



**TRAINING & EDUCATION COMMITTEE**  
**Meeting Minutes**

**Wednesday, May 9, 2018**  
**1:30 p.m.**

**PRESENT:** Michelle Robbins, Chair  
Anita Neville  
Mary Rath  
Laura Ditanto  
Nadine Alletto  
Melissa DeFeo  
James Arie  
Matt Smizinski

**ALSO PRESENT:** Margo Ely  
Lisa Leban  
Jennifer Swahlstedt  
Frankie Giannetti

**ABSENT:** Tia Messino  
Amy Zukowski

**I. CALL TO ORDER**

Robbins called the meeting to order at 1:32 p.m. Roll was taken, and a quorum declared. Frankie Giannetti was introduced as our new Senior Risk Control Representative.

**II. APPROVAL OF MINUTES**

A correction was made to a misspelling regarding CALEA. A motion was made by Neville and seconded by DeFeo to approve the meeting minutes of February 1, 2018. The motion carried.

**III. VICE CHAIR ANNOUNCEMENT**

Robbins introduced Mary Rath as the new Vice Chair.

**IV. SUBCOMMITTEE REPORTS**

**A. Police Chiefs – Matt Smizinski, Lake Bluff**

Smizinski stated that there is evolvement related to the Juvenile Records and Expungement Act and this is going back to the Legislative Committees to try and change some items. There was a great presentation that took place in February at the Police Chief Steering Committee. Spring Forum is June 6, 2018 that will discuss internal investigations on high level use of force. This will focus more on the internal aspect along with policies and procedures. There was discussion about pooled pricing to share across municipalities and best practices, early intervention and ambulance transport of detainees, near miss and succession planning. With trying to bring in new officers as others are retiring, there is a need of training and succession planning.

**B. Fire Chiefs – James Arie, Barrington**

Arie stated that the Fire Chiefs are dealing with active shooter potential. The rescue task force is a term that is used quite a bit and it centers around the training and equipment having to do with rapid intervention. This topic has taken up a majority of our time, attention and energy. There have been a lot of efforts, training liability and risk as well as leadership training. We have had a lot of participation with the excellent programs and will continue to see more. Good participation at the Fire Chief's Steering Committee Meeting. They are calling members and trying to get larger participation at the meetings. The grant program is working well. The equipment grants are beneficial.

**C. Public Works – Laura Ditanto,**

Ditanto stated that at the last meeting there was a lot of participation. Bill Crimmins presented on silica and the new standards. Jennifer discussed the video streaming that is available. Ditanto stated that the participation is similar to the issues that the Fire Chief's see. Ditanto listed all of the special trainings that will be offered in the spring, along with the MSDS On-Line Services. Smizinski stated that MSDS is a great program and that they started this a few years ago and use it village-wide. They are very happy with the program. Ditanto also discussed the IRMA Grant Programs and Accreditation/Re-Accreditation Grants that are available for APWA, and pooled pricing for MSDS and Target Solutions. They discussed the frequency and severity data for Worker's Comp issues that have been severe. There was discussion regarding state and county roads, and if members have a duty to maintain these roads. Swahlstedt stated that much was discussed regarding the matter and members should review the recommendations and their contracts, to make sure that you are consistent in how you are handling the roads. Ditanto stated that per IDOT, once you start maintaining an area, you will be responsible for that area whether you own it or not. The next PWSC will be held at the Arlington Heights Public Works Department.

**D. Parks & Recreation – Liaison, Jennifer Swahlstedt, IRMA**

Swahlstedt stated that we discussed upcoming programs that will be offered to Parks and Recreation, CAPRA is a National Parks and Rec Accreditation in addition to the Illinois Parks and Rec Accreditation. There will be a vote for this later in the agenda. PRSC are happy that we have offerings with PDRMA, as this allows us to offer more specialized training without having the additional cost. Giannetti stated that the vice chair was selected after the meeting. The goal will be to build the participation back up and become more robust. Swahlstedt stated that Giannetti will be taking over the PRSC as the IRMA liaison.

**V. TRAINING & RISK MANAGEMENT SERVICE**

Robbins verified the video usage and how many views we have left for the year.

**VI. TEC STATEMENT OF RESPONSIBILITY**

Robbins read the TEC Statement of Responsibility memo which includes the update about the grant program guidelines to include an appeal to the TEC should a grant award be denied. Swahlstedt stated that this is a new responsibility of the TEC which needed to be reflected. Arie asked that if there have been any denials in the past as he has not heard of any issues. Swahlstedt stated that part of the grant guidelines require that you need to have a certain level of participation within IRMA in order to be eligible for a grant. We are not expecting that there will be many denials. Smizinski asked if this is by department or by the village participation. Swahlstedt stated that this will be discretionary. The requirement of attending two board meetings seems reasonable. The staff will have discretion as overall participation if you feel that you have been unjustly denied. A motion was made by Rath to approve the change of the TEC Statement of Responsibility and was seconded by Ditanto. The motion carried.

**VII. TRAINING REGISTRATION GUIDELINES**

Robbins gave a summary of the changes that we are looking to update. Swahlstedt discussed the number of registrants allowed in specific class size. The proposed revisions will make it more of an even playing field when registering for the special and regional trainings. A motion was made by Arie and seconded by Smizinski to approve the modifications to the registration guidelines. The motion carried.

**VIII. ACCREDITATION / RE-ACCREDITATION GRANT APPLICATION**

Swahlstedt explained that Parks and Recreation has asked to add CAPRA to the grant application. Parks and Recreation also have an Accreditation through IAPD/IPRA. Like Police, Parks and Recreation will only be able to apply for one or the other, but not both. A motion was made by DeFeo and seconded by Neville to approve the modifications to the Accreditation/Re-Accreditation Grant Application to add the CAPRA Accreditation to the Parks and Recreations section. The motion carried.

**IX. 2018 EDUCATIONAL SUMMIT**

Robbins stated that we are seeking input from the committee on topics, theme and the target audience for the Summit that will take place on October 17, 2018. The previous structure of the meeting has been well received. There was also discussion over the no show fee of \$25.00. After much discussion, Take Charge, Take Action was the theme that was agreed upon. Arie suggested that handling internal investigations is a topic that he feels they would benefit from. Arie also suggested mental health, suicide in public safety is a topic that is a concern. Swahlstedt brought up the three-part series on behavioral health for first responders that IRMA offered and how it was well received. This is a topic that will continue to be addressed. Rath stated that Arlington Heights has a grass roots program that she can recommend and can offer names that can be reached out to. Ely suggested the Early Intervention Program when discussing internal investigations. The OSHA topic is not one that appears to be a good topic and will not be a topic that will fill the amount of time needed for a session. Ely stated that Workers' Compensation continues to be an issue and is a topic that needs to be addressed. Other topics included were: use of sick days and the ability to ask for a person salary when hiring an individual.

**X. MERGING COMMITTEES-TEC & MRC**

Robbins stated that we touched on this topic in the previous meeting. Swahlstedt stated that MRC is considering the issue as well. There is overlap between MRC and TEC, but there is opportunity for growth within the TEC. Robbins asked about reviewing the Workers' Compensation Focus Program as MRC reviews this program. How would we distribute responsibilities without duplicating responsibilities? TEC currently looks over the IMAP, Fall Hazard Assessment Visit, Hazard Survey Visit and Regulatory. If we combine, we would be incorporating the training aspect to the MRC. Rath asked about the number of members that would be included in the new committee. Swahlstedt stated that it would reduce participation. Ely discussed the process and that risk management needs to be in a statement of responsibility. Ely feels that MRC is moving more towards marketing and that TEC would be looking to see if our trainings are reducing risk. Committee members did state that with the current structure, they do not feel that they are contributing. Smizinski suggested seeking those members that are closer to training might bring more insight. DeFeo suggested to add the risk management component and continue to schedule 4 meetings for the year and monitor. After much discussion a motion was made by DeFeo and seconded by Alletto to change to the Training and Risk Management Committee and meet four times a year. We will re-evaluate after a year. The motion carried.

**XI. COLLEGE OF DUPAGE ENGAGING EMPLOYEES PLUS PROGRAM**

Robbins stated that we had members audit some of these classes and asked that each share their feedback. Swahlstedt stated that College of DuPage wants to partner with IRMA. They would like to tap into our resources with our members. We reviewed the courses and if agreed, would explore discount pricing if we feel the program is beneficial. Robbins, Alletto, and Neville gave summaries of the courses that they attended. It is a program of five classes that would take place in both the spring and the fall. It was determined that although it is a good program, we can monitor what College of DuPage is distributing and if the topic is appealing, we can either discuss with College of DuPage or find a presenter for the topic and have our own training. Swahlstedt will reach out for discount pricing.

**XII. 2019 TRAINING AND RISK MANAGEMENT PROGRAMS**

Robbins gave a summary of the Training and Risk Management Programs memo. Swahlstedt stated that we have increased our budget and have had success with the PDRMA partnership. The PWSC has asked for more train the trainer programs. Swahlstedt discussed Regional and Special Training Programs, DuPont CoastalFlix, Pooled Pricing Discounts, Grants and Risk Management Pilot Programs. Swahlstedt asked for input from Police and Fire regarding injuries that occur during training. Ely gave examples of training injuries and asked for suggestions on how to prevent these injuries. Swahlstedt introduced the Tactical Athlete proposal and gave a description of the program. IRMA is still exploring this option. Another opportunity that we are looking into is GPS systems in vehicles. We are looking into knowing what the driver is doing. Driving too fast for conditions, backing into items. For IRMA purposes it could be used with theft and usage. There could be a tracking device to monitor how fast drivers are going, the location of the fleet and are the driver's wearing their seat belts. We are looking for one member that would be willing to be part of a pilot program.

**XIII. ADDITIONS TO THE AGENDA**

**XIV. EXECUTIVE SESSION**

Executive Director's Performance Review

A motion was made by Smizinski and seconded by Arie to move into Executive Session for discussing matters of personnel pursuant to 5 ILCS 120/2(c)(1). Roll was called, and the motion carried.

A motion was made by Smizinski and seconded by Arie to enter closed session to discuss the Executive Director's performance review. The motion carried.

**XV. CONFIRMATION OF NEXT MEETING**

Robbins reported that the next meeting of the Training & Education Committee is scheduled for Wednesday, September 5, 2018, at 1:30 p.m., at the IRMA office.

**XVI. ADJOURNMENT**

At 3:24 p.m., a motion was made by Neville and seconded by Rath to adjourn the meeting. The motion carried.

**SUBMITTED BY:**

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Margo Ely  
Executive Director

**APPROVED BY:**

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Michelle Robbins  
Training & Education Committee Chair