

TRAINING & EDUCATION COMMITTEE
Meeting Minutes**Wednesday, May 3, 2017**
1:30 p.m.

PRESENT: Eileen Donahue, Chair
Jennifer Clough
Nadine Alletto
Amy Zukowski
Tim Cassidy

Michelle Robbins
Tia Messino
Melissa DeFeo
Brendan McLaughlin

ALSO PRESENT: Margo Ely
Donna Sluis

Jennifer Swahlstedt

ABSENT: Brian Budds

I. CALL TO ORDER

Donahue called the meeting to order at 1:30 p.m. Roll was taken and a quorum declared.

II. APPROVAL OF MINUTES

A motion was made by Robbins and seconded by Cassidy to approve the meeting minutes of February 1, 2017. The motion carried.

III. SUBCOMMITTEE REPORTS**A. Police Chiefs Liaison – Jennifer Swahlstedt reported for Brian Budds, Western Springs**

Swahlstedt updated the committee in Budds absence. Swahlstedt mentioned that they did the Below 100 training following the Bloomingdale incident sponsored by the police chiefs in February. At the most recent meeting, there was a presentation by Lexipol to go over the new pricing and grant program for 2017. Chief Dave Anderson from Lisle also gave a presentation on Cultural Competencies for Police.

B. Fire Chiefs Liaison – Tim Cassidy, Northbrook

Cassidy reported that the fire chiefs had a presentation from Lexipol to go over the new pricing and grant program for 2017. Brett Milo with U.S. Armor also presented on Kevlar Vests. Cassidy noted it did not sound like most of our fire departments had a policy or are using body armor and should be encouraged. Swahlstedt mentioned the body armor grant has been dissolved, but having a best practice and a policy is something that we will be working on for the fire department. Further discussion was had regarding the body armor grant and it was determined that the TEC and staff believed it should move forward. Susan Garvey also presented to brief the fire chiefs on a paramedic case with Carpentersville involving an infant being transported to the hospital.

C. Public Works Liaison – Brendan McLaughlin, LaGrange Park

McLaughlin reported he was not at the meeting. Swahlstedt reported that the committee went over the 2016 Claims Analysis report. Based on this report, discussions were had about potential grants in 2018 which include equipment for heavy lifts and work zone safety. There was a positive response about a potential Work Zone Safety grant. This potential grant is a main focus due to a the large loss in Crystal Lake. Ely commented that staff is diligently exploring opportunities for more meaningful grant programs. She continued that although the steering committee may not be providing a lot of feedback, it is appropriate for the TEC to determine if a topic requires further analysis from staff. The next TEC meeting is in September and will be presented with the preliminary budget for review and recommendations to the Executive Board for the next fiscal year.

D. Parks & Recreation Liaison – Jennifer Swahlstedt, IRMA

Swahlstedt commented the committee agreed to keep the meetings to two times a year. A business meeting in the spring and join the Public Works in the fall.

IV. TRAINING AND RISK MANAGEMENT SERVICES

2017 IRMA Training Schedule

Donahue mentioned on page 4 of the packet is the Training Schedule for 2017. Robbins had mentioned that they are due for an IMAP, with her being the only one that knows the process, LeTourneau had mentioned about doing a course about the IMAP that would help those who not familiar with the IMAP and to help them prepare for the visit. Swahlstedt also mentioned that this is the time to throw out some ideas for trainings in 2018. The Chainsaw Safety will be offered in 2018, but is already full. Tim Ard does this training, but he is from Georgia and is high cost to bring him in. We partnered with PDRMA and had him for the entire week and worked out pretty well. We also used the DuPage County Forest Preserve site for one of the trainings and maybe we can partner with them if they would be interested. Ely commented that she received a call from Julia Cedillo at LaGrange Park. Their auditor recommended that they have a training to prevent fraud. She was curious if anyone else was getting that kind of recommendation from their auditors. The auditor also recommended that they have a 1-800 hotline. The committee was going to check with their entities.

Training Report

Donahue mentioned the 1st Quarter training report is on page 6 of the packet. Donahue asked about the video streaming for January, February and March that the totals seemed to increase. Swahlstedt stated staff was increasing marketing efforts.

Risk Management Services Report

Donahue mentioned on page 16 is the Risk Management Services report for information only.

V. IRMA's 4th EDUCATIONAL SUMMIT

Swahlstedt mentioned that there was some input from the Executive Board to reconfigure the summit this year. Instead of doing a full day to do a half day and to eliminate the keynote speakers and to have sessions led by staff and IRMA members. The summit would have three breakout sessions in the morning and three in the afternoon, 75 minutes each ending at noon. Swahlstedt gave a list of the topics to the committee. Ely mentioned that all of these topics we currently have pending cases and gave a brief description on each of the topics. There was much discussion on the topics, session titles and descriptions. Cassidy commented that a topic for the summit could be FOIA or that could be considered as a special training in 2018.

VI. EARLY INTERVENTION PROGRAM UPDATE

Swahlstedt reported that last year we had the early intervention program pre-litigation management adopted in 2016 by Susan Garvey's legal department are expanding on that program. Staff wants to bring our awareness to the membership on IRMA services. Swahlstedt gave an overview of the program to the committee. McLaughlin commented about creating a program for seasonal workers. After much discussion, it was decided to create a checklist of essential trainings, create or find a training video and an IRMA Best Practices policy.

VII. ADDITIONS TO AGENDA

None

VIII. EXECUTIVE SESSION

Executive Director's Performance Review

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

IX. CONFIRMATION OF NEXT MEETING

Donahue mentioned the next meeting of the Training & Education Committee is scheduled for Wednesday, September 6, 2017, 1:30 p.m. at the IRMA Office.

X. ADJOURNMENT

SUBMITTED BY:

Jennifer Swahlstedt
Risk Management & Training Manager

APPROVED BY:

Michelle Robbins
Training & Education Committee Chair