

# **NIPSTA BOARD OF DIRECTORS MEETING MINUTES**

**April 5, 2011**

The following Executive Committee members were present:

Chief Ralph Czerwinski	Skokie Fire Department
Interim Chief Patrick Kreis	Winnetka Police Department
Chief Jim Dominik	Wilmette Fire Department
Lynn Seinfeld	Oakton Community College
Director Dave Mau	Glencoe Public Works Department
Steve Noble	Village of Northfield
Chief Alan Wax	Des Plaines Fire Department
Paul Harlow	Village of Glencoe

The following NIPSTA member representatives were present:

Chief Rick Dobrowski	North Maine Fire Protection District
Trustee Paul Morrison	North Maine Fire Protection District
Chief Greg Klaiber	Evanston Fire Department
Chief Don Gould	Prospect Heights Fire Protection District
Director Mike Volling	Glencoe Department of Public Safety
George Van Geem	Village of Niles
Chief Alan Berkowsky	Winnetka Fire Department
Deputy Chief Ian Kazian	Deerfield-Bannockburn FPD
Chief Mark Nolan	Northbrook Fire Department
Chief Tom Friel	Morton Grove Fire Department
Barb Rizzo	Oakton Community College
Jackie Streid	IRMA

Also present were Commander David Olson (Franklin Park Fire Department), NIPSTA Executive Director Robert Lahey, and Assistant to the NIPSTA Executive Director Phil Zaleski.

**I. Call to Order**

NIPSTA Vice President Ralph Czerwinski called the meeting to order at 1:39 p.m. He announced that a quorum of NIPSTA Board members was present and welcomed Commander David Olson (Franklin Park Fire Department) and Chief Alan Berkowsky (Winnetka Fire Department).

**II. Approval of Minutes**

A motion was made by Chief Gould to approve the Minutes of the December 7, 2010 meeting of the NIPSTA Board of Directors. The motion was seconded by Chief Friel, and unanimously approved.

**III. Treasurer's Report**

**A. FY 2010 Year-End Financial Reports**

Treasurer Harlow presented the financial reports for the twelve-month period ending December 31, 2010. He noted the Net Income amount of \$113,708 and thanked staff for their diligence in managing expenses relative to revenues so that a year-end surplus could be realized. A motion was made by Chief Wax to approve the financial reports. The motion was seconded by Chief Nolan, and unanimously approved.

**B. FY 2010 Financial Audit Work Plan and Progress Report**

Treasurer Harlow presented the Work Plan that is guiding the new NIPSTA auditor, Swarztrauber & Company, as it progresses towards completion of the financial audit of 2010 activity. The audit field work has been completed, and a draft report will be presented to the NIPSTA Executive Committee in May. Thereafter, the final report will be presented to the Board of Directors in June.

**C. FY 2011 First Quarter Financial Reports**

Treasurer Harlow presented the financial reports for the three-month period ending March 31, 2011. He noted that the amounts of revenue and expense are very near to the fiscal year budget. A motion was made by Chief Wax to approve the financial reports. The motion was seconded by Chief Nolan, and unanimously approved.

Mr. Van Geem inquired about the \$316,559 in accounts receivable. He requested a detailed report of activity.

**IV. Standing Committee Reports**

**A. Fire/EMS Training**

Committee Chair Dominik reported that the NIPSTA Firefighter Academy will begin accepting candidates who are not included on the current roster of a local fire department. Although these individuals cannot become certified as a firefighter in Illinois, they are eligible to complete the training at their own expense. The NIPSTA evaluation process of these candidates is very selective so that only a few persons will be admitted in each session of the Academy. This will increase enrollment and revenue in the program.

Chief Dominik also announced the first-ever Family Focus Day at NIPSTA. This half-day program is scheduled on May 1, 2011 as an opportunity to share information with emergency response workers, and their family members, about how to deal with issues that challenge them daily. An afternoon of education and fun for the entire family is planned. Informational resources and presentations will be offered to attendees on topics such as nutritional guidance, financial planning, addictions and behavioral health issues, grief counseling, and more. Admission is FREE and includes a children's play area, food and beverage service, and many door prizes.

B. Public Works Training

Committee Chair Mau reported that the first of six sessions in the 2011 Public Works Supervisors Academy began last month. This very successful program is co-sponsored by Oakton Community College and recently resulted in the first person completing all twelve of the training topics and receiving college credit.

Mr. Mau also commented that the 2011 driver training season at NIPSTA began today with a sold-out, two-day public works session.

C. Police/Law Enforcement Training

Committee Chair Kreis reported that the National Center for Missing and Exploited Children (NCMEC), based in Alexandria, VA, delivered two programs at NIPSTA last month. Both sessions were filled to capacity. He explained that this training did not provide new revenue to NIPSTA, but did serve as the foundation for a future mutually-beneficial relationship with the NCMEC, which had not previously offered training in the Chicago area.

Interim Chief Kreis also reported on the success of the first-ever focus group meeting of police chiefs and training officers on April 24, 2011 at NIPSTA. The event resulted in positive discussion of new ideas to help expand NIPSTA training for law enforcement personnel, especially with potential support from NEMRT & ILETSB.

D. Private Industry Training

Committee Chair Seinfeld reported that NIPSTA today is serving a new customer, Costco, by delivering "CPR/AED/First Aid Training" to its staff. This is representative of the potential for NIPSTA-sponsored training to local industry.

Ms. Seinfeld then announced the kick-off meeting of the Private Industry Training Committee on April 21, 2011. A group of twelve persons has been invited to participate and provide strategic direction to NIPSTA about how to utilize its assets and resources in support of the business community.

E. Finance and Administration

Committee Chair Noble presented a recommendation from Committee members and from the Executive Committee for renewal of a contractual agreement with Zabinski Consulting Services, Inc. to provide accounting and consulting services to NIPSTA. This would extend a relationship that was begun in 2008. A proposal was presented by Mr. Noble at a new annual rate of \$10,500. A motion was made by Chief Nolan to approve the agreement. The motion was seconded by Chief Gould, and unanimously approved.

F. Facilities and Grounds

In the absence of the Committee Chair, Mr. Lahey presented a recommendation from Committee members and from the Executive Committee to acquire new air compressor equipment for use in firefighter training. Three vendors provided cost estimates, with the most economical option proposed by Air One, Inc. in an amount of \$20,000. A motion was made by Chief Klaiber to approve the acquisition. The motion was seconded by Chief Berkowsky, and unanimously approved.

Mr. Lahey then reported that the matter on the agenda related to the proposal for additional classroom capacity would be deferred to a future meeting of the Board of Directors. This is the result of issues being raised by members of the NIPSTA Executive Committee earlier in the

day about the scope of the project, as well as the cost. A follow-up report will be delivered at an upcoming meeting.

#### **V. Executive Director's Report**

Mr. Lahey presented a proposal received by NIPSTA from the Cook County Department of Public Health (CCDPH), which is responsible for the Cook County Regional Coordinating System (CCRCS) – a project that seeks to increase preparedness levels and coordination of response during a public health emergency. In this role, the County will sponsor a one-day training workshop to be attended by local fire service and law enforcement personnel, emergency management staff, and local government officials representing municipalities throughout Cook County. This educational event will be scheduled during summer 2011 at a suburban location.

The CCDPH has invited participation by NIPSTA in planning and executing the CCRCS workshop. This proposed partnership will result in timely and efficient delivery of a program that requires the resources of both agencies in order to ensure a successful outcome. A fee not to exceed \$24,800 would be paid to NIPSTA for services provided in accordance with a Memorandum of Agreement (MOA) between the County and NIPSTA.

A motion was made by Chief Wax to approve the Memorandum of Agreement. The motion was seconded by Chief Friel, and unanimously approved.

#### **VI. President's Report**

In the absence of the President, Vice President Czerwinski presented a new application for membership by the Village of Franklin Park. NIPSTA member benefits will be applicable to the fire department and public works department. A motion was made by Chief Dominik to approve the new NIPSTA member. The motion was seconded by Chief Gould, and unanimously approved.

Chief Czerwinski then proposed renewal of the Employment Agreement with NIPSTA Executive Director Robert Lahey for a three-year term expiring on December 31, 2013. Chief Czerwinski explained that the agreement follows a recent performance evaluation, the results of which have been shared with Mr. Lahey. A motion was made by Chief Wax to approve the agreement. The motion was seconded by Mr. Van Geem, and unanimously approved by a roll call vote of 13 ayes and 0 nays.

#### **VII. Other Business**

Mr. Lahey presented the 2010 Annual Report to the Board of Directors. He highlighted the agency's accomplishments as measured in number of training programs, number of students, and number of visitors to Campus. All of these distinguish NIPSTA as the premier destination for public safety training in northeastern Illinois. He thanked all members for their continued support of the NIPSTA mission.

Chief Klaiber announced that the Evanston Fire Department desires to enter into discussions with NIPSTA for the purpose of inquiring about interest in acquisition of a ladder truck that will soon be declared surplus property. The 1990 vehicle is well-maintained, recently-inspected, and has traveled 61,000 miles during the past 20 years. Chief Czerwinski requested that Chief Klaiber contact Mr. Lahey directly to propose options for such a transaction that could be considered by the NIPSTA Board of Directors at a future meeting.

#### **VIII. Executive Session**

A motion was made by Chief Wax to enter into Executive Session for the purpose of discussing a matter related to potential litigation. The motion was seconded by Chief Gould, and unanimously approved at 2:19 p.m. The Executive Session adjourned at 2:34 p.m.

A motion was then made by Chief Czerwinski authorizing the NIPSTA Executive Director to communicate with representatives of the Canadian Pacific Railway and consent to the company's proposed \$100,000 settlement fee in relation to a train derailment incident in Northbrook in November 2009. The motion was seconded by Chief Gould, and unanimously approved.

**IX. Next Meeting**

Vice President Czerwinski announced that the next meeting of the NIPSTA Board of Directors is scheduled on June 7, 2011 at 1:30 p.m. on the NIPSTA Campus.

**X. Adjournment**

A motion was made by Chief Berkowsky to adjourn the meeting. The motion was seconded by Mr. Van Geem, and unanimously approved at 2:37 p.m.

Respectfully submitted,



Alan G. Wax  
Secretary