

Tri-River Police Training Region

14300 Coil Plus Dr.
Plainfield, Illinois 60544
Telephone (815) 630-5212 training@tri-river.org

Tri-River Police Training Region Advisory Board Minutes of March 22, 2023 Meeting

The March 22, 2023 Tri-River Advisory Board meeting was called to order at 8:34 a.m. by Chairman Shane Casey in the Community Room at the Plainfield Police Department, a quorum of members and proxies was established.

Members in attendance:

Chief Phil Arnold
Chief Shane Casey
Chief Fred Hayes
Chief Robert Miller
Kevin Lanz for Chief Leanne Chelepis
Vince Radaker for Chief Mike Rompa
D/C Hilary Davis for Chief Louis Alessandrini
Jason Louthan for Chief Brian Benton
Anthony Lazzaroni for Chief Scott Koerner
Thomas Logan for Chief Chris Harseim
Ron Huff for Chief Rich Harang
Rob Baikie for Chief Robert Dykstra
Sherrie Blackburn for Chief William Evans
Village of Channahon President Missey Schumacher
Jeffrey Chapman, ILETSB Representative

Members absent:

Chief Ken Kroll
Chief Edward Clark
Chief Justin Meyer
Chief Alicia Steffes
Chief Jeff Wold
I/C Adam Zink
Chief Al Swinford
Sheriff Mike Kelley
Sheriff Ken Briley
Caleb Counterman, Grundy County Board

Others in attendance:

Anthony Novak, Plainfield PD
Bradley Hertzmann, Tri-River, Executive Director
Becky Burnett, Tri-River, Administrative Assistant

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Chief Hayes made a motion to approve the February 22, 2023 meeting minutes, seconded by Chief Arnold and carried by all members present. Motion passed.

CHAIRMAN'S REPORT:

Chairman Casey thanked the Bylaws Committee members for meeting and determining revisions to be discussed further in "New Business." Also, if anyone has suggestions or comments to add for Director Hertzmann's evaluation, please reach out to Chairman Casey.

INTRODUCTION OF GUESTS:

Chairman Casey went around the room for introductions and welcomed all to the meeting.

COMMITTEE REPORTS:

- **PERSONNEL:**

No Report

- **FINANCE:**

Director Hertzmann reviewed the Financial Report dated 3/22/2023, a copy was distributed. (Report will be attached to these minutes to be archived)

Highlights:

- Tri-River classes held: LHI \$13,500; Instructor Development \$5,717.02; Safe Schools (Grossman) \$4,500.00
- IDOT Grant classes held: (3) \$5,364.20
- Homeland Security Grant classes held: (3) \$7,842.76
- CIT/SRO Grant classes held: (1) \$1,037.85
- FY23 Grant reimbursements: IDOT \$3,808.97, CIT/SRO \$1,061.96, HS \$0.00
- ILETSB CPD CIT Fund: Issued (1) check totaling \$3,675.00
- Insurance Payments: General Liability \$2,365.00, Excess Liability \$1,475.00

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- **POLICY AND BYLAWS:**

Commander Novak advised of upcoming discussion in “New Business”

- **TRAINING:**

D/C Davis advised the Training Coordinators Meeting was very well attended. Brad and John did a very good job explaining any new changes, including discussion of new auditing requirements. Also, thanks to ILETSB for continually being available to answer any questions we have.

OLD BUSINESS:

Plainfield PD Firearms Range update

- The range has been certified, and we continue to move forward. The next step is to coordinate with Plainfield PD’s range instructor as far as scheduling.

Clifton, Chicago Heights & Glenwood Police Departments requesting Associate Memberships

- All 3 agencies are still interested, even after receiving information of the newly approved bylaws, which state Associate Members cannot register for classes until 90 days prior.
- Chairman Casey advised this topic should be tabled for another month as we are discussing additional adjustments to Associate Memberships, and would prefer to provide these agencies will all the information prior to membership approval.

NEW BUSINESS:

ILETSB Quarterly Board Meeting report from 3/2/2023

- (2) complaints were turned over to the Attorney General’s Office
- ILETSB is monitoring several House and Senate Bills.
- Working on the issue regarding retired Correctional Officers not currently being able to carry.
- Executive Institute is offering some good training: Women in Criminal Justice Conference, Police Supervisory Role in the 21st Century, and CIT Conference
- Camera Grants were discussed. Form E and waiver forms will be updated on the website.
- Instructor applications will have a recertification date between 48-60 months.
- The new DRE, SFST, and ARIDE curriculums are out, so instructor refreshers will be needed. Reach out to NHTSA with any questions.
- Looking at putting up video tutorials on the website, such as how to complete form E.
- Per the training board, we are no longer allowed to provide certificates for past classes. When a training certificate from a previous course is printed or downloaded, it may contain the incorrect Director’s name on it, therefore making it fraudulent. We may run a training history report and provide that instead.

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ASSIST Budget FY24 application for review and approval

- 2 separate budget requests were completed and passed out by Director Hertzmann (1 status quo, and 1 including the hire of a part-time Course Auditor/Assistant Training Coordinator).
 - John Perona received questions about the new auditor position proposal and reached out to other MTUs. It seemed the majority of them are hiring contract employees to do audits, paying a flat fee per class. Some are paying meals and mileage as well.
 - A third option discussed by Director Hertzmann would be to add a dollar amount (maybe \$20,000.00) to the budget section 7 - Training Costs, H - Other. Currently we have \$0.00 in that section, but \$20,000.00 would cover 50 8-hour courses to be audited at \$50.00/hour. These contract employees would use their own vehicles and pay for their own meals. We could then have multiple people available and on hand to reach out to for auditing throughout our 3 counties.
- Overall, some bills went up, but employee health insurance went down because Jill had family coverage, whereas Becky has single coverage. It's almost \$1,000/month savings.
- Chairman Casey recommended adding \$30,000.00 to the "Training Costs - Other" section of the budget, with intent to hire contract auditors.
- Chief Hayes made a motion to approve Budget FY24 at \$552,286.49, to include \$30,000.00 "Training Costs - Other" and salary increases ILETSB agrees with, seconded by D/C Davis, and carried by all members present. Motion passed.

Bylaws revision for approval, Course Audit Policy to be adopted, Employee Policy Manual revision to be approved

- Bylaws Committee (Director Hertzmann, D/C Huff, and Commander Novak) met on 3/13 to discuss Associate Members' In-Service training. As far as audits, the training board's focus and main concern is in-service training. Tri-River is responsible for auditing any in-service courses they certify. It has been recommended that a change to the bylaws be made to specify under Associate Memberships: "Tri-River will not submit for Certification through ILETSB any In-Service Departmental Training Course(s). In-Service Departmental Training Courses will need to be submitted through the MTU where the majority of the Associate Members' law enforcement jurisdiction exists."
- An amendment was made to the Employee Policy Manual under Section 9.03 to show "The annual evaluations, for all employees of Tri-River, will be reported to the Law Enforcement Training & Standards Board (ILETSB) in compliance with the ASSIST Grant Condition of Award."
- Chief Arnold made a motion to approve the bylaws revision and the employee policy manual revision, seconded by Chief Miller. Carried by all members present. Motion passed.
- A draft Course Evaluation and Audit Policy was handed out and discussed. We are required to submit an audit policy as part of our budget proposal. However, we don't have much direction or guidance as far as the Training Board's expectations. It was proposed Director Hertzmann submits the policy as a draft, so that ILETSB can be the ones to approve or make corrections to it.
- Anthony Lazzaroni made a motion to submit the audit policy as a draft, seconded by Jason Louthan. Carried by all members present. Motion passed.

Carol Stream Police Department will resign from membership for FY24

- Department of 65 officers, which means we will be losing \$6,500 in dues
- We may have others leave with the new change in bylaws

