



**ILLINOIS TELECOMMUNICATOR  
EMERGENCY RESPONSE TASKFORCE (IL-TERT)**

**General Membership Meeting Minutes**

**Springfield – October 20, 2008**

Member Agencies represented in attendance:

1. Bethalto Police Department
2. Bloomington Police Department
3. DeKalb Police Department
4. DeKalb County Sheriff's Department
5. Du-Comm
6. Greenville Police Department
7. Joliet Police Department
8. MetCad
9. North Suburban Emergency Communications Center
10. Northwest Central Dispatch
11. Ogle County Sheriff's Department
12. Peoria Emergency Communications Center
13. Pleasantview Fire Protection District
14. West Suburban Consolidated Dispatch Center
15. Woodridge Police Department
16. Wood River Police Department

Officers present: Rick Kallmayer, Cindy Barbera-Brelle, Julie Ponce-Doyle, and Brian Tegtmeier.

State Coordinator present: Doug Edmonds.

*Meeting called to order at 1131hrs by President Rick Kallmayer.*

**1. Approval of Minutes - meeting October 22, 2007**

The motion to approve the minutes of the October 22, 2007 general membership meeting was made by Jeannine Chiappano; seconded by Sandy Beitel. On a voice vote, the minutes were approved.

**2. Election Results (Vice-President Cindy Barbera-Brelle)**

According to IL-TERT by-laws, the open positions for this year are Secretary/Treasurer, Region 2 Director, Region 4 Director, Region 6 Director, and Region 8 Director. As nominations chairperson, Cindy solicited nominations from all member agencies. She reported that only one candidate nomination was received for each open position as follows; Julie Ponce-Doyle for Secretary/Treasurer, Tracie Sill from Ogle County for Region 2, incumbent Brian Tegtmeier for Region 4, incumbent Mark Boughter for Region 6, and incumbent Allan Davis for Region 8. Because only one nomination was

received for each position, no balloting is necessary. A motion was then made by Ron Gross to certify the results electing those members by acclamation. The motion was seconded by John Ferraro. On a voice vote, the motion was unanimous.

### **3. Update on Policy & Procedure Manual (Brian Tegtmeyer, Region 4)**

Brian said this is a work in progress. While IL-TERT follows the MRTD, there are specific policies that are necessary for IL-TERT. These are available in draft form in the members' section of the IL-TERT website. If any member does not have log-in information for the member's section, please notify Brian. There are 5-6 procedures currently posted for review. Rick encouraged all member agencies to access the website and review the policy drafts in order to offer feedback.

### **4. Deployment Procedures (Rick Kallmayer and Doug Edmonds)**

Rick said he often gets questions regarding how deployment will occur. Even though we have a model, it is anticipated that the model will change slightly due to need after our first actual deployment occurs. The different scenarios that may call for deployment complicate the process.

- One scenario is an in-state mutual aid in which the State EOC/EMA is not involved; the stricken PSAP would initiate a call to Northwest Central Dispatch who will utilize alarm cards to put together a team to respond.
- An in-state disaster scenario that involves the State EOC/EMA would be far more complex; the SEOC would initiate a call to Northwest Central Dispatch, who would begin the deployment process. The State Coordinator would be involved in this process which would include specific instructions and an assembly area.
- With an out-of-state deployment, a lot more coordination will be required between the State Coordinator and the SEOC. How many people are needed, how long they will be needed, where will they be needed, and what equipment will be needed, are all questions that will need to be answered before we can deploy.
- Certain scenarios can be planned for in advance. For instance, a scenario that will utilize our State emergency command vehicles will necessitate a five person response team. We know the command vehicle has two dispatch positions; therefore, we would need two two-person shifts and a team leader.

There are no hard and fast rules regarding deployment yet. We are planning a table-top exercise before the end of this year at Northwest Central.

### **5. Update on Illinois Membership Activities**

#### **A. Agency Memberships**

IL-TERT agency membership has grown 20% in the last year. We have good representation in all parts of the state. Illinois' TERT is strong compared with other states. Doug keeps us up to date on national developments.

#### **B. Selection of Team Members and Team Leaders**

The next step is Team Leader selection. There will be a Team Leader on every deployment; they will interface with the stricken agency, provide administrative support on-site, and fulfill the documentation requirements. This is a key position. They must meet MRTD qualifications. We are actively soliciting resumes for Team Leader to be sent to Doug and/or Rick. We will take nominations and complete a selection process.

#### **6. Alarm Cards (Cindy Barbera-Brelle)**

Cindy thanked the technicians from ILEAS who have helped develop the IL-TERT alarm cards. The finishing touches are in progress. Cindy will be getting the procedure together for Brian to post on the website. Demographic data collection will take place with information like identifying the agencies each PSAP dispatches, basic system information, equipment used, resources, and normal staffing levels. In the member section, each IL-TERT agency will identify all trained people, including their experience and certifications. Northwest Central will call the listed agency contact in the event of a deployment. The purpose of the alarm cards is to track resources and assets which will make for a logical response according to need. In the event a non IL-TERT agency needs assistance, the nearest member agency's alarm card will be the starting place to use as a possible response.

#### **7. IL-TERT Website (Brian Tegtmeyer)**

Brian asked all members present who had visited the website and solicited general feedback. Brian updates the website monthly, so each member agency is reminded to check back regularly for updates. It will be a useful tool if we have a deployment.

#### **8. Status of Training Projects**

##### **A. Awareness Training**

This is a well-evolved course. We held workshops, and then shifted to the online version. At least 110 people in Illinois have completed the course either at a workshop or online. Our course, sponsored by WIU, is taken nationally by TERT members.

##### **B. Field Communications Training**

Two workshops were held on this course with 53 attendees. This will be a reoccurring course until all Awareness students have completed it.

##### **C. Team Leader Training**

The pilot for Team Leader Training was held in Fort Myers in September with 33 attendees from around the country, including Jeanine Chiappano from Woodridge. We need to find a way to have Natalie Duran teach this course in Illinois in a train-the-trainer format. Grant funds will not pay further for Team Leader.

##### **D. Training Coordinating Committee**

Rick suggested the development of a training coordinating committee to coordinate ongoing training issues. Brian has volunteered to chair this committee. Rick asked all members to please consider assisting with this vital committee and contact with Rick or Brian.

### **9. Equipment Acquisition & Distribution (Rick)**

The equipment covered by current ITTF grant spending money has been issued including:

1. A safety vest with identification placards.
2. A large waterproof duffle bag.
3. State responder credentials will be forthcoming after the alarm cards are completed and personnel have been identified.
4. The regional team kits will include a ruggedized laptop and printer; files of paper copies of necessary ICS forms; and a first aid kit. The regional foam-filled pelican cases will have plenty of extra room for additional items. There are ten kits; they will be issued to the regional directors, with the extras going to Doug, Cindy, and Rick. We will use the equipment for reoccurring training exercises throughout the year.

### **10. Other Business**

Discussion was held on the possibility of a general membership conference call during the opposite six months from the general membership meeting held every October.

### **11. Adjourn**

Motion to adjourn by Brian, seconded by Cindy.

Prepared by:

Julie Ponce-Doyle  
Secretary

<http://iltert.org/>

<http://www.njti-tert.org>