

NIPSTA BOARD OF DIRECTORS MEETING MINUTES

August 2, 2011

The following Executive Committee members were present:

Chief Ralph Czerwinski	Skokie Fire Department
Chief Jim Dominik	Wilmette Fire Department
Steve Noble	Village of Northfield
Diana Mikula	Village of Arlington Heights
Chief Wayne Globerger	Glenview Fire Department
Chief Patrick Kreis	Winnetka Police Department
Chief Alan Wax	Des Plaines Fire Department

The following NIPSTA member representatives were present:

Thomas Janetske	Evanston Fire Department
Mike Whalen	Evanston Fire Department
Suzette Robinson	Evanston Public Works Department
Chief Don Gould	Prospect Heights Fire Protection District
Chief James Quinn	Deerfield-Bannockburn FPD
Deputy Chief Ian Kazian	Deerfield-Bannockburn FPD
Chief Alan Berkowsky	Winnetka Fire Department
Chief Mike Zywanski	Park Ridge Fire Department
Chief Steve Borkowski	Niles Fire Department
Jim Richards	Northbrook Fire Department
Chief Hank Clemmensen	Palatine Rural FPD
Barb Rizzo	Oakton Community College
David Olson	Franklin Park Fire Department
Director Mike Volling	Glencoe Department of Public Safety
Chief Robert LaMantia	Lincolnwood Police Department
Jackie Stried	IRMA

Also present were NIPSTA Executive Director Robert Lahey and Assistant to the NIPSTA Executive Director Phil Zaleski.

I. Call to Order

In the absence of the NIPSTA President, Vice President Czerwinski called the meeting to order at 1:32 p.m. He announced that a quorum of NIPSTA Board Members was present.

He also welcomed newly-appointed Police Chief Patrick Kreis (Winnetka) and soon-to-be-retired Chief James Quinn (Deerfield-Bannockburn Fire Protection District). He congratulated both of them on these milestone achievements.

II. Approval of Minutes

A motion was made by Chief Quinn to approve the Minutes of the June 7, 2011 meeting of the NIPSTA Board of Directors. The motion was seconded by Chief Gould, and unanimously approved.

III. Treasurer's Report

A. FY 2011 Mid-Year Financial Reports

In the absence of the Treasurer, Mr. Lahey delivered the financial reports for the six-month period ending June 30, 2011. He noted the reports are in a new format, as requested by the Treasurer and Chairman of the Finance and Administration Committee. Among the highlights in the reports, he commented on the following:

- Current assets in the NIPSTA checking account include the \$100,000 legal settlement received from the Canadian Pacific Railway. A decision must be made soon about whether or not to invest these funds in the Illinois Metropolitan Investment Fund. This matter will be presented to members of the Finance and Administration Committee for further consideration.
- Net income is nearly \$250,000 at mid-year, which includes 67% of annually-budgeted revenues and 47% of annually-budgeted expenses. The net income also reflects receipt of the Canadian Pacific Railway settlement fee (\$100,000), which was not budgeted in FY 2011.
- Training revenues represent 65% of the fiscal year budget after six months. This performance is offset, however, by training expenses, which are at 55% of the annual budget.
- Revenue from Facility Rental is only at 24% of the annual budget, but does not yet include fees to be assessed from activity that was scheduled during May and June 2011.

In response to an inquiry from Chief Borkowski, Mr. Lahey acknowledged that that Southwest United Fire Districts has recently announced that it will cease its training operations. NIPSTA anticipates an increase in enrollment for its programs later in the year.

In response to an inquiry by Chief Berkowsky, Mr. Lahey stated that he would investigate further why NIPSTA incurred an "operations" of more than \$30,000 in 2011, as compared to \$0 in 2010.

A motion was made by Mr. Noble to accept the financial reports. The motion was seconded by Chief Quinn, and unanimously approved.

IV. Standing Committee Reports

A. Fire/EMS Training

Committee Chair Dominik reported on progress related to NIPSTA acquisition of the following fire service vehicles:

1. 1993 Pierce Lance 105' Tiller Truck - Accepted as a no-cost donation from the Village of Niles.
2. 1986 Duplex/Grumman Aerial Cat Tower Ladder Truck - Purchased for \$7,500 from the Village of Hillside.
3. 1990 Pierce 105' Aerial Tiller Ladder Truck – Negotiations with the City of Evanston for receipt of the apparatus, perhaps in exchange for a training tuition credit.

Chief Dominik also commented on the success of the recently-concluded winter and spring sessions of the NIPSTA Firefighter Academy. He also distributed the calendar of training dates scheduled in 2012.

B. Public Works Training

In the absence of the Committee Chair, Mr. Zaleski reported on a recent NIPSTA training program that featured representatives of Commonwealth Edison, JULIE, and Nicor Gas. This collaborative effort among public utility companies provided instruction on the hazards, procedures, and protocols involved in operating near above-ground, and underground, public utilities.

Mr. Zaleski also commented on the upcoming fall session of the Public Works Supervisors Academy. Since 2006, this training program has resulted in delivery of 45 half-day training opportunities to more than 740 participants. The program receives support from Oakton Community College.

C. Police/Law Enforcement Training

Committee Chair Kreis reported that he and Mr. Lahey welcomed to NIPSTA last month the Executive Director of the Illinois Law Enforcement Standards and Training Board. The meeting was for the purpose of initiating a dialogue that may result in NIPSTA being more recognized by the State of Illinois for its valuable contributions to law enforcement training.

Chief Kreis also announced a new scenario-based training program that is available to local police departments in a format that allows the instruction to be delivered by NIPSTA at police department locations. This SIMUNITION-style training involves a variety of force-on-force situations, and specialized equipment, ammunition, and weapons.

D. Private Industry Training

Chief Czerwinski reported that Ms. Lynn Seinfeld (Oakton Community College) announced her resignation as Chair of the NIPSTA Private Industry Training Committee, effective July 6, 2011. He also recommended that the position remain vacant until January 2012, when new chairpersons of all NIPSTA Standing Committees will be named by the new NIPSTA President of the Board of Directors. Chief Czerwinski expressed appreciation for all of Lynn's contributions to NIPSTA, and noted that she will continue to contribute as a regular member of the Private Industry Training Committee.

Mr. Lahey presented a proposal prepared by NIPSTA to the Chicago Transit Authority (CTA) for delivery of federal Incident Command System training to nearly 2,000 CTA employees. A total of 48 sessions are planned between August and December 2011. These programs will generate \$96,000 in revenue. He explained that the relationship is documented in an intergovernmental agreement that has been recommended for approval by the NIPSTA Executive Committee. A motion was made by Chief Berkowsky to approve the agreement. The motion was seconded by Chief Zywanski, and unanimously approved.

E. Finance and Administration

Committee Chair Noble announced that Committee members' attention during the summer has been focused on development of the comprehensive update to the NIPSTA Statement of Financial Policies and Procedures. This document puts into writing the day-to-day practices and procedures that govern the fiscal management of NIPSTA. It will be presented to the Board of Directors for approval later this year.

F. Facilities and Grounds

Committee Chair Globerger reported on progress towards the design and bidding of a classroom renovation project on the NIPSTA Campus. This will occur at a total cost of \$9,000 in an effort to add classroom capacity in the northeast corner of the NIPSTA Education Center. The construction permit application is presently under review by the Village of Glenview. After contractor bids are received, then the NIPSTA Board of Directors will be in a position to decide whether or not to proceed with \$66,000 in budgeted expenses for project construction and management.

Chief Globerger reported that several initiatives have been completed following the training accidents that occurred on the NIPSTA Driver Pad in May 2011. Specifically, these include repairs to the property fence, removal of trailers that were stored on the Pad, and Safety Committee review of the training curriculum.

V. **Vice President's Report**

Chief Czerwinski presented the description of the NIPSTA Nominating Committee and a proposed Work Plan to guide the Committee's activity in 2011. The responsibility of the Committee is to review qualifications of nominees to serve as NIPSTA officers for the 2012-2013 term. Committee members will be expected to prepare a slate of officers to be considered by the Board of Directors in December 2011.

Chief Czerwinski announced that the leadership of the Committee will be assumed by Diana Mikula (Arlington Heights). She issued an open invitation to NIPSTA members to become volunteers on the Nominating Committee.

VI. **Executive Director's Report**

A. Report of Pending Litigation

Mr. Lahey presented a summary report from NIPSTA legal counsel regarding the matter that is pending resolution in relation to an incident that occurred on the NIPSTA Campus in June 2009. He stated that he and NIPSTA legal counsel are working in cooperation to resolve the issue as expeditiously and as cost-effectively as possible.

In response to an inquiry by Chief Clemmensen, Mr. Lahey reported that the incident victim was not an Illinois resident. Nevertheless, there is an expectation that insurance coverage will provide NIPSTA with protection against significant loss.

B. Settlement/Resolution – Canadian Pacific Railway

Mr. Lahey presented a report of the conclusion of negotiations with the Canadian Pacific Railway. This has resulted in a \$100,000 payment to NIPSTA, stemming from an incident in November 2009. No further action by the Board of Directors is required.

VII. Other Business

A. Mid-Year Activity Report

Mr. Zaleski presented a summary report of NIPSTA activity measured in number of events, number of visitors, number of training programs, number of students, and number of candidates tested. On all of these metrics, NIPSTA is experiencing slightly less activity in 2011 as compared to the first half of 2010. However, second quarter activity in 2011 demonstrated a marked increase over first quarter activity in 2011.

B. NIPSTA Foundation Golf Classic

Mr. Lahey invited all members of the Board of Directors to participate in the Second Annual NIPSTA Golf Classic, which is scheduled on September 23, 2011 in Glenview. He explained that the half-day of golf, followed by a BBQ on the NIPSTA Campus, is an excellent networking opportunity. It also serves as a fundraising event for the NIPSTA Foundation.

VIII. Next Meeting

President Wiberg announced that the next meeting of the NIPSTA Board of Directors is scheduled on October 4, 2011 at 1:30 p.m. on the NIPSTA Campus.

IX. Adjournment

A motion was made by Chief Quinn to adjourn the meeting. The motion was seconded by Chief Berkowsky, and unanimously approved at 1:25 p.m.

Respectfully submitted,



Alan Wax
NIPSTA Secretary