

**ILLINOIS TERRORISM TASK FORCE**  
**Minutes of Chairs and Full Meetings**  
**March 20, 2013**  
**Attendees**

**Members**

**Adams/McDonough Counties** – Joe Henning  
**AIR-ONE** – Dan Bitton  
**Am. Public Works Association** – Doug House, Vydas Juskelis  
**American Red Cross** – Scott Clarke  
**Archer Daniels Midland Co.** –  
**Associated Fire Fighters of IL** – Pat Devaney  
**CMS** – Diane Hoots, Rafael Diaz  
**CHUG** – William Pretzer  
**City of Aurora** – Mark Flaherty  
**Cities of Bloomington/Normal** – Mick Humer, Doug Barnett  
**Cities of Champaign-Urbana** – Brian Nightlinger  
**City of Chicago** – Dan Ellis  
**City of Joliet** – Joe Formhals  
**City of Naperville** – Dan Nelson  
**City of Peoria** – Kent Tomblin  
**City of Rockford** –  
**City of Springfield** - Robert Markovic  
**Cook County DHSEM** –  
**DuPage County OHSEM** – Norm Sturm, Bill Babyar  
**IL Association of Chiefs of Police** –  
**IL Association of Public Health Admin.** – Amy Tippey  
**IL Association of School Boards** –  
**IL Attorney General's Office** –  
**IL Board of Higher Education** – Mike Mann  
**IL Campus Law Enforcement Admin.** – James Bondi  
**IL Coalition of Community Blood Centers** –  
**IL College of Emergency Physicians** – Brigham Temple  
**IL Community College Board** –  
**IL Council of Code Admin.** –  
**IL Coroners Association** – Stephen Nonn  
**IL Dept. of Agriculture** –  
**IL Dept. of Corrections** – John Eilers  
**IL Dept. of Human Services** – Amy Dickensen-Ferguson  
**IL Dept. of Military Affairs** – Troy Scott, Jim Wall, Dan Reiman  
**IL Dept. of Natural Resources** –  
**IL Dept. of Public Health** – Win Rawls, Mark Edmiston  
**IL Dept. of Transportation** – Tom Korty  
**IL Dept. on Aging** – Rose Coniglio  
**IL Emergency Management Agency** – Jennifer Ricker  
**IESMA** – Dan Fulscher, Russ Thomas, Dave Christensen  
**IEPA** – Roger Lauder  
**IL Firefighters Association** –  
**IL Fire Chiefs Association** –  
**IL Fire Service Association** –  
**IL Fire Service Institute** – Royal Mortenson, Roger Lunt  
**IL Health Care Association** – Chris Gergeni  
**ILEAS** – Jim Page, Pete Smith  
**ILETSB** – Suzi Nichols  
**IMERT** –  
**IL OSFM** – Larry Matkaitis, Les Albert  
**IL Public Health Mutual Aid System** – Mark Hillard  
**IL Public Works Mutual Aid Network** – Betty Harrison  
**IL Sheriffs' Association** – Robert Howlett  
**IL State Police** – Sean Cormier, Boyd Butler  
**IL State's Attorneys Association** – Jack Knuppel  
**Lake County ESDA** – Kent McKenzie  
**Metro East** –  
**MABAS** – Tom Lovejoy  
**Quad Cities** – Robert DeFrance  
**Reg. Superintendents of Schools** –  
**Secretary of State Police** – Rick Beaty, Sydney Roberts  
**Will County EMA** – Harold Damron

**Staff Members**

**Don Kauerauf, Chair, ITTF**

Aders, Darryl - **ISP**  
Beamer-Pfeifer, Julie - **ITTF**  
Carnduff, Joan - **ITTF**  
Choutka, Alan - **ITTF**  
Clark, Deb – **ITTF**  
Clark, Gary – **ISP**  
Clark, Ron – **CPSJ**  
Combs, Sharon - **ITTF**  
Desai, Lisa - **IEMA**  
Donaldson, Abby – **ITTF**  
Donaldson, Cristy - **IEMA**  
Dragoo, Darryl – **IEMA**  
England, John – **IEMA**  
Evans, Bob – **ITTF**  
Fairrow, Jana – **IEMA**  
Field, Gene – **IDOA**  
Hanneken, Michelle - **ITTF**  
Johnson, Jenifer - **IEMA**  
Knuppel, Ashley - **ITTF**  
Martin, Erica - **ITTF**  
Monteyne, Mark- **ISP**  
Moss, Suzanne – **IDOA**  
Mulryan, Corey – **Lake County**  
Rasch, Paul – **IEMA**  
Rominger, Jennifer - **CPSJ**  
Savage, Gloria – **ITTF**  
Snarski, Stephen – **Lake County**  
Soady, Bryan - **ARC**  
Stewart, Jay – **ISP**  
Thompson, Trent - **IEMA**  
Washam, Bucky – **IESMA**  
White, Paul – **IEMA**  
Williams, Lenny - **IDMA**  
Wolf, Jim - **CPSJ**  
Zimmerman, Tom – **ITTF**  
Zuelke, Earl - **IEMA**

**Federal Advisory Members**

Bacon, Dan – **US Attorney's Office**  
Kevin Pennell - **USDHS**

**Advisory Members**

Lyle, Dennis – **IBA**

**Other**

**Illinois Terrorism Task Force – Chairs Meeting – March 20, 2013 – 10:00 a.m. held at Illinois Emergency Management Agency (IEMA)**

**Homeland Security Briefings**

Jay Stewart, Terrorism Research Specialist, Statewide Terrorism and Intelligence Center, Illinois State Police, provided a briefing on national intelligence trends.

**Old Business**

**Shovel Ready Initiative**

Michelle Hanneken discussed the ITTF Shovel Ready projects that were submitted using 2010 Homeland Security Grant Program funds:

- \$900,000 currently available for shovel ready projects
- Performance Period – April 1 – June 30, 2013
- Invoices must be received by July 15, 2013
- All projects that were submitted will be maintained on a list – “a living document” if other funds become available in the future, this list will be reviewed, discussed and updated if necessary.
- 39 projects were approved by ITTF committees, and copies were provided to each committee.

**Shovel Ready Project Criteria**

- Statewide/Regional Benefit
- Multi-jurisdictional/discipline focus
- Nothing requiring Environmental and Historic Preservation (EHP) paperwork (permanent installation of items anywhere)
- Minimal sustainment costs (must be absorbed through on-going maintenance costs)

Thirty-nine Shovel Ready Projects were presented, discussed and scored at the February 27, 2013, ITTF Chairs meeting using the following scoring instructions:

- Assign one score per committee per project
  - Range of 1 being the lowest and 5 being the highest
- The following evaluation criteria should be used for each project
  - Statewide or regional benefit to improving preparedness
  - Multi-jurisdictional benefit (whole community)
  - Feasibility (reasonableness) of the project
  - Relationship to the current homeland security strategy
- Scores from each committee were combined per project and averaged to determine project order.

The Shovel Ready Compilation sheet was emailed to ITTF chairs and full membership for their review, discussion and presented for adoption at today’s meeting.

*Motion to present to Full ITTF Membership: David Christensen*  
*Seconded: Tom Korty*  
*Motion Carried.*

## **State and Local Implementation Grant Program**

Chairman Kauerauf discussed the submission of grant application for State and Local Implementation Grant Program (SLIGP) to the U.S. Department of Commerce. The SLIGP is designed to assist state and local governments as they plan for a nationwide public safety broadband network.

The Illinois SLIGP goals are:

- Establish or enhance a governance structure
- Develop procedures to ensure local representation
- Conduct education and outreach
- Identify potential public safety users
- Develop MOU for sharing of infrastructure
- Developing staffing plans for future data collection
- Update the Statewide Communications Interoperability Plan (SCIP)

Timeline:

- The National Telecommunications & Information Administration (NTIA) anticipates awarding all SLIGP funds no later than July 15, 2013
- The award start date for all awards is planned for July 1, 2013
- Proposed SLIGP timeline for February – August 2013:
  - February 6 – March 19 – Application Window Opens
  - March 20 – April 15 - Eligibility and Technical Review and Revisions by Applicants
  - April 15 – May 15: Programmatic Review and Award Recommendations
  - May 15 – July 15: Grants Office Review and Grant Awards
  - July 1: Award Start Date
  - July 31 – Baseline and Expenditure Plan Due

Illinois SLIGP Administration:

- Governor designated IEMA as State Administrative Agency and single point of contact for the State of Illinois.
- Governor's Chief Information Officer will provide strategic direction and oversight of the governance structure.

Chairman Kauerauf discussed a is multi-agency/multi-jurisdictional website that has been established for the Illinois FirstNet [www.IllinoisFirstNet.gov](http://www.IllinoisFirstNet.gov) . This will be a resource page for all entities to use.

## **Homeland Security Strategy**

Chairman Kauerauf and Darryl Dragoo, Chief, Strategic Planning Cell, discussed the Homeland Security Strategy that has been developed from the summation of discussion and comments from the Vision 2020 Summits.

## **New Business**

Chairman Kauerauf discussed the need to develop a consolidated training calendar for all ITTF sponsored events. The Training Committee and ITTF staff will develop and maintain with input from all committees. This calendar will be distributed monthly/quarterly to ITTF membership.

## **Open Meeting Act**

Jon England, IEMA Legal Office, discussed the Open Meetings Act – remote attendance. Pursuant to Section 2.01 of the Open Meetings Act, committee meetings may be held remotely either by audio or video conferencing, with participants counting toward a quorum, under the following circumstances: 1) public notice and access are provided at a publicly accessible location, 2) members must notify their committee chair of their intent to participate remotely at least 72 hours prior to the meeting unless advance notice is impractical, and 3) members may attend remotely if unable to attend physically because of personal illness or disability, employment purposes or business of the public body, or a family emergency or other exigent circumstance. This applies to all ITTF committees/subcommittees. All committees must meet at least quarterly.

Full membership meetings may be held remotely only when the Chair declares in advance that remote attendance will be permitted. In such instances, participants will count toward a quorum, under the following circumstances: 1) public notice and public access are provided at a publicly accessible location, 2) members must notify the Chair or Secretary of their intent to participate remotely at least 72 hours prior to the meeting, 3) members must receive approval from the Chair or Secretary prior to the meeting as to the means of the proposed remote attendance, and 4) members may attend remotely if unable to attend physically because of personal illness or disability, employment purposes or business of the public body, or a family emergency or other exigent circumstance approved by the Chair or Secretary.

- **Motion to Change the ITTF Charter with the above and present to Full ITTF Membership:**

*Motion By: Dan Fulscher*  
*Seconded: Diane Hoots*  
*Motion Carried.*

Chairman Kauerauf provided updates on Federal Fiscal Year (FFY) 2013 appropriations and FFY 2013 grant guidance for the State Homeland Security Program (SHSP):

Proposed FFY 13 Senate Appropriation Bill:

- There are no restrictions on the EMPG (level funding)
- SHSP and Urban Area Security Initiative (UASI) Management and Administration is approved to 5%
- Communications towers for HSGP are no longer considered construction
- A maximum of 25 sites can receive UASI funding

CR Amendment #69 has been filed stating:

- To prohibit Urban Areas Security Initiative grant recipients from funding projects that do not improve homeland security by prohibiting:
  - Funds being spent on overtime or backfill pay
  - Security measures at Major League Baseball spring training facilities
  - Pay for attendance at conferences, or to purchase computers, computer-equipment, televisions.

FFY 2013 Grant Guidance:

- When the bill is signed, FEMA to release guidance within 60 days of passage
- Applicants have 80 days to submit documentation
- FEMA has 65 days to issue awards
- Summary: 205 days after passage until we can start issuing grant agreements. If Congress passes the appropriation by March 27, 2013, and FEMA takes the full time allocation, ITTF will issue grants in October.

### **School Safety Drills – Best Practices and Procedures DVD**

Chairman Kauerauf and Jim Page, ILEAS, announced that the above DVD has been developed as a best practice guide for teaching vital information about Illinois' mandated school safety drill and their functional protocols. The guidelines and procedures depicted are based on best practices derived from lessons learned and after action reports following real incidents at schools. These are being distributed throughout the state to school districts, including private schools, and to sheriffs and police departments. Direct any questions and comments to the following website – [ema.school.safety@illinois.gov](mailto:ema.school.safety@illinois.gov)

### **Illinois Terrorism Task Force (ITTF) Meeting – March 20, 2013 – 1:00 p.m. held at the Illinois Emergency Management Agency (IEMA) and via video conference at DuPage County Office of Homeland Security Emergency Management (Dupage OHSEM)**

#### **Introductions and Acknowledgements**

Chairman Kauerauf welcomed everyone to the first video conference ITTF Meeting. Chairman Kauerauf expressed appreciation to Director Sturm and his staff for hosting the video conference site. The following individuals were attending at the DuPage OHSEM: Norm Sturm and William Babyar, DuPage OHSEM; Kent McKenzie, Stephen Snarski

and Corey Mulryan, Lake County EMA; Mark Flaherty, Aurora EMA; Dan Nelson, City of Naperville; Brigham Temple, Illinois College of Emergency Physicians.

## Minutes

- **Approval to adopt the minutes from the January 23, 2013, and Chairs and Full Meeting and February 27, 2013, Chairs Meeting.**

*Motion to Adopt:*            *Larry Matkaitis*  
*Seconded:*                *Diane Hoots*  
*Motion Carried*

## State Homeland Security Update

Chairman Kauerauf reported that the ITTF Annual Report was submitted to the Governor's Office. He expressed appreciation to all of the committees for providing their reports and recognized Julie Beamer-Pfeifer's assistance with this project. The report is available on the ITTF website.

Chairman Kauerauf discussed the need to update the ITTF Charter. He requested that any ITTF member organization that would like to assist the ITTF with the critical review of the Charter, please let us know.

Chairman Kauerauf announced the hiring of a new School Security analyst assigned to the Statewide Terrorism and Intelligence Center. This will be a pilot project.

Chairman Kauerauf discussed the development of an internship program with Western Illinois University with students in the Emergency Management Program.

Chairman Kauerauf discussed the need to develop a consolidated training calendar for all ITTF sponsored events. The Training Committee and ITTF staff will develop and maintain with input from all committees. This calendar will be distributed monthly/quarterly to ITTF membership.

Patty Thompson, IEMA Public Information Officer, discussed the Weather Alert Radio Contest in partnership with IESMA. IESMA donated 100 weather radios that will be distributed through the state for those randomly selected individuals who completed and submitted the contest questionnaire that is available on the Ready.illinois.gov website.

## Old Business

### FFY 2010 HSGP Shovel Ready Projects Initiative

Michelle Hanneken discussed the ITTF Shovel Ready projects that were submitted using 2010 Homeland Security Grant Program funds:

- \$900,000 currently available for shovel ready projects
- Performance Period – April 1 – June 30, 2013
- Invoices must be received by July 15, 2013
- All projects that were submitted will be maintained on a list – “a living document” if other funds become available in the future, this list will be reviewed, discussed and updated if necessary.
- 39 projects were approved by ITTF committees, and copies were provided to each committee.

### Shovel Ready Project Criteria

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- The following evaluation criteria should be used for each project
  - Statewide or regional benefit to improving preparedness
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  - Feasibility (reasonableness) of the project
  - Relationship to the current homeland security strategy
- Scores from each committee were combined per project and averaged to determine project order.

The sponsoring Committee Chair provided a review of the approved projects.

- **Motion to accept the Committee Chairs recommendation to approve the Shovel Ready Projects that were presented.**

*Motion to Accept: Dave Christensen*  
*Seconded: Dan Fulscher*

Chairman Kauerauf called for the following voice vote from the ITTF Membership:

Adams/McDonough Counties – Approve  
AIR-ONE – Approve  
Am. Public Works Association – Approve  
American Red Cross – Approve - Abstain on vote for funds allocated to ARC  
Archer Daniels Midland Company – Absent  
Associated Fire Fighters of Illinois – Absent  
Central Management Services (CMS) – Approve – Abstain on vote for funds allocated to CMS  
City of Aurora – Approve  
Cities of Bloomington/Normal – Approve  
Cities of Champaign-Urbana – Approve  
City of Chicago – Approve  
City of Joliet – Absent  
City of Naperville – Approve  
City of Peoria – Approve  
City of Rockford – Absent  
City of Springfield - Approve  
Collaborative Health Care Urgency Group (CHUG) - Approve  
Cook County Department of Homeland Security Emergency Management – Absent  
DuPage County Office of Emergency Management – Approve  
IL Association of Chiefs of Police – Absent  
IL Association of Public Health Administrators – Approve  
IL Association of School Boards – Absent  
IL Attorney General’s Office – Absent  
IL Board of Higher Education – Approve  
IL Campus Law Enforcement Administrators – Approve  
IL Coalition of Community Blood Centers – Absent  
IL College of Emergency Physicians – Approve  
IL Community College Board – Absent  
IL Council of Code Administrators – Absent  
IL Coroners Association – Approve  
IL Dept. of Agriculture – Absent  
IL Dept. of Corrections – Approve  
IL Dept. of Human Services – Approve  
IL Dept. of Military Affairs – Approve  
IL Dept. of Natural Resources – Absent  
IL Dept. of Public Health – Approve  
IL Dept. of Transportation – Approve – Abstain on Funds allocated to IDOT  
IL Dept. on Aging – Approve  
IL Emergency Management Agency – Approve  
IL Emergency Services Management Association – Approve  
IL Environmental Protection Agency – Approve  
IL Firefighters Association – Absent  
IL Fire Chiefs Association – Absent

IL Fire Service Association – Absent  
IL Fire Service Institute – Approve – Abstain on Funds allocated to IFSI  
IL Health Care Association – Approve  
IL Law Enforcement Alarm System (ILEAS) – Approve – Abstain on Funds allocated to Law Enforcement Mutual Aid  
IL Law Enforcement Training Standards Board – Approve  
IL Medical Emergency Response Team – Absent  
IL Office of State Fire Marshal – Approve  
IL Public Health Mutual Aid System – Approve  
IL Public Works Mutual Aid Network – Approve  
IL Sheriffs’ Association – Approve  
IL State Police – Approve  
IL State’s Attorneys Association – Approve  
Lake County ESDA – Approve  
Metro East – Absent  
Mutual Aid Box Alarm System (MABAS) – Approve  
Quad Cities – Approve  
Regional Superintendents of Schools – Absent  
Secretary of State Police – Approve  
Will County EMA – Approve

*Motion Carried.*

### **Homeland Security Strategy Update**

Chairman Kauerauf provided an update on the Homeland Security Strategy:

- Assessment (Inputs)
  - Conduct Threat and Hazard Identification and Risk Assessment (THIRA)
  - Conduct State Preparedness Report (SPR)
  - Evaluate lessons learned from exercises and real world events
  - Input from stakeholders through ITTF Committee meetings
- ITTF Establish Strategic Priorities
  - Revise Homeland Security Strategy (Desired Outcomes)
  - Establish project/initiatives (Capability Targets) in partnership with Urban Area
  - Communicate (outreach) revised strategy to stakeholders
- Implementation of Priorities
  - Propose Capability Targets to address Desired Outcomes
  - Allocate federal, state and local funding to address Illinois priorities
- Evaluation and Reporting
  - Solicit feedback/comments from stakeholders
  - Review After Action Report/Improvement Plans from exercises and actual events
  - Report on strategic priorities at monthly ITTF meeting
  - Issues ITTF Annual Report

### **Vision 2020 Priorities**

#### **Vision 2020 Priority #1:**

*Illinois will ensure that state and local public safety officials have access to the most current and comprehensive training and education available to prepare them for any current and emerging threat, risk and vulnerability inherent to Illinois to enable a standardized, safe implementation of duties.*

#### **Vision 2020 Priority #2:**

*Illinois will ensure homeland security preparedness activities conducted in the sub-state, region, and statewide are integrated, support the achievement of a common operating picture, and encompass the whole community.*

### Vision 2020 Priority #3:

*Illinois will utilize a single statewide governance structure for the prioritization of preparedness activities supporting the core components of the Illinois Homeland Security Strategy to ensure a single mission and thus maximizing limited federal, state, and local funding to accomplish a common goal.*

### Vision 2020 Priority #4:

*Illinois will support crisis and disaster intelligence collection, analysis, and dissemination to ensure the whole community has access to current, actionable information to prepare for, prevent, protect, and respond to an emergency or crisis situation.*

### Vision 2020 Priority #5:

*Illinois will utilize the latest technologies for voice, data, and video operable and interoperable communication to ensure the public safety community has access to immediate, actionable information to make a prompt, accurate, and safe response during an emergency and seamlessly communicate on a sub-state, regional and statewide basis.*

### Vision 2020 Priority #6:

*Illinois will utilize the latest technologies to educate the public on the importance of personal and community preparedness prior to, during and after a disaster and immediately alert and warn 100 percent of the population of Illinois so they can take appropriate actions following an event and maintain life safety for at least 72 hours.*

### Vision 2020 Priority #7:

*Illinois will create a comprehensive and integrated volunteer recruitment, training, and utilization plan for individual, governmental, non-governmental, and private volunteers utilized by a governmental organization during a state level emergency, and develop a tool-kit whereby this plan can be tailored for use at the local and regional level*

### Vision 2020 Priority #8:

*Illinois will identify, assess, harden, and educate the operators of the state's high risk/vulnerability sites, based on the latest threat and vulnerability assessments, in partnership with the private sector, to prevent an event, protect the critical infrastructure, and mitigate the health and safety risk to the public.*

## **Strategy Development**

- Plan for Development
  - Development outline for Strategy based on THIRA
    - Draft Introduction, Mission Areas, Core Capabilities, Desired Outcomes
    - Responsibility: ITTF Staff
- Review Outline and recommend changes
  - Ensure Desired Outcomes align with committees' priorities
  - Responsibility: ITTF Committees
- Develop Final Draft of Strategy
- Submit final Draft of Strategy to ITTF Membership
- Approve Strategy

## **New Business**

### **Briefings**

Earl Zuelke, Special Assistant, IEMA Director's Office, provided a briefing on the Regional Catastrophic Preparedness Grant Program.

Trent Thompson, Chief of the Bureau of Operations, IEMA, provided a briefing on the Joint reception, Staging and Onward Integration Sites.

Funding Opportunities and Grants Coordination Committee Co-chair Diane Hoots, CMS, provided an update on the and extended an invitation for committee participation.

### **Open Meeting Act**

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- **Motion to accept the changes to the ITTF Charter with the above language:**

*Motion By: Jim Page*  
*Seconded: Dave Christensen*  
*Motion Carried.*

## **Committee Reports**

### **School Safety Drills – Best Practices and Procedures DVD**

Jim Page, ILEAS, announced that the above DVD has been developed as a best practice guide for teaching vital information about Illinois' mandated school safety drill and their functional protocols. The guidelines and procedures depicted are based on best practices derived from lessons learned and after action reports following real incidents at schools. These are being distributed throughout the state to school districts, including private schools and to sheriffs and police departments. Direct any questions and comments to the following website – [ema.school.safety@illinois.gov](mailto:ema.school.safety@illinois.gov)

Tom Lovejoy, MABAS, reported that at the MABAS Conference, the Executive Board voted to purchase the building with non-grant funds when the lease expires. There are now 68 shelter-western tents available.

Dave Christensen, IESMA, reported the upcoming ISEMA Conference that is being held April 26-28, 2013, at the Decatur Convention Center. He also announced that Russ Thomas will conclude his role as the President of IESMA at the conference and will be retiring in June.

### **Upcoming ITTF Meetings**

The next Chairs meeting will be held Wednesday, April 24, 2013, at the Illinois Emergency Management Agency beginning at 10:00 a.m.

The next Chairs/Full meeting will be held Wednesday, May 22, 2013. The Chairs meeting will begin at 10:00 a.m. and the Full meeting will begin at 1:00 p.m. at the Illinois Emergency Management Agency (IEMA), 2200 South Dirksen Parkway, Springfield. NOTE: This meeting will not be available by video-conferencing.

*Motion to adjourn.*