



## Draft IL-IMT Full Team Meeting Minutes

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9:00 AM April 24, 2015  
SEOC, Springfield

The meeting was called to order at 9:01 a.m.

### **Announcements**

Welcome to special guest Gene Felchner, IEMA Training Officer. Les Albert, South IC, welcomed and introduced new team members.

### **New Business**

#### Accountability

Gene Ryan, Metro IC, reiterated to the Team the need to use form ICS214.

#### Deployments

Since the last meeting, the Team has been deployed to Galena for a train derailment and to Rochelle for a tornado. Both of these deployments have reinforced the necessity to deploy a full compliment of ten to all deployments.

### **Reports**

#### Finance

Ed St. Louis, Finance Admin Section Chief, explained to the team the funding and budget for the year. ILEAS administers the grants that fund the team. Currently, there are six accounts funded. Money is available for:

- position specific training courses
- AHIMT course
- six mobile networks
- IAP development training
- website hosting & domain
- meeting hotel and mileage.

The FY13 grant has closed.

The FY14 grant has approximately \$8,000 remaining in its account. These funds have been earmarked for:

- \$3,800 air cards
- \$2,850 IAP development training
- \$2,600 website hosting and domain

The FY15 grant will be the same as the FY14 grant, except there will be \$18,000 available for position specific training.

Reimbursement process was explained and everyone is reminded that it takes about 90 days for reimbursements to process. Ed reminded everyone that the State Controllers office will be shutting down in June and no checks will be cut until October.

### Membership

Bob Elliott reported that 12 new members were voted onto the team and three members have resigned.

Jim Schwall has retired from Red Center, but will be staying on the team.

### FEMA V

Gene Ryan reported that Alicia from FEMA V gave an overview to the Advisory Committee of FEMA V's status. FEMA V and the IL-IMT are looking to develop training and working relationships with each other.

### Annual Report

Mike Moos reported the FY14 Annual Report has been submitted to ITTF and has been posted to the IL-IMT website.

### 2015 Goals and Objectives

Mike Moos shared that the objective for the team this year is the Outreach Program. Goal is to exhibit and/or present at ILEAS, ISP, IFCA, and other conferences.

### Field Monitoring Communication Outpost

Bob Elliott shared the concept for GIS and GPS, which will monitor where people are at and their information gathered. This requires 24 radios, GIS Coordinator, and light tower. It was suggested that this could be a future purchase and a training scenario for a future meeting.

### Training

Joe Gasparich gave overview of IFSI training. Command and General Staff is now listed under the NIMS tab on the IFSI website. Upcoming classes are:

- |                             |                   |                 |
|-----------------------------|-------------------|-----------------|
| • Command and General Staff | Jacksonville      | June 8-12       |
| • Command and General Staff | Springfield       | June 6-10       |
| • Planning Section Chief    | McHenry           | July 13-16      |
| • Command and General Staff | DuPage            | August 20-24    |
| • Planning Section Chief    | Carbondale        | August 4-7      |
| • Command and General Staff | IFSI              | August 8-10     |
| • Operations Section Chief  | Elgin             | September 14-18 |
| • Logistics Section Chief   | Rockford          | November 2-6    |
| • AHIMT                     | St. Louis Airport | October 19-23   |

Additional training may also be found on the IEMA website, including links to other agency offerings. Also, Missouri and Wisconsin training classes are generally free of charge.

NIPSTA offers position specific training classes, but they are only free to Cook County residents.

Dennis Bingham provided an overview of certification status and task books. Task books are opened by a Training Specialist. After the task book is completed, a final evaluation is conducted and a red card is issued. Task Books must be completed within three years of opening. Certifications are valid for five years. If during the five years, you work an incident in the capacity of the red card certification, the five years renew at the time of the incident. From this point forward, AHIMT task books will be used for certification. The task books, when completed will be received by the Training Specialist and the Committee merits the book. Colonel Mortenson at IFSI signs off on the task book and Dennis Bingham will issue the red card.

#### Web Based EOC

Gene Ryan reported that Web Based EOC training will be upcoming. Cook County has a web based EOC. Mobile support teams, ILEAS, and MABAS also have web based EOCs. Soon, all IMT members will be able to access. The intent is for anticipated deployments all will be connected and may use on a daily basis for ordering resources, etc.

#### Exercises

Prairie Assurance 2015 will have a planning meeting on May 19<sup>th</sup>. The exercise will be in August and it will be a statewide exercise with the Illinois Army and Air National Guard.

NEMO (National Emergency Management Organization) will have training in October with the Shawnee, Oklahoma IMT.

The Peoria Caterpillar full-scale exercise will be September 29 through October 1. This exercise will transition from local to state and back to local. The planning meeting for this exercise will be June 2<sup>nd</sup>.

### **Section Tasks**

#### Incident Command

##### Succession Planning

Each team member should focus on three positions, one primary and two secondary. The team will be divided into geographical areas – metro, north and south. Gene Ryan will work with Matt Bryan to review all data. Deputies will be assigned to each position. Moving forward, full teams will be deployed.

#### Planning

##### Training Records

All training record files need to be re-created. Please send all your training records (certificates, team application, task books, etc.) to Matt Bryan or bring to the June meeting.

IL-IMT training records will be retained at IEMA.

Exercise participation must be backed up with After Action Reports. The exercise will not count if there is no AAR.

Policies

Joe Gasparich and Dennis Bingham will work on policies and have them completed by the June meeting.

Possible Training  
At Future Meetings

Documenting and Investigating injuries (June 2015)  
OSHA required training -BBP, CPR (June 2015)  
MABAS asset resources (June 2015)  
Function training in 30 minute rotations  
(September 2015)  
Starcom procedures (December 2015)  
Video based mass sheltering (December 2015)

Annual Report

Mike Moos is assigned to this task.

Liaison/Communications

Call Tree

A call tree will be set up to provide primary, alternate and electronic notification by May 10<sup>th</sup>.

Deployment

All members must contact Logan County Dispatch (EmComm) before and after travel for check in.

Monthly Starcom Test

EmComm will conduct a monthly Starcom test for IL-IMT members.

Social Media/Facebook

Mike Moos and Joe Jones are Administrators

Siren Notification

State of Illinois Rapid Emergency Notification  
Bob Elliott suggested ICs and Matt Bryan be Collaborators

Logistics

Radio Call Signs

Ed St. Louis will spear head.

PIO

Conference presentations

Derek and Mike Moos will conduct conference presentations.

## **Team Training**

### Website

Mike Moos reviewed the team website ([www.il-imt.org](http://www.il-imt.org)). The website is no longer hosted through the National Forest Service. The new website now includes a public and a member section.

### IESMA/EMAT

A PowerPoint presentation was shown and provided to the team for use. The presentation explains the objectives of each team, the roles and characteristics of each team, how each team supports a community and the process for deployment.

## **Old Business**

### Oath of IEMA Personnel

All non-state employees completed the Oath.

## **Adjournment**

### Recap

214s were given to Dennis Bingham.

Provide Matt Bryan an RSVP for meeting attendance well in advance of the meeting.

### Safety Message

Everyone was asked to be careful, watch changing weather conditions, and contact EmComm before and after their travel.

### Next Meeting

The next meeting will be June 25 & 26 in Wheeling, Illinois at MABAS. The Planning Section will be responsible for Minutes, Agenda, and documents.