

# NIPSTA EXECUTIVE COMMITTEE 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
David Mau	Glencoe Public Works Department
Paul Harlow	Village of Glencoe
Steve Noble	Village of Northfield
Chief Alan Wax (at 11:43 a.m.)	Des Plaines Fire Department
Chief Jim Dominik	Wilmette Fire Department
Lynn Seinfeld	Oakton Community College

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

I. Call to Order

In the absence of the NIPSTA President, Vice President Czerwinski called the meeting to order at 11:39 a.m.

II. Approval of Minutes

Interim Chief Kreis made a motion to approve the Minutes of the Executive Committee meeting on March 1, 2011. The motion was seconded by Mr. Mau and unanimously approved.

III. Treasurer's Report

A. Financial Reports

Treasurer Harlow presented the financial reports for the three-month period ending March 31, 2011. He noted that these reports reflect NIPSTA activity that is close to projections included in the annual budget.

A motion was made by Mr. Noble to approve the first quarter financial reports. The motion was seconded by Chief Dominik, and unanimously approved.

B. Check Register – February and March 2011

Treasurer Harlow presented the report of expenditures paid during February and March 2011. In response to his inquiry about payment to the NIPSTA Foundation, Mr. Lahey explained that \$6,200 in donations received by NIPSTA for the upcoming Family Focus Day (May 1, 2011) was being remitted to the NIPSTA Foundation because the event is sponsored by the NIPSTA Foundation – not NIPSTA. On a related matter, Mr. Harlow requested that a policy be considered about how to keep track of funds owed by the NIPSTA Foundation to NIPSTA. Mr. Lahey commented that the amount owed is included as an asset on the NIPSTA Balance Sheet.

A motion was made by Chief Dominik to approve the February and March check register. The motion was seconded by Mr. Mau, and unanimously approved.

C. 2010 Audit Work Plan

Mr. Lahey presented the Audit Work Plan, which is the timeline for activity in relation to the annual financial report. He announced that the auditor's fieldwork is now complete. Scheduled for completion this month is the Management's Discussion and Analysis document and the draft financial report, which will be presented to the NIPSTA Finance and Administration Committee on April 15, 2011.

IV. Standing Committee Reports

A. Police/Law Enforcement Training Committee

Committee Chair Kreis announced that the National Center for Missing and Exploited Children (NCMEC), based in Alexandria, VA, delivered two sold-out programs at NIPSTA last month. He explained that this training does not provide new revenue to NIPSTA, but may serve as the foundation for a future mutually-beneficial relationship, in spite of uncertainties that surround the future Federal funding of NCMEC programming.

Interim Chief Kreis reported that he and Gurnee Police Chief Robert Jones are working together to build better relations with the Illinois Law Enforcement Standards and Training Board. The goal is to initiate discussions that will help expand NIPSTA training for law enforcement personnel.

B. Fire/EMS Training Committee

Committee Chair Dominik reported on recent activity, including: a new cell tower rescue program, firefighter candidate testing, and 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. Ms. Seinfeld offered to donate a door prize from Oakton Community College in support of the event.

C. Public Works Training Committee

Committee Chair Mau reported on recent activity, including a chainsaw safety training program in Lake County, and renewed activity on the NIPSTA Driver Training Pad now that the winter season has concluded.

D. Facilities and Grounds Committee

In the absence of the Committee Chair, Mr. Lahey reported that a formal Request for Proposal has been issued for landscape services on the NIPSTA Campus. The three-year agreement with the previous vendor expired in 2010. He noted that a recommendation for a new agreement will be forthcoming from the Committee next month.

Mr. Lahey then presented a Proposal for Construction Management and Design Services for Additional Classroom Space, which was submitted by Tactical Design/Tactical Structures LLC. Discussion among Executive Committee members resulted in questions about the scope of the project, as well as the cost. Specifically, there was a request for clarification that this proposal would result in a final product that would be a new NIPSTA classroom. Furthermore, it was suggested that a more detailed breakdown be provided of construction costs and consultant/engineering fees. Lastly, there was consideration given to expanding the budget for the project in order to maximize its potential. Pending receipt of responses to these inquiries, there was consensus support among Executive Committee members to defer action on this proposal. A follow-up report was requested at next month's meeting.

E. Private Industry Training Committee

Committee Chair Seinfeld announced that the kick-off meeting of the Private Industry Training Committee is scheduled on April 21, 2011. Twelve prospective Committee members have been invited to attend. She welcomed any suggestions by Executive Committee members about items for discussion to be included on the meeting agenda later this month.

F. Ad Hoc Safety Committee

In the absence of the Committee Chair, Mr. Lahey referred Executive Committee members to a summary report of recent committee activity.

G. Finance and Administration Committee

Committee Chair Noble referenced a summary report of recent Committee activity, including review of the first draft of the updated Statement of Financial Policies, and a welcome to new Committee members from Morton Grove and Wilmette.

V. Executive Director's Report

A. Cook County Department of Public Health Proposal

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.

Discussion among NIPSTA Executive Committee members resulted in a motion made by Interim Chief Kreis to recommend approval of the MOA by the NIPSTA Board of Directors. The motion was seconded by Chief Dominik, and unanimously approved.

B. Illinois Fire Service Delegation to Washington, D.C.

Mr. Lahey reported that he will travel next week to Washington, D.C. as a member of a delegation that has scheduled one day of meetings on Capitol Hill. This is for the purpose of sharing with federal legislators the issues and concerns of the fire service in Illinois. The group is being led by the Illinois Fire Chiefs Association, but includes personnel from local fire departments, as well as training organizations throughout the State. It is anticipated that these meetings will provide NIPSTA with an opportunity to increase awareness about its critical training mission.

C. NIPSTA Foundation Report

Mr. Lahey presented a summary report of more than \$500,000 in grant applications that have been submitted thus far in 2011 by the NIPSTA Foundation in its continuing effort to raise the necessary \$100,000 in matching funds for the challenge grant awarded by the Rice Foundation. Additional opportunities will be pursued, as well, under the direction of the NIPSTA Foundation Board of Directors.

Executive Committee members recessed for lunch from 12:45 p.m. until 12:58 p.m.

VI. President's Report

A. Executive Committee Meeting Schedule

In the absence of the NIPSTA President, Vice President Czerwinski deferred this matter to a future meeting of the Executive Committee.

B. Executive Session: Potential Litigation and Personnel

At the request of Vice President Czerwinski, a motion was made by Chief Dominik to enter into executive session to address a matter of potential litigation and a personnel matter. The motion was seconded by Interim Chief Kreis and unanimously approved.

The executive session began at 1:03 p.m. The open session of the Executive Committee reconvened at 1:25 p.m.

VII. Other Business

A brief discussion was held regarding membership fees, partnership levels, and other considerations if an agency chose to withdraw from NIPSTA, but then years later chose to return. The Finance and Administration Committee will add this to their list of items to discuss.

VIII. Next Meeting

Vice President Czerwinski announced that the next meeting of the NIPSTA Executive Committee is scheduled on May 3, 2011 at 11:30 a.m.

IX. Adjournment

A motion was made by Chief Wax to adjourn the meeting. The motion was seconded by Mr. Mau and unanimously approved at 1:27 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Alan G. Wax".

Alan G. Wax  
NIPSTA Secretary