

ILLINOIS TERRORISM TASK FORCE
Minutes of the Full Membership Meeting
October 26, 2022, 10:00 a.m.
via WebEx

Call to Order/Welcome

Acting Chair Jim Page called the meeting to order and welcomed everyone participating.

Roll Call

A verbal roll call was conducted of attendees, and it was determined a quorum was present.

Meeting participants:

ITTF Member Delegates

Ameren – Adam Proctor
American Public Works Association (APWA) – Vydas Juskelis, Michael Millette
American Red Cross – Scott Clarke
American Water –
Associated Fire Fighters of Illinois (AFFI) – Charles Sullivan
Aurora University –
Central Management Services (CMS) – Brent Boesdorfer
Cities of Bloomington-Normal – Michael Humer
Cities of Champaign-Urbana – Kent D. Dade
City of Chicago – Natalie Gutierrez, Anna Statham
City of Joliet – Jeff Carey
City of Naperville – Dan Nelson
City of Peoria –
City of Quincy – Bernie Vahlkamp, Michael Dade
City of Rockford – Tim O’Keefe
City of Springfield – Joshua Stuenkel
Collaborative Health Care Urgency Group (CHUG) –Bill Pretzer, Connie Polke
Cook County Department of Emergency Management and Regional Security (DEMRS) – Ted Berger
DuPage County Office of Homeland Security Emergency Management (OHSEM) – Craig Dieckman, Jeff Janus
Illinois Association of Chiefs of Police – Dan Ryan
Illinois Association of County Engineers – Cliff Frye
Illinois Association of Public Health Administrators (IAPHA) – Amy Fox
Illinois Association of School Boards (IASB) – Zach Messersmith
Illinois Board of Higher Education – Brook Stewart
Illinois Campus Law Enforcement Administrators – Chris Ballard
Illinois Coalition of Community Blood Centers –Lee Milner, Tara Matheson
Illinois College of Emergency Physicians – Jason Kegg
Illinois Commerce Commission (ICC) – Stephen Laffey, Eric Lounsberry
Illinois Community College Board (ICCB) – Melvin Harrison
Illinois Council of Code Administrators –
Illinois Coroners Association – Jim Allmon, Robert Gessner
Illinois Department of Agriculture – Joe Kienzler
Illinois Department of Corrections (IDOC) – Mike Chappell
Illinois Department of Human Services (IDHS) – Joe Gasparich
Illinois Department of Innovation & Technology (DoIT) –Jennifer Rominger, Dan Sluga
Illinois Department of Military Affairs (Illinois National Guard) –
Illinois Department of Natural Resources (IDNR) – Stuart Fraser, Curt Lewis

Illinois Department of Public Health (IDPH) – Andrea Dos Santos
Illinois Department of Transportation (IDOT) –
Illinois Department on Aging –
Illinois Emergency Management Agency (IEMA) –
Illinois Emergency Services Management Association (IESMA) – Michael Fleming
Illinois Environmental Protection Agency (IEPA) –
Illinois Firefighters Association –
Illinois Fire Chiefs Association (IFCA) –
Illinois Fire Service Institute (IFSI) – Jim Keiken
Illinois Health and Hospital Association (IHHA) – Keneatha Johnson
Illinois Law Enforcement Alarm System (ILEAS) – Jim Page, Pete Smith, Larry Evans
Illinois Law Enforcement Training and Standards Board (ILETSB) – Eric Arnold, Heather Hotz
Illinois Medical Emergency Response Team (IMERT) –Chris Jansen, Mary Connelly
Illinois Public Health Mutual Aid System – Nita Ludwig, Stephen Melega
Illinois Public Works Mutual Aid Network (IPWMAN) –
Illinois School Psychologists Association – Rosario Pesce
Illinois Sheriffs’ Association – Jim Kaitschuk
Illinois State Board of Elections (ISBE) – Bernadette Matthews
Illinois State Police (ISP) –J.W. Price, Chris Trame
Illinois Statewide Interoperability Executive Committee (SIEC) – Matthew Miller, Chris Miller, Randy Neal
Lake County Emergency Management Agency –
Logan County Emergency Management Agency – Kendall Caruthers
McHenry County Emergency Management Agency – David Christensen
Metro-East Emergency Management Agency (St. Clair – Madison Counties) – Samantha Bierman
Mid-West Truckers Association – Don Schaefer
Mutual Aid Box Alarm System (MABAS) – Glenn Ericksen, Bernie Lyons
Nicor Gas –
Office of the State Fire Marshal (OSFM) – James Bentley
Ogle County Emergency Management Agency –
People’s Gas and Northshore Gas Companies –
Quad Cities – Robert DeFrance
Regional Superintendents of Schools – Chris Tennyson
Secretary of State Police (SOS) – Jason Dunn
Will County Emergency Management Agency –

Other Participants

Paul Adams – Illinois Education Association (IEA)
Scott Ahrens – ISP
Les Albert – OSFM
Julie Beamer-Pfeifer – WIU
Louise Conway – IEMA
Bob Evans – IEMA
Israel Guerrero – IDHS
Myong-Ae Kim – IEMA
Christopher Novak – IEA
Tammy Porter – IEMA
Tom Richter
Jay Stewart – ISP
Nichole Strayer – IEMA

Minutes

Motion to approve the minutes of the July 27, 2022, full membership meeting.

Motion to Approve: Brad Baker, IDOC

Seconded: Dave Christensen, McHenry County EMA

Motion carried.

Motion to approve the minutes of the September 14, 2022, full membership meeting.

Motion to Approve: Larry Evans, ILEAS

Seconded: Kendall Caruthers, Logan County EMA

Motion carried.

State Homeland Security Updates

Jay Stewart, Terrorism Research Specialist, Statewide Terrorism and Intelligence Center, Illinois State Police, provided a briefing on national and Illinois security issues (FOUO).

Dan Sluga, Deputy CISO of Security Operations, Department of Innovation and Technology, provided an update on recent cybersecurity events and shared mitigation notes.

Old Business

- ITTF Bylaws – Acting Chair Page outlined the most significant updates to this version of the bylaws:
 - 1) A distinction between the ITTF chair and the ITTF chair pro tempore. It is IEMA legal counsel’s opinion that, according to the Executive Order that created the ITTF, the governor’s homeland security policy advisor is actually the ITTF chair. To distinguish the distinct roles, the position that has, up until now, been referred to as the “chair” will be referred to as the “chair pro tempore.”
 - 2) A change to the number of delegates per member organization (Article 2, Section 2a). Each member organization must now name a delegate and up to two alternate delegates. The previous version of the bylaws required at least two alternate delegates. This change is being made to attempt to decrease the administrative burden of maintaining/tracking a large membership. Page stressed that anyone is welcome to attend ITTF meetings; this change just limits the number of voting delegates.

Motion to approve and adopt the revised Illinois Terrorism Task Force Bylaws.

Motion to Approve: Dave Christensen, McHenry County EMA

Seconded: Mick Humer, Cities of Bloomington-Normal

A voice vote was conducted, and motion passed.

- Gaps Report – Acting Chair Page explained that the goal of this report is to increase the amount of state Preparedness and Response (PAR) funds IEMA receives from \$5 million to \$10 million, allowing for capital replacement and the flexibility to address other unmet needs and initiatives. The report contains an executive summary titled, Preventing Public Safety Degradation, which highlights the current funding shortfall issues and the ITTF’s proposal to increase PAR funding, as well as supporting data and justification for the increase, including the impact of high inflation rates on the ability to replace key equipment.

Motion to approve the Illinois Terrorism Task Force Proposal for Increase of Preparedness and Response Funds to submit to the Homeland Security Advisor.

Motion to Approve: Glenn Erickson, MABAS

Seconded: Dan Ryan, IL Assoc. of Chiefs of Police

Motion passed.

- Reallocation/Unmet Needs – Acting PGA Bureau Chief Bob Evans explained that we are at the point in the grant budget cycle where we look at moving projects with quick turnaround times from the capital replacement list to the unmet needs list – with the goal of spending down any funds returned to IEMA from the SFY23 PAR grant and FFY19 HSGP. Committees had previously submitted projects for the unmet needs list; the motion on the floor is to grant the Council of Chairs the authority to review and prioritize the list and vote on it at the December meeting. Having this list will expedite the reallocation of returned funds.

Motion to delegate the prioritization of the Unmet Needs List to the Council of Chairs.

Motion to Approve: Craig Dieckman, DuPage County OHSEM

Seconded: Michael Dade, City of Quincy

Motion passed.

- Use of ITTF logo policy – Acting Chair Page discussed the permissible use of the ITTF logo over the years. Currently, IEMA/ITTF Policy 2.4 mentions the use of logos with regard to vehicles purchased with federal preparedness funding. It states that the existing vehicle markings cannot be altered, nor can other graphic logos be added, without the prior consent of IEMA. It is being proposed that this section be revised to say that the agency responsible for the vehicle agrees to “*adhere to the vehicle marking guidance of the agency or organization operating said vehicle. Further, those vehicles issued pursuant to a memorandum of understanding (e.g., through ILEAS, MABAS, etc.) must also comply with the marking requirements set forth in the MOU. Vehicles covered under this policy shall not display the logos of the Illinois Terrorism Task Force (ITTF) or the Illinois Emergency Management Agency (IEMA) or their successors unless specific written permission has been obtained from the IEMA Director and/or Illinois Homeland Security Advisor. Vehicles with ITTF logos already applied when this policy revision was adopted on Oct. 26, 2022, will not be required to remove them. This revision applies to all newly purchased vehicles.*”

In addition, Page presented the following language for a new policy: “*Use of the adopted logo for the Illinois Terrorism Task Force (ITTF) is prohibited unless written permission has been granted by the Illinois Homeland Security Advisor after a recommendation by the ITTF Council of Chairs. The use of the logo should be limited to official authorized purposes only.*”

Motion to approve a revision to IEMA/ITTF Policy 2.4 regarding vehicle markings and adopt a new policy governing the use of the ITTF logo.

Motion to Approve: Michael Dade, City of Quincy

Seconded: Ted Berger, Cook County DEMRS

Motion passed.

New Business

- Public comment policy discussion – Acting Chair Page explained that because ITTF meetings are subject to the Open Meetings Act and thus open to the public, he is recommending a policy on public participation. He presented a draft policy (attached to these minutes) for discussion. It was suggested that the total time for public comment be limited to 30 minutes. Page said that the policy will be voted on at the January 2023 full ITTF meeting.
- The 2023 ITTF Meeting Schedule was distributed prior to the meeting.
- 2022 ITTF Annual Report – Acting Chair Page instructed committees to begin collecting data for the annual report. He said he will distribute a template in the coming weeks. Committee reports will be due the third week of January 2023; the completed report is due to the governor on March 1.

- Reminder about training requirements – Acting Chair Page reminded everyone about the Open Meetings Act training and four OneNet trainings that must be completed by all voting delegates. Many delegates have not complied with this requirement, and IEMA staff will begin calling those individuals in the near future.
- Bob Evans reminded attendees that the National Cybersecurity Review is coming up for homeland security grantees. The due date is usually December 31, but is often extended until February. Evans said once he receives guidance from FEMA, he will distribute it to grantees to complete.
- Mike Millette from the American Public Works Association (APWA) announced that the national conference for APWA will be in Chicago in August 2024.

Upcoming ITTF Meetings

- Council of Chairs Meeting (combined November/December) – December 14, 2022, at 10 a.m.

Adjournment

Motion to Adjourn: Dan Ryan, IL Assoc. of Chiefs of Police

Seconded: Chris Ballard, ICLEA

Motion carried

DRAFT

ITTF Open Meeting Public Comment Policy

Adopted October 27, 2022

Pursuant to the Illinois Terrorism Task Force (ITTF) By-Laws (adopted on October 26, 2022) Article IV Section 3, the ITTF will comply with the Open Meetings Act [5 ILCS 120/]. Subsection 2.06(g) of the Open Meetings Act provides “[a]ny person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” Given this, the following is the policy of the ITTF with regard to public comment:

- Public Comment will be placed on all ITTF agendas including the full ITTF, Council of Chairs and official committee meetings. Public comment will be allowed after the 1) Call to Order and the 2) Minutes Approval and again prior to adjournment.
- Each person desiring to address the ITTF shall register prior to the meeting as indicated in the Meeting Notice.

At the appropriate time, the presiding chair will recognize and invite registered speakers to address the ITTF for a maximum of three minutes each. Individuals may not be permitted to offer public comment unless they have complied with the registration requirements. All registered persons for a specific meeting will be allowed to speak for a period not to exceed three minutes. Only one individual may represent an organization during public comment unless permission for multiple persons to speak is given by the presiding chair. Individuals from the same organization may present together; however, having more than one representative speak will not increase the maximum speaking time.

- Speakers or public attendees shall not interrupt any of the ITTF meetings with boisterous conduct, defamatory or abusive language. Interrupting the meetings and/or failure to follow procedural guidance provided by the presiding chair may result in removal from the meetings.
- Exception to this policy may be made when the ITTF Council of Chairs votes to deviate from this policy as long as the deviation is not more restrictive than the policy.
- Public meetings may be recorded in a manner that is not disruptive to the conduct of the meeting. Meetings or portions of meetings closed to the public may not be recorded. The presiding chair may designate a location for recording equipment or cameras, may restrict the movements of individuals who are using said equipment, or take such other steps the presiding chair deems necessary to preserve decorum and facilitate the meeting. The presiding chair has the authority to determine when any recording device or camera interferes with the conduct of the meeting and may order the device causing the interference to be removed. The ITTF assumes no liability for any damaged, lost, or stolen recording equipment or for any damage or injury caused by any person recording the proceedings.