

MINUTES
ADVISORY COMMITTEE MEETING
February 28, 2008

The February meeting of the Western Illinois Police Training Unit Advisory Committee was held Thursday, February 28, 2008 at the Western Illinois Police Training Unit, 1801 Windish Drive in Galesburg.

Those present: Kelly Cheesman, Knox County Circuit Clerk; Andy Tolle for Dave Christensen, Galesburg Police Department; Martin Edwards, Warren County Sheriff's Office; Mark Lumbeck, Henderson County Sheriff's Office; Bob Mapes, Hancock County; and Brad Zeigler, Monmouth Police Department. Others present: Ken German, Director, WIPTU; Vicki Munson, Officer Manager, WIPTU; Joyce King, Records Clerk, WIPTU and John Levingston, Part-time Program Coordinator, WIPTU. Those absent: Dave Christensen, Galesburg Police Department; Jeff Fritz, Canton Police Department and Rick Van Brooker, McDonough County Sheriff's Office. Guests present Alice Mapes, John Schlaf, Knox College and Joe Switzer, Monmouth Police Department.

Chairman Lumbeck called the meeting to order at 10:02 a.m.

Lumbeck requested action on the minutes from the January 31, 2008 meeting. A motion to accept the minutes was made by Zeigler, seconded by Mapes. Motion passed.

Cheesman read the Financial Report. A motion to approve the financial report was made by Tolle, seconded by Zeigler. Motion passed.

German gave the Training Report. German stated he was reporting on eleven items of training. 135 people attended these trainings and 101 of them counted for soft match. Soft match earned for these classes totaled \$35, 204.31. Total soft match earned to date is \$122,431.45. Total soft match required to meet the conditions of the grant is \$115,377.27. German stated we have earned 106% of the needed soft match.

German reported on upcoming classes. March 3, 2008 will be Police Response to Terrorism Incidents/Weapons of Mass Destruction at the Canton Park District. This class is partially covered by the Homeland Security Grant. Bradley University is sending six officers, State Fire Marshall will be attending the Knox College will be sending a couple of officers. Currently there are seventeen registered for this class. German stated with the recent shooting at NIU it might be a good idea for college personnel to attend. German stated one of the instructors will be Mark Wargo who

retired from the Illinois State Police. German stated today was Search Warrant Preparation and Execution at the Canton Park District taught by Kevin Burke. German stated there were fourteen in attendance. March 18, 2008 will be Conservation Law Update from 8:00 a.m. until Noon at WIPTU. This will be taught by Darin Pitchford, Department of Natural Resources. Currently there are only two registered. March 24, 2008 will be Breath Analysis Operator Recertification at WIPTU. Currently there are twenty-nine registered. March 26, 2008 will Civil Liability Review for Illinois Peace Officers in Macomb. This class will be taught by Kevin Burke. April 2, 2008 will be Criminal Law Review for Illinois Peace Officers in Carthage. This class will be taught by Kevin Burke. Currently there are twelve registered. April 9 – 10, 2008 will be Grade Crossing Collision Investigation in Macomb. April 9 – 11, 2008 will be Blood Stain and Pattern Analysis for Crime Scene this is sponsored with MTU 9 and will be in Litchfield. April 12, 2008 will be an Illinois Retired Officer Concealed Carry at the Galesburg Range beginning at 9:00 a.m. May 10, 11, 17 and 18, 2008 will be the 40-hour Mandatory Firearms Training. May 19, 2008 will be Breath Analysis Operator Recertification at WIPTU. May 21 – 22, 2008 will be Cyber Terrorism, Identity Theft and Cyber Stalking at WIPTU. This class was scheduled for earlier this week but was cancelled due to lack of enrollment. May 28, 2008 will be Juvenile Court Act and Delinquency Reform Update at WIPTU.

German stated he is currently working with Terry Lucas, US Department of Justice. He would like to put on an active shooter class. There would be a charge of \$25.00 per person to cover lunch, coffee and doughnuts. Lucas has requested German find a location such as an empty school. Lumbeck inquired if this class is like a rapid response. German responded he thought it was a little different, but he was not certain at this time. Edwards stated there is a school in Alexis that isn't used anymore. German stated he has also spoken with Sam Moran, Western Illinois University Office of Public Safety, who suggested Sciota and Bushnell. German stated if he could get a location lined up it should be a good class.

German gave the Coordinators Report. German stated the desk and extra computer in the classroom had been moved into the secretary's office. The computer has been hooked up to a printer. This eliminates the part-time coordinator competing for space when he is in the office. Levingston stated this has made a big difference. He stated before the move he was unable to utilize the desk on Saturdays. German stated he will need to look at adding a telephone on his desk.

German stated the video storage cabinets had been moved into the classroom. These have library tapes and a complete set of part-time training tapes which may be checked out by departments. There is also a second set of part-time training tapes in the classroom. Levingston stated there are another four to six sets of tapes in the storage unit. Lumbeck stated it was a good move renting the storage area. German stated the part-time tapes are currently not being utilized for the part-time training. German stated these tapes could be used as a resource to help retrain officer. They are also a good resource for interviewing, communicating, etc. The laws will not be up to date; otherwise most of the other subjects are relevant.

German stated he had a recent expense of over \$500 for the bulb in the multi-media projector. However, this will be taken out of the part-time training budget.

German stated there is a new policy on the Deployment of Electro-Muscular Disruption Devices on the Illinois Law Enforcement Training and Standards Board web site. This deals with the use of TASERS. You may use this as a guideline to develop your own department's policy. It has good information and covers the use of force.

German stated IROCC will be changing there address as of April 1, 2008. The new address is 2700 West Lawrence, Suite N, Springfield IL 62704. The telephone number is 217-726-9537.

German there is a new EDI form on the ILET SB web site. German stated he received a memo from John Bucci, ILET SB, and they are close to getting the departments up and running. German stated he has not been able to access it. German stated the MTUs are limited on what they can access and change. All the MTUs training will be listed on the ILET SB web site. German stated currently there are twenty-six departments with EDIs verified. German stated the new ones are Carthage, Colchester, Lewistown and Galesburg. German stated by utilizing the EDI this will eliminate using paper forms.

German stated the ILET SB has changed the personnel rosters. He inquired if everyone had seen them and if there were any questions about them. German stated these still have to be completed every six months. The big change was the addition of the firearms qualification date.

German reported expected absences. March 4 – 6, 2008 will be the ILET SB Board meeting in Collinsville. The office will be closed March 21, 2008 for Good Friday. The next Advisory Board meeting will be March 27, 2008 in Fulton County at Joe's in Norris with Sheriff Jeff Standard hosting.

Schlaf stated command and general staff training on ICS will be April 14-18, 2008. There may be a possibility of some members participating and wanted to remind them to submit their attendance for soft match.

German stated the FY09 budget application has been received. The ILET SB has directed the non-personnel items be calculated at last years cost. They also stated two budget proposals needed to be submitted, one with an employee raise of one percent and one with a five percent reduction. German stated it was basically the same request as last years.

German inquired of Cheesman for an update on the certificates of deposit. Cheesman responded there is currently only one. German stated the unit has been using the excess local cash to cover the shortage of dues that are collected. German stated we may have to look at raising the dues in the future. German stated they may look at the increase for the FY10 budget. German inquired if the Board will consider opening

another CD. Cheesman responded that she did not have a recommendation at this point. Schlaf inquired if the money was left in some other account that the same account. Lumbeck inquired if there was a suggestion of reinvesting the money. Schlaf responded he did not want WIPTU to short themselves. He stated it was nice not to raise the fees but he did not want to run out of money in the savings account. German suggested he get together with Cheesman and Munson to discuss the fee increase and reinvesting some of the money.

Lumbeck gave the Chairman's Report. Lumbeck thanked Edwards for chairing the meeting in January during his illness. Lumbeck stated due to being ill he missed the sheriffs' conference. He inquired if Edwards had attended and if so to provide the names to King. Edwards stated he attended along with John Jefferson, Jeff Standard and Rick Van Brooker. Dave Clague did not attend.

Lumbeck stated he has appointed a Budget Committee. The members are Bob Mapes, Martin Edwards, Brad Zeigler and himself. Lumbeck stated they will need to meet relatively soon.

Levingston gave the Part-time Training Report. Levingston stated the part-time class seems to be going well. They are into their second class. There are only seven in this class.

Levingston stated all thirteen Phase 15 students pass the State Certification exam. Their graduation dinner will be tomorrow night. Tomorrow nights speaker will be Chief Merv Hillard, Bushnell Police Department.

Levingston stated the Court Security Officer Training Report. There are six students. He stated for some of the students it has been a little challenging. They are older and not as computer savvy.

State Training Board report was given by Schlaf. Schlaf stated the Board meeting is scheduled for next week. He may have more information after that.

New Business: Cheesman inquired about the off site backup service offered by Office Specialists that was discussed at the December Board meeting. German stated he had not followed up on that. Lumbeck inquired how much time German would need. German responded he could have the information for the next meeting.

Zeigler provided a memo he received on pharmaceutical drugs. He stated the company requested a large class of thirty. Zeigler stated he would like to work with WIPTU on this and see if there was any interest with other departments.

Switzer inquired if there was any dispatcher or communication training available. German inquired if he meant other training than the class scheduled in June 2008. Zeigler stated they were looking for basic training since they have such a turnover. German responded in years past he has shied away from this type of training because

of low enrollment. King suggested the training that Galesburg Police Department does. Tolle stated that is on EMD. King stated maybe she was thinking of the CPR training. Tolle stated that was required before they could do the EMD. German inquired if Galesburg had the STARZ machine, a training switchboard. The ILETSB bought these for every MTU several years ago. Tolle stated they do in-house training at a simulator with Becky Grohman. German inquired if she was familiar with the STARZ machine. Tolle responded he thought she used something else instead of the STARZ. Tolle stated the STARZ was a struggle to set up. He stated they also have a lot of turnover. German inquired if anyone had any ideas for dispatch training. Tolle responded APCO has CDs but they are very expensive. Zeigler stated they will continue to look for training. Levingston suggested they look at the part-time tapes on communication, etc.

There being no further business to come before the Board a motion to adjourn was made by Zeigler, seconded by Mapes. Meeting was adjourned at 11:14 a.m.

Respectfully submitted,

Vicki L. Munson
Secretary