

ILLINOIS TERRORISM TASK FORCE
Minutes of Chairs Meeting
June 24, 2009
ATTENDEES

Committee Chairs

Chamness, Mike – Illinois Terrorism Task Force-Chair

Bioterrorism Committee

Culp, Dave - IL Department of Public Health

Communications Committee

Dato, David – IL Fire Chiefs Association
Hoots, Diane – CMS
Noble, Jan – IL Association of Chiefs of Police

Crisis Response/Prevention Committee

Maton, Marc – Illinois State Police
Webster, Tony- Illinois State Police

Elected Officials Committee

Koch, Gary – Illinois Municipal League

Emergency Management Committee

Christensen, Dave, IESMA
Fulscher, Dan - IESMA

Fire Mutual Aid Committee

Reardon, Jay – MABAS

Information Technology Committee

Maras, Charles – Illinois State Police

Law Enforcement Mutual Aid Committee

Beckwith, Mark – ILEAS
Page, Jim - ILEAS

Private Sector Committee

Muir, William – Caterpillar

Public Information Committee

Clarke, Scott – American Red Cross
Moos, Mike – IL State Fire Marshal

Science and Technology Committee

Drucker, Harvey – Argonne Laboratory

Training Committee

Jaehne, Dick – IFSI
Nichols, Suzie - ILETSB

Transportation Committee

Phelps, David– IL Dept. of Transportation

Urban Area Working Group

Coughlin, Dan – Cook County OEM

Volunteers and Donations Committee

Hanneken, Michelle – ITTF

Staff Members

Kauerauf, Don – Illinois Terrorism Task Force Co-Chair

Avart, Cyndi – ITTF
Buikema, Edward – Argonne Laboratory
Choutka, Alan - EMNET
Clark, Deb – ITTF
Desai, Lisa – IEMA
Dillon, Amber - ITTF
Eades, Danielle – IESMA/ILEAS
Edmiston, Mark - IDPH
England, Jon - IEMA
Evans, Bob - ITTF
Fidler, Gordon – ISP/RICP
Gadberry, Cindy – ISP
Huston, Richard – ILEAS
Korty, Tom – IDOT
Miller, Marcia – IFSI
Peters, Greg – MABAS
Price, Debbie – ISP
Ricker, Jennifer – IEMA
Savage, Gloria – ITTF
Schilling, Nancy – IESMA
Seif, Tom - IEMA
Smith, Pete – ILEAS
Wagner, Todd – Caterpillar
Zimmerman, Tom – ITTF

Illinois Terrorism Task Force (ITTF) Chairs Meeting – June 24, 2009 - 11:00 a.m.

Welcome

Chairman Chamness introduced Mr. Ed Buikema, recently retired FEMA Region V Administrator and currently serving as a representative from Argonne National Laboratory.

ITTF Updates

- Chairman Chamness announced the Illinois Terrorism Task Force (ITTF) received notice from the Department of Homeland Security (DHS) of their FFY 09 allocation in the amount of \$33.8 million. This is an increase of \$600,000.00 more than the original \$33.2 million grant budget submitted to DHS.
- **The September 23, 2009, Chairs/Full Meeting will be held at the McCormick Place, Chicago.**

Co-Chairman Kauerauf reviewed the following policies:

- ITTF Policy Statement 2007 (1) – Illinois Terrorism Task Force Policy Statement Regarding Submission of Reimbursement Requests. *All requests for reimbursement of funds administered by the ITTF must be received no later than 60 days after the expense was incurred or date on the invoice. If an invoice is submitted after 60 days, provide a justification letter for ITTF review.*
- ITTF Policy Statement 2007 (2) – Illinois Terrorism Task Force Policy Statement Regarding Food and/or Beverages Provided for Homeland Security Training/Exercise Sessions, Meetings, or Conferences. *This policy mandates eligibility requirements and procedures to be followed when using DHS funds to provide food for any Department of Homeland Security Grant Program (DHSGP) funded event.*

Michelle Hanneken reviewed the following policies:

- ITTF Policy Statement 2009 (3) (draft) – Grant Reimbursement Supporting Documentation Requirements. (This policy is the result of the Department of Homeland Security, Office of Inspector General programmatic audit). *Each item purchased with DHS funds in the amount of \$5,000 or more must have a serial number or unique inventory numbers and that number has to be on the invoice submitted for reimbursement. There will not be an IEMA-assigned master list of unique numbers; it is the responsibility of each organization to develop a system to identify these numbers. And, provide evidence or certification that the items had been received by the subgrantee from the vendor. Effective with all FFY 09 grants going forward.*
- ITTF Policy Statement 2009 (4) (draft): Expiration Dates for Homeland Security Grant Items. (This policy is the result of the Department of Homeland Security, Office of Inspector General programmatic audit). *The subgrantee receiving more than \$25,000 DHSGP funds will be required to develop an automated system to track any life safety equipment with an expiration date of any value and to assign it a unique identifying number.*
 - Chairman Chamness requested the Training Committee and ILEAS present a brief proposal by the July meeting on their recommendations to address this issue.
- Mr. John England, IEMA Legal reviewed the new legal terms (contract) for ITTF grant agreements as the result of the Department of Homeland Security, Office of the Inspector General programmatic audit.
- Chairman Chamness requested that all entities share the new contract with their Attorneys/Legal Office. If there are concerns or issues, email Chairman Chamness their concerns, and he will forward/discuss with IEMA Legal Office.
- Co-Chair Kauerauf reviewed the deadline and procedures for the Bi-annual Strategy Implementation Report (BSIR) for the July 15 submission.
- Chairman Chamness reviewed the State Single Audit Finding - Federal rules for “just-in-time” funding for reimbursements – when you received reimbursement from us, process payment to vendor promptly.

- Per Chairman Chamness all programs/proposals for the FFY 2010 Department of Homeland Security Appropriations will be funded at the same level.
- Colonel Dick Jahene provided an update on the groundbreaking ceremony for the Illinois Fire Service Institute Learning Resource and Research Center.

FY 2009 Homeland Security Grants Program Budget

- Chairman Chamness discussed the recommended revisions to DHS FFY 2009 budget due to receiving the \$600,000.00 increase from the original budget submitted (revised budget sheet provided). If anyone has concerns or recommendations concerning the allocations of the \$600,000.00 discussed today, email Chairman Chamness prior the July 22, 2009 meeting. A motion to adopt the final FFY 2009 budget will be held at the July 22, 2009 ITTF meeting.

New Business

- The next Chairs/ Full ITTF meeting will be held Wednesday, July 22, 2009, at the Illinois Emergency Management Agency, Springfield, Illinois. Committee Chairs will meet at 11:00 a.m. and the full ITTF meeting will be held at 1:00 p.m.
- The September 23, 2009, Chairs/Full Meeting will be held at the McCormick Place, Chicago. Additional information forthcoming.

Motion to adjourn.