

MINUTES
ADVISORY COMMITTEE MEETING
April 30, 2009

The April meeting of the Western Illinois Police Training Unit Advisory Committee was held Thursday, April 30, 2009 at the Western Illinois Police Training Unit, 1801 Windish Drive in Galesburg.

Those present: Dave Christensen, Galesburg Police Department; John Jefferson, Hancock County Sheriff's Office; Rick Van Brooker, McDonough County Sheriff's Office and Brad Zeigler, Monmouth Police Department. Others present: Ken German, Director, WIPTU; Vicki Munson, Officer Manager, WIPTU; Joyce King, Records Clerk, WIPTU; John Levingston, Part-time Program Coordinator, WIPTU and Scott Schaefer, Training Specialists, Illinois Law Enforcement Training and Standard Board. Those absent: Kelly Cheesman, Knox County Circuit Clerk; Bob Mapes, Hancock County; and W. Dan Taylor, Canton Police Department. Guest present: Jim Tunney, Office of the State Fire Marshall.

Chairman Zeigler called the meeting to order at 10:11 a.m.

Zeigler requested action on the minutes from the March 26, 2009 meeting. A motion to accept the minutes was made by Van Brooker, seconded by Christensen. Motion passed.

King read the Financial Report. Christensen inquired why money was transferred from the savings account to the checking account. Munson responded funding from the Illinois Law Enforcement Training and Standards Board had not been received and the transfer was done to cover payroll and bills. A motion to approve the financial report was made by Christensen, seconded by Jefferson. Motion passed.

German gave the Training Report. German stated he was reporting on twelve items of training. 190 people attended these trainings and 168 of them counted for soft match. Soft match earned for these classes totaled \$37,376.25. Total soft match earned to date is \$136,771.92. Total soft match required to meet the conditions of the grant is \$124,853.21. German stated we have earned 109.55% and have surpassed the amount needed for soft match.

German reported on upcoming classes. May 9, 10, 16 and 17, 2009 will be Mandatory Firearms Training. There are nineteen registered. There will be a range inspection on May 9, 2009 at 10:00 a.m. conducted by Schaefer. German inquired about some ranges being closed. Schaefer responded that a couple of the ranges had been closed and the reason was they did not have a perimeter fence. German stated he attended the Galesburg Benevolent and Protection Association meeting. At that meeting the members voted to increase the range fee from \$10.00 per person to \$20.00 per person. German stated he is waiting on a letter for the official notification of the price increase. Christensen stated he will remind them to send the letter.

June 6, 2009 will be an Active Officer Qualification. There are three registered. This qualification must be done every year by June 30th for all active officers. Jefferson inquired if that was based on a calendar year. German responded yes, it must be done in a calendar year by June 30th.

July 7, 2009 will be Law Enforcement Flying Armed at the Monmouth Police Department from 12:30 p.m. until 4:30 p.m. Zeigler inquired if this was for transporting prisoners or to carry a handgun on a flight by an officer. German responded it is just for transporting prisoners, not for an individual officer to carry his weapon on the flight. German stated officers cannot transport a prisoner on a flight unless they have taken this class. German stated after an officer has taken this class he may teach it to their department.

July 21, 2009 will be BAO Recertification from 9:00 a.m. until noon at the Macomb Police Department. Robert Wilson, Illinois State Police, will be teaching this class.

August 4 – 7, 2009 will be Certified Juvenile Officer class. German stated he does not have a flyer prepared for this class yet. Bill Rehling and three other instructors from Western Illinois University will be teaching this class.

August 13, 2009 will be Sex Offender Registration at the Canton Park District. Craig Burge will be teaching this class.

August 19, 20 and 21, 2009 will be DOA Death Investigation class. This class was developed by Wicklander-Zulawski. It is scheduled to be held at WIPTU and should be funded by the coroners grant. This is a high dollar class.

August 15, 2009, September 26, 2009 and October 3, 2009 will be Standardized Field Sobriety Testing. These are Saturdays and this is being offered through the part-time program. Active officers are welcome to attend this training.

September 22 – 25, 2009 will be Breath Analysis Operator. This will be at WIPTU and currently there are four registered.

German stated May 2, 2009 he will be teaching OC-10 at WIPTU from 8:00 a.m. until noon for the court security officer training.

German stated there was a recent request from a department wanting a copy of a certificate for an officer. Certificates are not kept. These are sent to the department and hopefully the department runs a copy for the officer's training file and gives the original to the officer. When a request like this is received a name, class name and time frame the class was held for the research to be done. If that information can be validated a new certificate can be created. However, not all training records are computerized which means a hand search must be conducted.

German gave the Coordinators Report. German stated Levingston and Munson attended a two day meeting on April 23 and 24, 2009 at Western Illinois University on the part-time program. He stated Levingston will cover this in more detail later in the meeting.

German stated Dr. Jurkanin is retiring from the ILETSB and applications for this position are being taken.

German stated there will be some extra money coming in. The amount is \$20,761.31 and he has two months to spend these funds.

German suggested purchasing simunitions gear. He stated some departments attended the ALERTS training and thought this a valuable tool to be used by the departments when doing refresher training.

German state the cost of equipment would be \$10,842.00. This equipment proposal was for 10-Glock model 17 T simunitions pistol; 1,000 rounds-FX 9mm cartridges; 10- Model 9003 protective masks; 10-Protective throat collars; 4-AR 15 upper receivers; 4-Simmunitions bolts; and 500 marking cartridges to use with bolt. This price does not include any shipping.

German stated he would bring this equipment to the departments, if he is informed in time, for them to use. Contacting him about using the equipment allows him to be there during its use. It also allows him to bring the forms to be completed for soft match.

Schaefer stated they have red and blue chalk bullets and blue barrels.

Tunney stated he participated in training using this equipment last week.

Christensen stated this equipment does not accommodate 45 rounds. He stated they have long wanted to have these as a training tool and would support their purchase.

Zeigler stated the training was very realistic, but they did not have the protective gear. He thought it would be a great thing for the unit to have for training.

Schaefer stated the rounds would decrease through the year. He inquired if they would have enough in the budget to replace them. Christensen inquired if German knew the price. Zeigler stated he paid \$500.00 for one thousand rounds.

German stated he would like a motion to purchase this equipment, and then he would need to speak with the Illinois Law Enforcement Training and Standards Board about moving money to cover this purchase.

A motion to purchase the simunitions equipment was made by Jefferson, seconded by Christensen. Motion passed.

German stated there is a problem with the building. There is an infestation of termites and in the crawl space the sump pump is no longer working. German stated the City of Galesburg pumped the crawl space out, but with all the rain recently he believes it has filled up again. He stated there is also a soft spot in the break room floor. The initial termite treatment would be \$700.00, but German did not have a price for the sump pump.

A motion was made to pay the initial \$700.00 for the termite treatment and to purchase sump pump for the City of Galesburg to install in the crawl space by Jefferson, seconded by Van Brooker. Motion passed.

German stated he would like to purchase a recorder that copies VCR tapes to DVDs. Schaefer stated they would also need to purchase blank discs.

A motion to spend up to \$500.00 for the recorder and discs was made by Van Brooker, seconded by Christensen. Motion passed.

German reminded everyone the new chiefs' orientation through the ILETSB Executive Institute will be in October 2009.

German stated salary update information will be sent in the near future. This information is needed to keep the soft match information current.

German stated the invoices for hard match dues will also be mailed in the near future. These are for FY10 and due July 1, 2009. He stated they may seem high this year but after the 2010 census figures are received the amount may drop.

German reported expected absences. German stated he will be on vacation May 8, 2009 through May 18, 2009. Munson will be attending a CMS meeting on May 6, 2009. The office will be closed May 25, 2009 for Memorial Day. The next Advisory Board meeting will be May 28, 2009 in Henderson County at The Pink Tavern in Lomax with Sheriff Lumbeck hosting.

Zeigler gave the Chairman's Report. He stated they are moving into the new building and will officially open May 18, 2009. Christensen inquired if there would be an official ribbon cutting ceremony. Zeigler responded it will be May 17, 2009. Zeigler stated their training room is about the size of WIPTU's and the furniture was moved in yesterday and it looks really sharp.

Levingston gave the Part-time Training Report and the Court Security Officer Training Report. Levingston stated he attended a part-time training meeting in Macomb at the ILETSB Executive Institute on April 23 and 24, 2009. He stated the Administrative Rules for the part-time program were reviewed. Several changes needed to be made since the switch from the distance learning computer workstations to being web based training. Levingston stated they also toured CAIT, which develops and supports the web based training. The second day they discussed changes that need to be made. One of the changes discussed was the addition of an online grade book.

Levingston stated another change was the authorization to start a class whenever there are enough to support the class without waiting nine months for each phase to begin. Levingston stated in theory there could be two or more classes running at the same time.

Levingston stated the court security class has begun. After the part-time meeting Levingston stated he spent two hours speaking with Jeff Fritz, ILETSB Executive Institute; Jan Allen, ILETSB; and Marty Schaefer, MTU 3 about setting up a court security program.

Levingston stated Allen ran a list of non-certified court security officers. There sixteen pages of people that have not been trained.

Levingston stated during this discussion the development of administrative rules; a state exam and web based training were discussed. Levingston stated it may take two to three years for this all to be implemented.

Levingston stated they are going through the part-time modules to bring them up to date. Levingston stated they are working on the new search and seizure, which will need to be changed.

Levingston stated during the part-time meeting he learned he may no longer release grades. By doing this we are in violation of HIPAA. Levingston stated Allen will be bringing this issue to Dan Nelson, Legal Counsel, ILETSB and a waiver will be developed so this information may be released.

Van Brooker inquired if he could still release if they attended. Levingston responded yes, they just could not release the actual grades.

Schaefer gave the State Training Board report. Schaefer stated the ILESTB offices will be moving, but he did not have the new address.

New Business: Jefferson stated the Illinois Family Violence Coordinating Council has printed visor cards for "Firearms and Domestic Violence: A Law Enforcement Response Guide". WIPTU has several of these cards available. If you would like these sent to you contact WIPTU.

Jefferson stated IFVCC also has a CD "Protocol for Law Enforcement: Responding to Victims of Elder Abuse, Neglect and Exploitation". This has the new protocols for elder abuse. If you would like a copy contact WIPTU.

German inquired how the training with Mark Wynn on August 28, 2009 is going. Jefferson responded it is coming along. Jefferson stated Wynn will be at Spoon River Community College in the morning and at Wesley United Methodist Church in Macomb in the afternoon.

There being no further business to come before the Board a motion to adjourn was made by Jefferson, seconded by Van Brooker. Meeting was adjourned at 11:24 a.m.

Respectfully submitted,

Vicki L. Munson
Secretary