

**ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD  
4500 South 6<sup>th</sup> Street Road, Room 173, Springfield, Illinois 62703-6617**

**MINUTES OF THE SPECIAL MEETING OF THE  
EXECUTIVE COMMITTEE  
April 1, 2020**

**I. CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM**

The April 1, 2020 special meeting of the Executive Committee was called to order at 11:03 a.m. by Chairman Gleason at the Board's Springfield office. Roll was called by Ellen Petty, and a quorum of voting members was established. (Pursuant to Executive Order 2020-07, all Executive Board Members and most staff participated via telephone.)

Members in Attendance:

Tim Gleason (via telephone)  
John Schlaf (via telephone)  
Valerie Salmons (via telephone)  
Richard Watson (via telephone)  
Pat Hartshorn (via telephone)

Members Absent:

None

Staff in Attendance:

Brent Fischer  
John Keigher  
Kelly Griffith  
Eric Pingolt (via telephone)  
Pat Hahn (via telephone)  
Jennifer Wooldridge (via telephone)  
Denise Matthew (via telephone)  
Lee Ryker (via telephone)  
Ellen Petty (via telephone)

**II. UNFINISHED BUSINESS**

Chairman Gleason commented that the committee meeting was called because we are only 2 weeks into the COVID-19 stay at home plan, which he expects to go well beyond the end of April. Director Fischer has been working on coming up with ideas on how to move forward but has had little to no response from his contact in the Lt. Governor's office and the committee needs to give him some direction on how to proceed.

**A. Correspondence to Governor's Office**

Chairman Gleason advised that he had told the Board at the March 12<sup>th</sup> meeting that he would write a letter to the Governor regarding who we can reach out to in order to have a meaningful discussion regarding our response to the COVID-19 emergency, as well as other topics related

to law enforcement because the system currently in place is not working. Chairman Gleason read his rough draft of the letter aloud, and noted that it would be sent on ILETSB letterhead.

Hartshorn suggested that guidance and support should be the terms used, rather than asking for direction from the administration. All agreed with this. It was suggested that he include a sentence in the letter that states that repeated efforts through the current structure have gone unanswered. There was some discussion about how much detail the letter should include. The consensus was that the letter was best kept short and to the point.

Director Fischer clarified for the committee members that there are currently 175 recruits who need to complete their MFT training before they can go back to their departments and work. Currently there are 5 out of 7 academies that are doing some blocks of training online. Otherwise, the academies are effectively shut down.

Chairman Gleason indicated that he would share a copy of the final draft of the letter with the other committee members and send it off to the Governor by the end of the day on Thursday. He would then like to schedule another conference call to discuss any response he may receive, allowing plenty of time for a response from the administration. If he receives no response, the Committee can make a final decision at that time and give Director Fischer some direction on how to proceed. Everyone agreed with this course of action.

There was further discussion about whether to reach out to the Deputy Governor over Public Safety. All agreed that the current process needs to be streamlined so that the Board receives feedback to our inquiries and requests for support and guidance.

## **B. Other Unfinished Business**

Schlaf asked if we have communicated with agencies what steps they need to go through to bring back retirees in the wake of COVID-19 related complications. Director Fischer advises that this has been discussed and that staff has looked into the process and that it would be easiest to accomplish in an auxiliary capacity. Pingolt advised that the Board staff has been communicating and working closely with ILEAS, ISP and the Chiefs' and Sheriffs' associations with regard to mutual aid and assisting the assigned task force in gathering the information necessary to put emergency plans in place.

Hartshorn believes ILETSB needs to have a plan in place and to be proactive, rather than reactive. Keigher advised that staff has already been in discussions with Executive Institute regarding a one-day online fast-track class for retirees coming back to active status, which would get them up to speed with any legally mandated training that has gone into effect in the last few years. Director Fischer stated that he would like to work out the details on these matters before we post anything on our website about them. It was suggested that Director Fischer appoint a work group and a point person who could field related questions.

## **III. NEW BUSINESS**

### **A. The Board's Role During the COVID-19 Quarantine**

1. Firearm Requalifications
2. Full-Time Academies

3. Part-time Academies
4. Administration of the State Certification Exam
5. Canine Qualifications
6. IROCC Qualifications
7. Other Deadlines

Director Fischer shared that we have been asked by multiple sources to be allowed to move ahead with firearms requalifications. Most requalifications would be done at outdoor ranges and staff believes this could be done by appointment, using social distancing and safety guidelines. The same goes for canine qualifications and annual requalifications, as well as IROCC annual qualifications.

Staff has had two conference calls regarding how to proceed with Part-Time Academies with the MTU Coordinators. Some of these classes are done with their coursework while others still must complete Control and Arrest Tactics and Fingerprinting which is done using hands on training methods, so it would be difficult for them to complete while maintaining social distancing guidelines. Most everyone else can do the online training and using Zoom meetings to do the Saturday classroom sessions, completing as much as possible of the academy, with the exception of the hands-on portions.

As for the full time Academies, they've all suspended in-person training and five of the seven academies have enrolled their students in the Executive Institute's online training so that they can complete the online training segments available to the part-time academies. They are also doing distance learning wherever possible until in-person training can continue.

Keigher added that he had been in discussion with lawyers from ISP about things that could proceed and those that probably shouldn't during this period, and learned how the ISP planned to move forward. They shared the guidelines developed by their medical director, which Keigher used as a template, along with PTI's guidelines and policies, to draft our own COVID-19 safety guidelines. He shared this information during a call with someone from the Governor's general counsel's office a few days later and was told that the Executive Orders give guidelines and guidance, but the agencies still have some discretion on how to accomplish their essential functions, such as our exams and statutorily mandated firearms qualifications.

Fischer shared that he has been receiving a phone call about every other day from Steve in the Governor's Office of Management and Budget checking in on our progress and related financial matters, so there has been a constant sharing of information with the Governor's various offices with regard to the COVID-19 situation and Board operations.

## **B. Other New Business**

There was no new business.

## **IV. ADJOURNMENT**

**Motion was made by Watson, seconded by Salmons, and carried by all members present to adjourn the meeting at 12:16 p.m.**