal Assistant

Director McClain introduced the Board's new staff member, Sallie C. Traynor.

### **VI. APPROVAL OF MINUTES**

- A. Curriculum and School Standards Advisory Committee Meeting  
(December 9, 2009)
- B. Joint Meeting of Executive Committee and Finance and Legislative Committee  
(December 9, 2009)
- C. Regular Quarterly Board Meeting  
(December 10, 2009)

**Motion was made by Watson, seconded by Welch and carried by all members present to approve the minutes as listed.**

### **VII. REPORT OF STANDING AND ADVISORY COMMITTEES**

- A. Meeting of Curriculum and School Standards Advisory Committee  
of March 3, 2010  
(Watson, Committee Chair)

Chief Watson reported that the committee met and recommended approval of the following courses for Board certificate and reimbursement\* where noted.

**A. North East Multi-Regional Training, Inc. - MTU #3**  
North Aurora, Illinois

1. Basic SWAT Certification  
Hours: 51.5  
Tuition: \$0.00  
Course Dates: To Be Announced

**B. Illinois State Police**  
Springfield, Illinois

1. Narcotics Detection Dog Program\*  
Hours: 192  
Tuition: \$729.56-R; \$628.52-C  
Course Dates: To Be Announced

**C. LETAC - MTU #10**  
Springfield, Illinois

1. Mechanical, Ballistic & Thermal Breaching  
Hours: 24  
Tuition: \$750.00  
Course Dates: To Be Announced
2. Explosive Handler & Breacher  
Hours: 40  
Tuition: \$1,250.00  
Course Dates: To Be Announced

***Motion was made by Welch, seconded by O'Connell and carried by all members present to approve the courses as listed for certificate and reimbursement\* with course evaluations to be forwarded to the Board office.***

Chairman Watson advised that there was an issue brought up concerning the 20 hours that Chiefs and Deputy Chiefs have to complete each year. It was brought to the Board's attention that several chiefs were not completing the training requirement. There was a recommendation that the Board check into it and come up with a system to rectify this matter.

- B. Joint Meeting of Executive Committee and Finance and Legislative Committee of March 3, 2010 (Davlin, Salmons, Committee Chairs)**

Held and addressed later in the agenda.

## VIII. EXECUTIVE MATTERS

- A. Financial Matters
  - FY10
    - 1. Fiscal Report
      - (Through February 4, 2010)
        - a. Summary of FY10 Budget
        - b. Estimated FY10 Training
        - c. Receipts into TACCSF
        - d. TACCSF Balance

Krein called attention to Page 1 of the report which lays out FY2010 resources of the Board. It indicates the Board programs, the amount that is allocated for each category and the percentage. If you start with roman numeral X, Administration and read clockwise through VIII, which is Available Funds, that is the Board's Traffic and Criminal Conviction Surcharge Fund appropriations and totals \$13,336,200. The last item, Grants, are funds from Homeland Security, the Department of Transportation's Traffic Safety Program, the Death Investigation funds, and the Camera Grant.

Krein referred to Page 3 of the report, which lays out the academy training, both basic and non basic. These categories are down slightly from the last Board meeting, and again, it is due to the fact that mandated courses are seeing low enrollments and is a representation of the economy.

Krein called attention to Page 5 of the report which shows revenues into the Surcharge Fund. Since this report was completed, the Treasurer's Office and Comptroller's Office have provided the final February data. The monthly average did come up a bit. The Board is still projecting, at this point, that receipts will be approximately \$20 million, which is a decrease from last year. Receipts are down, but the Board is still reviewing the data.

Krein called attention to Page 7 of the report which shows the balance in the Surcharge Fund. He advised that the balances shown are approximately \$3.5 million less than they would be without the fund sweeps. The agency is working with the Governor's Office to minimum the possibility of fund sweeps in the upcoming fiscal year. This balance, if receipts do not continue to decline, should have sufficient funds for discretionary items that have been discussed (training programs, etc.)

**Motion was made by Graff, seconded by Fitzpatrick and carried by all members present to accept the report and place it on file.**

- 2. FY11 Budget
  - a. Governor's Budget Address

Krein reported that the Governor will be introducing his budget next week. The Board had received, after the December Board meeting, fairly strong but not final indications, that the Board would be receiving next year the same amount of money as this year, which was an improvement because the Board had been told it would be receiving a 14% cut. It is the intent of the Board staff to provide to the Board after the Governor introduces his budget, a summary of the Board's appropriations for the upcoming fiscal year and any changes from the current budget and any impacts thereon.

- B. Intergovernmental Law Enforcement Officer In-Service Training Act (ASSIST)
  - 1. Fiscal Year 2011 Grant Applications
  - 2. ASSIST Annual Report - FY09

Chairman Davlin advised there was nothing to report. The ASSIST Report is under Tab 7 for the Board's information.

- C. Staff and Personnel Issues

Director McClain advised there was nothing to report on staff and personnel issues.

- D. Law Enforcement/Corrections/Court Security  
Waiver Disposition Quarterly Report

Director McClain called attention to Tab 8 containing the Waiver Disposition Quarterly Report that summarizes actions taken by the Executive Director on behalf of the Board on training waiver requests that are submitted pursuant to the authority given in the Illinois Police Training Act.

**Motion was made by Fischer, seconded by Graff and carried by all members present to approve the actions of the Executive Director on waiver requests as presented.**

- E. Legislation
  - 1. 96<sup>th</sup> Session Legislative Agenda

Director McClain called attention to the handout that was given concerning bills of interest from the 2010 Spring Session. He reported on the update of the following bills - HB 5301 - provides for issuance of Public Safety Diver special license plates; SB 3294 - amends Police Training Act - requires F/T and P/T officers to be licensed rather than certified; SB 3510 - provides that unlawful use of weapons, as related to carrying of firearms do not apply to a State's Attorney who receives training in the use of firearms while off-duty conducted by ILETSB.

- 2. Legal Update

Director McClain reported on the cases in litigation as of March 1, 2010:

Moore v. Trent - This case was filed a year ago and has a status hearing and a discovery cut off date of March 2, 2010. Various motions to dismiss are expected to follow.

Zurek v. ILETSB - This is an appeal of the Board's denial of a former Cook County correctional officer's application to carry a concealed weapon under the IROCC program. Upon a motion to dismiss, the trial court entered a Judgment for the Board in September of 2009. The plaintiff has appealed and his opening brief is due on March 19, 2010, with the Board's response due one month later.

F. Terrorism Readiness  
Brad Carnduff

Captain Brad Carnduff, Illinois State Police, gave a presentation on Terrorism Readiness. He gave a brief overview of STIC, Statewide Terrorism Intelligence Center. STIC is located in Springfield, Illinois and co-located with IEMA. They work very closely with IEMA should a catastrophic event occur. STIC's mission statement is to provide timely effective actionable intelligence information to local, state and federal law enforcement and private sector partners in order to enhance the public safety, facilitate communication between agencies and provide support in the fight against terrorism and criminal activity.

## IX. PROGRAM PROGRESS REPORTS

- A. Illinois Law Enforcement Executive Institute  
(Susan C. Nichols)
  - 1. Grants and Special Reports
  - 2. Illinois Law Enforcement Media Resource Center
  - 3. Illinois Law Enforcement Executive Institute Programs
  
- B. A Statewide System of In-Service Training (ASSIST) Program  
(Jennifer Wooldridge)
  - 1. Third Quarterly Progress Report FY10
  
- C. County Officials Training Program  
(Lennora Burnom)
  - 1. Corrections Academy Progress Report for FY2010
  - 2. Sheriffs' Training Mandate
  - 3. Chief Deputy Jail Administrator Training
  - 4. Executive Assistant Training
  - 5. Circuit Clerks' Training Update
  - 6. Civil Process Training
  - 7. Coroners' Mandatory Training
  
- D. Coroner/Death Investigation Training

- E. Specialized Training Programs  
(Jill Weber)
  - 1. IDOT FY10 Report
  - 2. Traffic Crash Reconstruction
  - 3. FY10 IEMA
  
- F. Part-Time Training Program  
(Jan G. Allen)
  - 1. Progress Report
  
- G. Federal Homeland Security Grant  
(Susan Nichols)
  - 1. Progress Report
  - 2. Illinois Terrorism Task Force

Nichols presented Board Members with the Forum Journal and encouraged them to take them back to their departments and share them with persons within their organization. She also advised they are going to host, later this month, their first annual Women of Law Enforcement Leadership Conference. Another thing they are working on diligently at the Executive Institute is that they are seeking undergraduate and graduate credit for their core curriculum, which would be the Supervisors Course, the Management Level course and the Executive training for Chiefs and Sheriffs. They are in the final stages and believe they will be able to assign 3 credit hours for every 48 hours of seat time.

**Motion was made by Watson, seconded by Hogan and carried by all members present to accept the reports and place them on file. (Graff abstained because one of his employees was mentioned in the Traffic Crash Reconstruction Report).**

## **X. UNFINISHED BUSINESS**

### **A. Camera Grant Awards - FY10**

Krein reported that the Board received an original appropriation in FY2008 for the Law Enforcement Camera Grant program. At the time the bill was enacted it was a statement of legislative intent by the sponsor that this agency would decide how the cameras were awarded and to whom. In FY2008 and FY2009 the Board distributed the cameras on the basis of one camera per each Mobile Team Unit. As a result of it being a new program, the State's internal auditors came in, reviewed the process, and thought the agency needed to have more documentation, and as a result, the standards were slightly changed. In the future the cameras will be distributed geographically, on the basis of dividing the State into northern Illinois, central Illinois and southern Illinois. The factors to be considered when awarding the cameras, with the proviso that the Board does have some discretion, will be to look at the number of law enforcement officers in the applicants' department, whether they actually have cameras and are they functioning; the median income; their unified crime report data; and alcohol and drug crash data. Policy has also been

adopted that the applicant must be in compliance with Board regulations for submission of forms such as departmental personnel rosters. Not having their roster on file would be a disqualification. Those forms were due February 15th, and they are considered delinquent this month. Current applications will still be looked at. After this meeting an announcement will be posted on our web site inviting those who have not previously applied to apply and informing those who already have applied that their applications are still on file. It is the intent to review the applications, make the decisions and award the cameras before the next Board meeting. Then at the next Board meeting the Board will announce where the cameras were awarded.

Director McClain advised the Board that there were some audit findings. He wanted to assure the Board that these findings are being dealt with and the auditors are being kept informed.

B. Mandated Annual Ethics Training

Wooldridge reported that the Board was in compliance for Calendar Year 2009 and Board staff will begin their 2010 online training next month.

C. Academy Director's Training Advisory Committee  
February 4, 2010

Chief Watson reported on the meeting of the Academy Director's Training Advisory Committee held February 4, 2010. Concerns of academy directors in regard to the questions on the exam, the curriculum, and the length of the course were discussed. Director McClain pointed out that the Board has approved 480 hour basic training courses, but they are not really 480 hour basic training courses. The curriculum is actually 400 hours, and the 80 hours are technically considered in-service or specialized training. We only have a 400 hour basic training course and if we were challenged in court, we would testify that there are only 400 hours of the basic training course that is validated for purposes of training. If the Board said we had a 480-hour basic training course, we would not be validated for that. We like the fact that we have a 480 hour course because they are very beneficial to the students. Minutes/highlights will be presented to Board Members at the next meeting. Fitzpatrick recognized Director McClain for his willingness to participate in this kind of endeavor and the support he is giving the academies.

D. Public Act 96-230: Parole Officers (IPACC)

Director McClain reported that the Illinois Parole Agent Concealed Carry program will be handled through Mobile Team Unit #10 similarly to the IROCC program. A handout was provided to Board Members showing the process and the card that will be issued.

E. PTI Update

Krein advised that at the last meeting the Board authorized payment to the Police Training

Institute for approximately \$66,000 for unused housing. As part of that, the instructions were that we would do this on a quarterly basis. At this point the shortfall for housing is approximately \$40,336.18. We don't expect this amount to change, but if the Board approves this amount, the exact number would be provided to the Board at the next meeting. Director McClain pointed out to the Board that these particular pay outs to the University of Illinois, who is on the contract for the housing, have to be paid by the Board in the form of tuition reimbursements for the locals.

**Motion was made by Graff, seconded by Salmons and approved by all members present to approve payment of \$40,336.18 to the University of Illinois with the understanding that if that figure is ultimately changed we would adjust it on future payments for tuition reimbursement. (Fitzpatrick abstained)**

#### **XI. NEW BUSINESS**

Director McClain recognized Jan Allen of the Board's staff for her excellence and dedication in working with and assisting the public. He provided a handout of a letter received from a law firm expressing appreciation for her informative and courteous assistance.

#### **XII. PUBLIC INPUT**

None

#### **XIII. REVIEW OF EXECUTIVE SESSION MINUTES**

(December 10, 2009)

Director McClain reported that there were no Executive Session minutes that were not available to the public.

**Motion was made by Watson, seconded by O'Connell and carried by all members present to approve Executive Session minutes and place them on file.**

#### **XIV. FYI**

- A. Terrorism Readiness  
Brad Carnduff

This presentation was held under Executive Matters earlier on the agenda.

#### **XV. ANNOUNCEMENTS**

L.E.A.D. into the Future Series (*Executive Institute*)

Leadership

April 6, 2010

Urbana, Illinois

Crazy Horse and Custer

June 1, 2010

Naperville, Illinois

Transformation to Leadership - Effective Police Supervision (*Executive Institute*)

March 23 - 25, 2010

April 5 - 8, 2010

Urbana, Illinois

Police Executive Role in the 21<sup>st</sup> Century (*Executive Institute*)

March 8 - 11, 2010

April 5 - 8, 2010

Joliet, Illinois

Enduring, Surviving, Thriving as a Law Enforcement Executive (*Executive Institute*)

April 19 - 23, 2010

Springfield, Illinois

A.L.A.R.M. Series (*Executive Institute*)

Use of Force: Critical Issues for Law Enforcement

March 16 - 17, 2010

Springfield, Illinois

A.L.A.R.M. Series (*Executive Institute*)

The Law, Science and Human Factors Impacting Use of Force and Sudden In-Custody  
Death Investigations

April 20, 2010

Macomb, Illinois

A.L.A.R.M. Series (*Executive Institute*)

Police Organization Providing Peer Assistance (POPPA)

May 18, 2010

Oak Brook, Illinois

EMPOWER - A Professional Development Series (*Executive Institute*)

May 6, 2010

Women in Law Enforcement - A Leadership Summit (*Executive Institute*)

March 30 - 31, 2010

East Peoria, Illinois

Building a Mentoring Program (*Executive Institute*)  
April 13 - 15, 2010

Fostering Relationships - Elected Officials and Intergovernmental Organizations  
(*Executive Institute*)  
May 12, 2010  
Springfield, Illinois

Senior Management Seminar (*Executive Institute*)  
May 20, 2010

Center for Homeland Security Leadership  
Operational Value of Threat, Risk, and Vulnerability Course (*Executive Institute*)  
March 2 - 4, 2010  
Joliet, Illinois

Intelligence Collection (*Executive Institute*)  
March 19, 2010  
Southern Illinois

Funding Terrorist Operations and Activities (*Executive Institute*)  
April 15, 2010

Radical Conversions within the Correctional System (*Executive Institute*)  
May 27, 2010

Curriculum and School Standards Advisory Committee Meeting  
Lombard, Illinois  
June 2, 2010

Quarterly Board Meeting  
Lombard, Illinois  
June 3, 2010

## **XVI. ADJOURNMENT**

**Motion was made by Graff, seconded by Hogan and carried by all members present to adjourn the meeting at 10:25 a.m.**