

NIPSTA BOARD OF DIRECTORS MEETING MINUTES

June 7, 2011

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Jim Dominik	Wilmette Fire Department
Steve Noble	Village of Northfield
Paul Harlow	Village of Glencoe
Director Dave Mau	Glencoe Public Works Department
Diana Mikula	Village of Arlington Heights
Chief Wayne Globerger	Glenview Fire Department

The following NIPSTA member representatives were present:

Chief Rick Dobrowski	North Maine Fire Protection District
Chief Greg Klaiber	Evanston Fire Department
Chief Don Gould	Prospect Heights Fire Protection District
Chief Steve Borkowski	Niles Fire Department
Deputy Chief Ian Kazian	Deerfield-Bannockburn FPD
Chief Fred Friedl	Gurnee Fire Department
Chief Tom Friel	Morton Grove Fire Department
Al Rigoni	Village of Skokie
Deputy Chief Ron Eilken	Des Plaines Fire Department

Also present were NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, and John Blackburn (Swarztrauber & Company).

I. Call to Order

NIPSTA President Tim Wiberg called the meeting to order at 1:41 p.m. He announced that a quorum of NIPSTA Board Members was present.

II. Approval of Minutes

A motion was made by Chief Gould to approve the Minutes of the April 5, 2011 meeting of the NIPSTA Board of Directors. The motion was seconded by Ms. Mikula, and unanimously approved.

III. Treasurer's Report

A. FY 2010 Financial Audit

Treasurer Harlow introduced Mr. Blackburn (Swarztrauber & Company), who performed the audit of NIPSTA financial activity for the twelve-month period ending December 31, 2010. He presented the audit report and referenced his statement of a clean opinion. He noted that there were only four adjustments made to the year-end reports that were presented by staff to the Board of Directors earlier in the year.

The following issues were highlighted:

- Net assets decreased \$23,000 as a result of depreciation;
- Depreciation is not included in the NIPSTA annual budget due to it being a non-cash item, but depreciation is now referenced in the audit report as an operating expense;
- A report comparing the NIPSTA budget to actual revenues and expenses is included in the audit report, although this report is not required; and,
- NIPSTA advancements of funds to the NIPSTA Foundation are now classified as an investment, rather than an operating expense.

Mr. Blackburn commented on the footnotes included in the audit report, as well as two attachments that are required to be reported when such matters are identified:

- ▶ Statement of Significant Audit Findings
- ▶ Statement of Material Weakness and Significant Deficiency

A motion was made by Chief Friedl to accept the FY 2010 Financial Audit Report. The motion was seconded by Mr. Noble, and unanimously approved.

IV. Standing Committee Reports

A. Fire/EMS Training

Committee Chair Dominik reported that the Executive Committee has authorized the acquisition of fire service vehicles. This opportunity is particularly timely, he explained, because NIPSTA fire service training programs are expanding, and NIPSTA has recently learned that the Southwest United Fire Districts Academy will soon cease operations. Also, the addition of vehicles will support new training programs and reduce NIPSTA reliance on its members loaning vehicles for temporary use during training exercises. He explained that NIPSTA will soon acquire three ladder trucks from:

1. Village of Niles – A 1993 Pierce Lance 105' Tiller Truck to be accepted as a no-cost donation to NIPSTA.
2. City of Evanston – A 1990 Pierce 105' Aerial Tiller Ladder Truck to be acquired in exchange for \$12,000 in training tuition credit during a two-year period.
3. Village of Hillside – A 1986 Duplex/Grumman Aerial Cat Tower Ladder Truck to be acquired in exchange for a \$7,500 payment.

Chief Dominik also presented a summary report of the first-ever Family Focus Day, sponsored by the NIPSTA Foundation on May 1, 2011. This one-of-a-kind event was intended 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 was provided to an estimated 300 attendees. Informational resources and presentations were focused on topics such as nutritional guidance, financial planning, addictions and behavioral health issues, grief counseling, and more. Admission was free and included a children's play area, food and beverage service, and many door prizes. In all, the event was a success. It is expected to recur in 2011.

B. Public Works Training

Committee Chair Mau announced that NIPSTA was represented at the recent Conference and Expo of the Chicago Chapter of the American Public Works Association. This tradeshow provided an opportunity to increase awareness about NIPSTA training programs and facilities.

He also commented on the May 11th meeting of the Training Committee when members devoted attention to consideration of new training topics to be added to the schedule in 2011 and 2012. This discussion was in response to a recent member survey inquiring about training priorities.

C. Police/Law Enforcement Training

In the absence of the Committee Chair, Mr. Zaleski reported on the efforts of the Forensics Subcommittee, which has been engaged for the purpose of increasing police training activity on the NIPSTA Campus. The group is comprised of police officers and evidence technicians with forensics experience. Two Subcommittee meetings thus far have resulted in new ideas, such as introducing "Crime Scene Training Lab Days" and fostering cooperation with the Northeastern Illinois Regional Crime Laboratory.

Mr. Zaleski then reported that two driver training incidents occurred on consecutive days on the NIPSTA Driver Training Pad in May. This was the first time ever that vehicles and NIPSTA property sustained damage during police driver training. There were no personal injuries to the officers involved. Mr. Lahey added that the NIPSTA Ad Hoc Safety committee has been informed of the incidents and is conducting a thorough review of them in order to identify corrective actions that could be taken to avoid such incidents in the future.

D. Private Industry Training

In the absence of the Committee Chair, Mr. Lahey reported on the recently-concluded kick-off meeting of the Private Industry Training Committee. It was encouraging to have participation from representatives of various disciplines who shared a desire to increase NIPSTA training opportunities to the private sector. These ideas were discussed: school security training, hospital training, private aviation security, and tabletop exercises for business and industry. As a result of the discussion, NIPSTA has been invited to support the Central Suburban League High School Security Directors Association.

E. Finance and Administration

Committee Chair Noble announced that the summer meeting schedule of the Committee is devoted exclusively to development of the first-ever NIPSTA Statement of Financial Policies and Procedures. This document will put into writing the day-to-day practices and procedures that govern the fiscal management of NIPSTA.

Mr. Noble then presented Resolution 2011-1: Ascertaining Prevailing Rate of Wages for Laborers, Mechanics, and Other Workers Employed in Public Works Projects by NIPSTA. Chief Klaiber made a motion to approve Resolution 2011-1. It was seconded by Chief Friel, and unanimously approved.

F. Facilities and Grounds

Committee Chair Globerger reported that \$37,500 in funds from the Illinois Terrorism Task Force will be dedicated to making structural improvements on the NIPSTA Technical Rescue Training Prop. These repairs are consistent with repairs being performed on several other identical props located throughout the State. This effort is scheduled for completion in the fall.

Committee Chair Globerger reported that the NIPSTA Executive Committee last month authorized Tactical Design, LLC to proceed with the design and bidding phases 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. 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.

V. **Executive Director's Report**

Mr. Lahey reported that he is involved in two activities that provide recognition and awareness for NIPSTA at the national level:

- Illinois Fire Service Delegation to Washington, D.C. – He was invited to help represent the interests of the Illinois fire service at recent meetings with legislators on Capitol Hill. Several of them expressed interest in visiting NIPSTA to learn more about its training mission.
- Urban Area Security Conference in San Francisco, CA – He was invited to serve as a guest speaker to explain the unique intergovernmental partnership between NIPSTA and Cook County whereby more than 5,000 emergency responders have received homeland security training during the past six years.

VI. **Other Business**

A. NIPSTA Foundation Activity Report

Mr. Rigoni, President of the NIPSTA Foundation, reported about the mission of the NIPSTA Foundation, the current roster of Board Members, and the new invitees to the leadership team. The Foundation was recently successful in fundraising \$100,000 from the Illinois Tool Works Foundation, which is interested in fostering a partnership between the NIPSTA Foundation and the American Red Cross of Greater Chicago. It is hoped that this award will satisfy the \$100,000 Challenge Grant issued to the NIPSTA Foundation by the Rice Foundation last year.

B. Pending Litigation

Mr. Lahey reported to the Board of Directors that NIPSTA anticipates receiving formal notice of a lawsuit in which it will be a named defendant. News of the lawsuit was included in a recent edition of the *Chicago Sun Times*. Although he has no first-hand knowledge of the lawsuit, Mr. Lahey explained that it stems from an incident when a training participant was bitten by a police dog. The participant is an out-of-state police officer who was attending the annual training conference of the National Police Work Dog Association. This training event was held at NIPSTA in June 2009. NIPSTA was not involved in the event, except to serve as the venue. Mr. Lahey commented on the uncertain nature of legal affairs at this time. However, he announced that the NIPSTA Board of Directors will be informed of future legal matters.

C. Member Announcements

President Wiberg publicly congratulated Chief Borkowski on his recent appointment as Fire Chief of the Village of Niles.

President Wiberg requested that all Board Members keep the family of Des Plaines Fire Chief Alan Wax in their prayers following his recent unexpected loss of a sibling.

VII. Next Meeting

President Wiberg announced that the next meeting of the NIPSTA Board of Directors is scheduled on August 2, 2011 at 1:30 p.m. on the NIPSTA Campus.

VIII. Adjournment

A motion was made by Chief Gould to adjourn the meeting. The motion was seconded by Mr. Mau, and unanimously approved at 1:45 p.m.

Respectfully submitted,



Robert Lahey
NIPSTA Executive Director