

**MINUTES**  
ADVISORY BOARD MEETING  
January 31, 2008

The January meeting of the Western Illinois Police Training Unit Advisory Board was held Thursday, January 31, 2008 at Hammer's General Feed Store in Galesburg, Illinois.

Those present: Kelly Cheesman, Knox County Circuit Clerk; Dave Christensen, Galesburg Police Department; David Clague, Knox County Sheriff's Office; Martin Edwards, Warren County Sheriff's Office; Jeff Fritz, Canton Police Department; John Jefferson, Hancock County Sheriff's Office; Emil Johnson, Monmouth Police Department; Bob Mapes, Hancock County; Jeff Standard, Fulton County Sheriff's Office; and Rick Van Brooker, McDonough County Sheriff's Office. Others present: Kenneth German, WIPTU; Vicki Munson, WIPTU; Joyce King, WIPTU; John Levingston, Part-time Officer Program Coordinator.

Guests present: Alice Mapes; Joe Switzer, Monmouth Police Department; John Schlaf, Knox College; Tina Hartz, Knox County Sheriff's Office; John Harmon, Canton Police Department; Keith Nothom, Knox County Sheriff's Office and Craig Medus, Fulton County.

Those absent: Curt Barker, Macomb Police Department; Curt Eisenmayer, Henderson County; Mike Galloway, Macomb Police Department; Rod Heinze, City of Canton; Edward Ketcham, Fulton County; Mark Lumbeck, Henderson County Sheriff's Office; Allen Pickrel, Knox County; Scott Schwerer, McDonough County; Gary Smith, City of Galesburg; John Turnbull, Warren County; and Brad Zeigler, Monmouth Police Department.

Due to Chairman Lumbeck's and Vice Chairman Zeigler's absence a motion to have Edwards serve as Chairman was made by Mapes, seconded by Christensen. Motion passed.

Chairman Edwards called the meeting to order at 1:20 p.m.

A motion to approve the minutes of the December 20, 2007 Advisory Board meeting was made by Christensen, seconded by Van Brooker. Motion passed.

Cheesman read the financial report. A motion to approve the financial report was made by Mapes, seconded by Clague. Motion passed.

Cheesman stated that the funding from the ILETSB for the third quarter has not been received. One of the certificates of deposit will be maturing on February 7<sup>th</sup>. She stated that part of the money from the CD would be needed to cover expenses for the February 8<sup>th</sup> pay period. After discussion a motion was made by Van Brooker, seconded by Christensen to deposit \$15,000.00 into the checking account and deposit the remainder into the savings account. Motion passed.

German gave the Training report. German stated there were twenty items to report. 155 people attended these trainings with 147 counting for soft match. Soft match for these classes totaled

\$22,613.69. Soft match earned to date totals \$97,847.71. The soft match requirement for the fiscal year is \$121,381.87. We are at 80.61 percent of meeting the soft match requirement. German stated he is comfortable with the soft match amount and thanked the departments for turning in their training.

German reported on upcoming classes. February 11 – 14, 2008 will be Juvenile Officer Course at WIPTU. Currently there are twenty-seven registered. February 13, 2008 will be a Hazardous Materials Refresher class in Bushnell from 6:00 p.m. until 10:00 p.m. If you would like to attend contact John Carson, McDonough County Sheriff's Office. February 19 – 22, 2008 will be Breath Analysis Instrument Operator at WIPTU. Currently there are eighteen registered. February 25 and 26, 2008 will be Advanced Cyber Terrorism through a Homeland Security grant at WIPTU. The instructors bring in laptops and you follow the instructors. There is a lot of good information on computer theft and IED. We will need a minimum to conduct the class, currently we have not met the minimum. February 28, 2008 will be Warrant Preparation and Execution in Canton. Currently there are ten registered. March 3, 2008 will be Police Response to Terrorism/Weapons of Mass Destruction Incidents in Canton. This is another class funded through a Homeland Security grant and currently there is only one registered. March 24, 2008 will be BAO Recertification from 9:00 a.m. – Noon at WIPTU. Currently there are twenty-eight registered. March 26, 2008 will be Civil Liability Review at the Macomb Police Department. April 2, 2008 will be Criminal Law Review for Illinois Peace Officers in Carthage. Currently there are five registered. April 9 and 10, 2008 will be Grade Crossing Collision Investigation in Macomb. This is a good class. April 9-11, 2008 will be Blood Stain and Pattern Analysis for Crime Scene with MTU 9 at Lincoln Land College in Litchfield. German stated this is funded from the death certificate fund and hopefully he will be able to bring one locally next year. April 18, 2008 will be Conservation Law Update. No other details have been made. Look on the WIPTU web site for further information.

German inquired if there was a need for the county jail class. Edwards responded his department would be needing it pretty soon. German stated currently there is no time limit for the training. We usually have a two-hour class. Jefferson stated he has already had one and his was a two-hour course.

German stated originally a Standardized Field Sobriety Testing class was scheduled for April 30, May 1 and 2, 2008. Due to an instructor conflict the date has been changed to August 13, 14 and 15, 2008.

German gave the Coordinator's Report. German stated a copy of the annual report that was submitted to the ILETSB was available to review.

German stated he has had some inquiries about the Illinois Retired Officer Concealed Carry. He is looking at April 12, 2008 for the IROCC qualification at the Galesburg range. If someone needs information about IROCC they may go to the ILETSB web site and look it up. German stated there has been some confusion about the IROCC. If an officer retires and has a pension the department can qualify the officer or they may have them go through IROCC. If the department qualifies the officer the department has to keep a copy of the record in case someone calls to challenge the concealed carry. It is up to the chief or sheriff whether or not they want to certify a retired officer.

German stated the new chiefs training will be March 31, April 1, 2, 3 and 4, 2008 at the Hilton Garden Hotel in Springfield. This is free training. For further information and registration go to the Executive Institute section on the ILETSB web site.

German stated the training needs assessments were sent out. There are twenty-seven departments that have not responded. These are needed to show what classes should be put on during the year. It is also needed for a report that must be submitted to the ILETSB.

German reminded everyone that we jointly own the CAPS machine with MTU 7. German stated some of the positives of the machine are the officer uses his own pistol and live ammo during the shoot. The down side is if it is being used outside a tent does need to be used. WIPTU provides to it's departments the tent, frame and photographic paper. The departments must provide the white pasters. German stated if a department uses the CAPS machine to remember to submit paperwork as this does count for soft match. German stated that currently the machine is at Washington Police Department.

German stated he is anticipating the annual budget application will be sent soon. When the Chairman returns he will need to appoint a Budget Committee.

German reminded everyone the deadline for each officer to qualify with their weapon is June 30<sup>th</sup>. The ILETSB sent a roster but forgot the instructions so we faxed and mailed the instructions to each department in our unit. The F Form is due every six months and the firearms qualification is due every calendar year.

German stated the EDI is getting close. Currently we can only update classes on the ILETSB web site. German inquired if the State had contacted anyone. German stated he has attempted to use the EDI but could not get it to work. Jefferson responded that he has not been contacted, but he cannot get his to work either.

German reported on expected absences. The office will be closed February 18, 2008 for President's Day. The next Advisory Committee meeting will be February 28, 2008 at WIPTU beginning at 10:00 a.m.

No Chairman's report due to Lumbeck's absence.

Levingston gave the Part-time Training and Court Security report. Levingston stated the Part-time Phase 15 State Exam will be February 16, 2008. The graduation dinner will be February 29, 2008 in Bushnell.

Levingston stated the court security class was working on class 1 now.

Levingston stated Part-time Phase 16 did the POWER test and orientation on January 26, 2008. There are eight students in this phase.

Levingston stated the POWER test qualifications have been redefined. Levingston stated the latest interpretation is that an applicant may challenge the test the first six months of employment and then enter the part-time program. Jan Allen, ILETSB Part-time Program Manager, wants this and has suggested we hold the POWER test every three months. Levingston stated he has contacted WIPTU's POWER tester and he will provide four testing dates in the year. Levingston stated this current interpretation is subject to change. Levingston stated it has never been this way before. An inquiry was made about where this information came from. Levingston responded from Allen who was given the information by Dan Nelson, ILETSB Legal Counsel.

Levingston stated if an orientation is coming up and they have not passed the POWER test they cannot register for that part-time phase.

State Report was given by Schlaf. He stated the next State Board meeting is March 5 and 6, 2008. If there is anything you would like brought up contact him.

Jefferson inquired about the Good Shoot Bad Shoot class sponsored by Susie Nichols. He stated this is good training for administrators and think it is a two-day class. Jefferson inquired if it would be offered again at a closer location as this one is in Bloomington. Schlaf inquired about the name and stated he thought it would be through the Executive Institute.

German inquired about the TASER policy being ready at the next State Board meeting. Schlaf responded that ultimately was the plan.

New Business: Jefferson requested that some of the longer classes, three to four days, be more centrally located. Jefferson stated it is over an hour drive one way for his officers. German responded his request had been noted.

There being no further business a motion to adjourn was made by Mapes, seconded by Christensen. Meeting adjourned at 1:40 p.m.

Respectfully submitted,

Vicki L. Munson  
Secretary