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Members

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American Public Works Assoc.
American Red Cross
Archer -Daniels-Midland
Associated Fire Fighters of IL
Central Management Services
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Cities of Champaign-Urbana
City of Aurora
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City of Springfield
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Dept. of Homeland Security/FEMA-Region V
DuPage County OEM
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IL Attorney General's Office
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IL Campus Law Enforcement Administrators
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Illinois Community College Board
IL Coroners Association
IL Department of Agriculture
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IL Department of Human Services
IL Department of Military Affairs
IL Department of Natural Resources
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IL Department of Transportation
IL Education Association
IL Emergency Management Agency
IL Emergency Services Management Assoc.
IL Environmental Protection Agency
IL Firefighters Association
IL Fire Chiefs Association
IL Fire Services Association
IL Fire Service Institute
IL Health Care Association
IL Law Enforcement Alarm System
IL Law Enforcement Training & Standards Bd.
IL Municipal League
IL National Emergency Number Association
IL Office of the State Fire Marshal
IL Public Health Mutual Aid System
IL Public Works Mutual Aid Network
IL Security Chiefs Association
IL Sheriffs Association
IL State Police
IL States Attorneys Association
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Lake County ESDA
Metro East (St. Clair-Madison)
Mutual Aid Box Alarm System
Quad Cities (Moline-E. Moline-Rock Island)
Regional Superintendents of Schools
School Crisis Assistance Team
Secretary of State Police
U.S. Attorney's Office
U.S. Postal Inspectors
Will County EMA

Committees

Bioterrorism
Chicago/Cook County UASI
Communications
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Emergency Management
Fire Mutual Aid
Information Technology
Law Enforcement Mutual Aid
Private Sector
Public Information
Science & Technology
Training
Transportation
Volunteers and Donations

ITTF POLICY STATEMENT 2009 (4)

TO: U.S. Department of Homeland Security, Federal Preparedness Fund Sub-recipients

FROM: Mike Chamness, Chair
Illinois Terrorism Task Force *Mike Chamness*

DATE: September 1, 2009

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Automated Central Inventory Requirement for Property with Manufacturer's Expiration Date

INTRODUCTION

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is responsible for developing and helping to implement the state's homeland security strategy as an advisory body to the Governor and overseeing the management and administration of federal preparedness grants. The task force continues to build upon a strong foundation of established working partnerships among its over 60 members, which represent all public safety agencies and associations and every community in Illinois.

BACKGROUND

The Department of Homeland Security, Office of Inspector General, conducted an audit of the State of Illinois' management of State Homeland Security Grants awarded during Federal fiscal years 2004 through 2006. As a result of the audit, corrective action recommendations were received by the State of Illinois regarding the monitoring of reimbursement requests. Inventory records for sub-recipients of the Illinois Emergency Management Agency (IEMA), as the State Administrative Agency (SAA) for federal preparedness grants, did not track the expiration date of property items with an expiration date. The State's major homeland security sub-recipients have established or are developing sophisticated computerized systems for inventory of equipment and property procured with grant funds. However, none of the sub-recipients have automated the task of identifying and tracking items that need to be removed from inventory because of limited shelf-life.

GENERAL POLICY STATEMENT

Sub-recipients that receive more than \$500,000 in federal preparedness funds from IEMA in any federal fiscal year are required to develop or modify their existing automated central inventory system to identify property items with a stated manufacturer's expiration date. This information will provide first responders with advance notice of item(s) with impending expiration dates. The automated system must track all new property items purchased after the effective date of this policy.

At a minimum, the automated central inventory system must provide:

- (1) Property Item
- (2) Acquisition Date
- (3) Expiration Date
- (4) Disposition Date

HEALTH AND SAFETY OF FIRST RESPONDERS

The effectiveness and efficiency of sub-recipients in tracking and replacing property with expiring useful lives can be improved by developing or revising their central inventory systems to include expiration date tracking and advance notification of item replacement. This system will track item(s) that have a specified manufacturer's expiration date or limited useful life. Examples include, but are not limited to, filtration canisters for self-contained breathing apparatuses, other personal protection equipment, and medicines. The continued use of these items beyond the manufacturer's expiration date could be hazardous to users. The SAA requires that such property be removed from the active inventory when the expiration date arrives or when the property's useful life is over.

EFFECTIVE DATE OF POLICY

This policy is effective 60 days after issuance.