

# **NIPSTA BOARD OF DIRECTORS MEETING MINUTES**

**October 4, 2011**

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
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
Paul Harlow	Village of Glencoe

The following NIPSTA member representatives were present:

Div. Chief Thomas Janetske	Evanston Fire Department
Chief Don Gould	Prospect Heights Fire Protection District
Chief Ian Kazian	Deerfield-Bannockburn FPD
Deputy Chief Jim Philip	Deerfield-Bannockburn FPD
Chief Alan Berkowsky	Winnetka Fire Department
Chief Steve Borkowski	Niles Fire Department
Chief Mark Nolan	Northbrook Fire Department
Battalion Chief Ed McGarry	Palatine Rural FPD
Lynn Seinfeld	Oakton Community College
Chief Steve Iovinelli	Franklin Park Fire Department
Director Mike Volling	Glencoe Department of Public Safety
Chief Patrick Tanner	Highland Park Fire Department
Chief Tom Friel	Morton Grove Fire Department
Jackie Streid	IRMA
Chief Rick Dobrowski	North Maine Fire Protection District
Barb Rizzo (at 2:05 pm)	Oakton Community College

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

## **I. Call to Order**

NIPSTA President Wiberg called the meeting to order at 1:38 p.m. He announced that a quorum of NIPSTA Board Members was present. He also welcomed Franklin Park Fire Chief Iovinelli and congratulated newly-appointed Deerfield-Bannockburn Fire Chief Kazian and Deputy Chief Philip.

## **II. Approval of Minutes**

A motion was made by Chief Gould to approve the Minutes of the August 2, 2011 meeting of the NIPSTA Board of Directors. The motion was seconded by Chief Czerwinski, and unanimously approved.

## **III. Treasurer's Report**

Treasurer Harlow commented that the third quarter financial reports are not yet available. However, he noted that all accounting of NIPSTA activity is being accomplished in 2011 using a new chart of accounts and new report formats. Although this makes financial comparisons to years past difficult, the new reporting system will allow for program-specific analyses to be completed. This, in turn, will provide valuable information that can guide future budgeting and strategic decision making. He presented a sample report summary of NIPSTA Candidate Testing/Training Programs and Services.

## **IV. Standing Committee Reports**

### **A. Fire/EMS Training**

Committee Chair Dominik reported that NIPSTA recently assisted the Illinois National Guard with Structural Collapse training. The Glenview facility was selected above other venues based upon previous experience with NIPSTA Rope Rescue training. Guard members were impressed by the training grounds and programs. They hope to return again in the future.

Chief Dominik announced that the 2011 Fire Service Leadership Lecture will feature John Norman, retired Deputy Chief of the New York City Fire Department. The event is scheduled on December 2, 2011 in co-sponsorship with IRMA and Oakton Community College. Included on the day-long agenda are a networking breakfast and luncheon, as well as a keynote presentation. More than 100 persons are expected to be in attendance.

Chief Dominik announced that NIPSTA firefighter candidate testing services include a new Ladder Climb Exercise. This event complies with a State statute enacted on August 4, 2011 mandating inclusion of an "operating at heights" test in the physical ability examination of firefighter candidates. He thanked Chief Czerwinski for his leadership in helping NIPSTA implement this new exercise. In response to an inquiry from Chief Berkowsky, Chief Czerwinski noted that the exercise occurs indoors on a 35-foot ground ladder. Chief Nolan commented that he has received a legal opinion suggesting that the Ladder Climb Exercise is optional for fire departments to include in their physical ability test. In response, Chief Czerwinski suggested that NIPSTA request an opinion on the matter from its own legal counsel.

### **B. Public Works Training**

In the absence of the Committee Chair, Mr. Zaleski reported on recent NIPSTA training programs focused on Confined Space Entry and Trench Safety. Both one-day sessions have been hosted on the NIPSTA Campus twice annually for the past seven years. The instruction provides public works employees with essential job skills.

Mr. Zaleski announced that plans are underway for the upcoming winter season, with Snowplow Driver Training scheduled later this week. Instruction for Medium and Heavy Duty Vehicles is planned on October 5<sup>th</sup>. Light Duty Vehicle training will be offered on October 6<sup>th</sup>. This series of half-day sessions includes classroom lectures and driving exercises on the NIPSTA pad. The programs address personal responsibility, job quality, workplace safety, and customer satisfaction. In addition to more than one dozen volunteer instructors, approximately 100 students are expected to participate again this year

C. Police/Law Enforcement Training

Committee Chair Kreis reported that a concerted effort was made to generate positive publicity for NIPSTA when a member of the staff of Pioneer Press newspapers was welcomed as a participant in police SIMUNITION training last month. A media reporter was engaged as an active participant in training exercises involving room clearing and building search procedures. He was placed alongside law enforcement officers in force-on-force scenarios. The news story was featured in the September 15, 2011 edition of the newspaper.

Chief Kreis reported on the first-ever Ground Search and Rescue training program delivered on the NIPSTA Campus last month. Forty persons, who are members of local Citizen Emergency Response Teams (CERT), participated in the weekend educational session. NIPSTA indoor and outdoor training grounds provided the ideal setting for the program. Chief Kreis announced that plans are being made for NIPSTA to serve as the venue for more volunteer search and rescue training in 2012.

D. Private Industry Training

In the absence of a Committee Chair, Mr. Lahey reported that the Intergovernmental Agreement with the Chicago Transit Authority has resulted in federal Incident Command System training being provided to CTA employees since mid-August. To date, more than 20 sessions have been delivered by NIPSTA instructors at the CTA offices in Chicago. There are several more programs scheduled thru mid-November.

Mr. Lahey also reported on NIPSTA training proposed for delivery to employees of Costco, Inc. This follows on the successful delivery of CPR/AED/First Aid Training to employees of the Glenview store earlier this year. It is hoped that future training sessions will be scheduled in Niles, Mount Prospect, and Chicago.

E. Finance and Administration

Committee Chair Noble reported that Committee members have authorized the update of the NIPSTA Employee Handbook. The original version of the document was approved by the Board of Directors in August 2006. The 2011 review and revision will help to ensure that the document is compliant with recent changes in employment law. The new Handbook will be presented for approval by the Board of Directors at a future meeting.

Committee Chair Noble commented on efforts begun to develop the new NIPSTA Budget for Fiscal Year 2012, which begins on January 1<sup>st</sup>. Revenues and expenses are anticipated to be in excess of \$1.4 million, which is similar to this year's plan. NIPSTA Bylaws require that a balanced budget proposal be presented to the Executive Committee in November. Thereafter, it will be submitted to the Board of Directors at its next regularly-scheduled meeting in December.

F. **Facilities and Grounds**

Committee Chair Globerger reported that work begins today to repair welds on the Technical Rescue Training Prop. These repairs are also necessary at nine other regional training sites in Illinois where a similar prop is located. The project will be completed during the next two months at a cost not to exceed \$37,500. This expense will be reimbursed to NIPSTA by the Illinois Terrorism Task Force, which provided the original funding for construction of the prop five years ago.

Chief Globerger noted that NIPSTA has recently acquired a ladder truck from the Village of Hillside Fire Department and a tiller truck from the Village of Niles Fire Department. These additions to the NIPSTA fleet have necessitated a more formal vehicle maintenance plan. Committee members are working cooperatively with members of the Firefighter Academy Advisory Committee to solicit proposals from persons who are qualified to provide these much-needed support services. The goal is to put in place a process that will result in all NIPSTA vehicles being well-maintained for frequent use during training programs. Additionally, NIPSTA will develop a vehicle operator use policy to govern access to vehicles by instructors and staff.

V. **President's Report**

A. Visit by Cook County President Toni Preckwinkle

Mr. Wiberg reported that Cook County Board President Preckwinkle was the guest of honor to deliver a presentation during the most recent graduation ceremony of the NIPSTA Firefighter Academy. He noted that her comments were well-received by more than 150 persons in attendance. He also stated that the ceremony was an impressive display by candidates, instructors, and staff.

Mr. Wiberg reported that he had time prior to the graduation ceremony to meet with Michael Masters, Executive Director of the Cook County Department of Homeland Security and Emergency Management. The meeting provided an opportunity for NIPSTA to request renewal of the intergovernmental agreement between the two agencies so that essential training may continue to be delivered throughout the suburban area. Both parties are eager for this matter to get resolved soon.

B. Visit by Congressman Bob Dold

Mr. Wiberg reported that Congressman Bob Dold was hosted on Campus last month by a few members of the Executive Committee. The gathering and dialogue provided an opportunity to share the vision for NIPSTA's future, and to invite the Congressman's support of it. The Congressman complimented NIPSTA as a unique model for intergovernmental cooperation and emergency preparedness. Mr. Wiberg invited all members of the Board of Directors to consider inviting their local, state, and federal elected officials for a NIPSTA site visit at any time.

VI. **Executive Director's Report**

Mr. Lahey presented a report of recent activity by the Board of Directors of the NIPSTA Foundation. In response to an inquiry by Chief Berkowsky, Chief Nolan offered to seek support for the Foundation from Northbrook-based Underwriters Laboratories, Inc.

## **VII. Other Business**

### **A. Nominating Committee Report**

Mr. Wiberg invited Ms. Mikula to present the Nominating Committee Report. She summarized efforts that have been completed to recruit new members of the Committee. A motion was made by Chief Nolan to approve the Committee roster, as presented by Ms. Mikula. Following a second of the motion by Chief Wax, it was unanimously approved. Thereafter, Ms. Mikula requested that members of the Board of Directors submit officer nominations no later than November 15<sup>th</sup>.

### **B. Board of Directors Membership**

Chief Dobrowski announced the passing of Paul Morrison, Trustee of the North Maine Fire Protection District and NIPSTA Board Delegate. He was an ardent supporter of the NIPSTA training mission during his years as a member of the Board of Directors. Mr. Wiberg expressed condolences on behalf of the entire NIPSTA membership.

## **VIII. Next Meeting**

President Wiberg announced that the next meeting of the NIPSTA Board of Directors is scheduled on December 6, 2011 at 1:30 p.m. on the NIPSTA Campus.

## **IX. Adjournment**

A motion was made by Chief Berkowsky to adjourn the meeting. The motion was seconded by Chief Gould, and unanimously approved at 2:30 p.m.

Respectfully submitted,



Alan Wax  
NIPSTA Secretary