

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**August 3, 2010**

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Joe DeLopez (at 11:45)	Winnetka Police Department
Chief Alan Wax	Des Plaines Fire Department
Chief Jim Dominik	Wilmette Fire Department
Chief Wayne Globerger (until 12:12)	Glenview Fire Department
Deputy Chief Patrick Kreis (at 11:45)	Winnetka Police Department
David Mau	Glencoe Public Works Department
Diana Mikula	Village of Arlington Heights
Steve Noble	Village of Northfield
Lynn Seinfeld	Oakton Community College

Also present were Ad Hoc Safety Committee Chairman Bill Hooker of the Park District Risk Management Agency (PDRMA), North Regional Major Crimes Task Force (NORTAF) Chairman Chuck Wernick of the Northbrook Police Department, NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, and Intern Amanda Scripture.

I. Call to Order

NIPSTA President Wiberg called the meeting to order at 11:35 a.m.

II. Approval of Minutes

Chief Dominik made a motion to approve the Minutes of the Executive Committee meeting on June 1, 2010. The motion was seconded by Ms. Mikula and unanimously approved.

III. Past President's Report

A. NORTAF Space Needs and Facility Use

Chief De Lopez introduced Chief Wernick as the NORTAF President. NORTAF has identified that there are concerns regarding the space that they rent at NIPSTA in the Field Training Facility. One concern is that the NORTAF area is not secure – often attendees at other training events use the NORTAF area as a seating area. This is a particular concern during the period when cases are being worked. NORTAF is hoping to reach an agreement with NIPSTA to be able to isolate the office/storage space they currently use (not seeking additional space for this purpose). Following discussion, the consensus of the Committee was for Staff to have discussions with NORTAF to seek a solution. Involved in the discussions should be representatives of the Facilities and Grounds Committee. Additionally, the NIPSTA architect (Len Enz) should be consulted.

Additionally, NORTAF has requested consideration of a different pricing structure for their use of the Crime Scene Training Laboratory during team activations (as opposed to team training, for which they are comfortable with the terms of the current independent contractor license agreement). After much discussion, and recognizing that this is a complicated issue with many implications, the consensus of the Committee was for the Finance and Administration Committee to address this issue.

B. NIPSTA/NEMRT Collaboration

Chief De Lopez wanted to make note of this collaboration, which is creating classes at NIPSTA to benefit the law enforcement community. This has been a sought-after partnership for several years, and it is finally coming to fruition, with additional classes anticipated in the future due to ongoing discussions. More information was offered in the Law Enforcement Training Committee report.

IV. Treasurer's Report

A. FY 2010 Mid-Year Financial Reports

In the absence of NIPSTA Treasurer Harlow, and noting that there was no July 2010 Executive Committee meeting, Director Lahey presented the Balance Sheet and the Statement of Profit and Loss for the first six months of 2010. He noted that the financial picture is positive, and that, despite the economy and associated challenges, the organization is in a good financial situation. The report reflects Net Income of \$70,391, which is the year-to-date amount by which revenue exceeds expenditures.

It can be seen that, while revenues exceed the budget by 2.5%, expenses have come-in 2.5% below budget. The candidate services and training revenues continue to do extremely well. Facility rentals have lagged behind projections – mostly due to NIPSTA hosting fewer IRMA driver training programs due to low levels of student enrollments.

President Wiberg noted that the sale of NIPSTA merchandise was going well.

A motion was made by Chief Wax to approve the mid-year financial reports. The motion was seconded by Ms. Mikula, and unanimously approved.

B. Check Register – June and July 2010

In the absence of Treasurer Harlow, Director Lahey referred Executive Committee members to the report of expenditures during the past two months. A motion was then made by Deputy Chief Kreis to approve the Check Register. The motion was seconded by Chief De Lopez, and unanimously approved.

C. Bad Debt Expense Report

For 2009, the allowance for bad debt was \$15,000. Director Lahey, referring to a memo on the subject (Attachment 5 of the Agenda), reported that, following the annual audit, an evaluation of outstanding accounts receivables was conducted. An aggressive effort to collect these debts has been successful. Staff recommends that the "Allowance for Doubtful Accounts" be reduced for 2010 to \$7,500 in the organization's financial statements. Discussion ensued.

Director Lahey noted that the last item in the document, a recommended reduction in charges of \$30,400, reflects the \$1,000-per-day settlement between NIPSTA and the Canadian Pacific Railway for driver pad use for equipment staging following the Shermer Road train derailment in November 2009.

Chief DeLopez and President Wiberg expressed concern about the several “lack of accurate recordkeeping” references on past receivable items, and sought assurance that processes now in place will avoid such discrepancies for the future. Director Lahey assured him that such was the case.

Director Lahey noted that, to reduce future potential uncollectible receivables, course completion certificates are not issued to independent students (not personnel of public safety agencies) until payment is received. In some cases, they may not start class unless they are paid.

Chief Wax moved to reduce the Allowance for Bad Debts in the 2010 Financial Reports to \$7,500. The motion was seconded by Deputy Chief Kreis and unanimously approved.

Deputy Chief Kreis moved to write-off \$32,862.50 as uncollectible, as described in the Staff memo labeled “Attachment 5” in the agenda. The motion was seconded by Mr. Noble and unanimously approved.

D. Advocate Lutheran General Hospital Membership

Director Lahey advised the Committee members that affiliate member Advocate Lutheran General Hospital (LGH) notified NIPSTA staff that LGH would not be renewing membership for this year. The leadership of the Public Safety Department, who was actively involved in NIPSTA, was recently replaced at the hospital. In response to an inquiry, NIPSTA staff advised that LGH employees had not yet participated in any training at NIPSTA during 2010 that were charged at Affiliate Member rates. It was noted that Private Industry Committee Chairperson, Lynn Seinfeld, has contact with the LGH human resources director, and thus it is anticipated that there will be further discussions with LGH as part of the work of that Committee.

A short recess was taken for lunch, from 12:53 p.m. until 1:01 p.m.

V. Standing Committee Reports

A. Finance and Administration Committee

Committee Chair Noble presented the draft version of the public handout describing the benefits of NIPSTA membership. This was created after numerous discussions by the Committee, and reflects near-completion of one of the Committee’s long-standing and major special projects. The Executive Committee members agreed that this was an excellent, useful document. It was also noted that this document would continue to be updated as programs and partnerships develop and change through the years. Chairman Noble noted that the Finance and Administration Committee is next scheduled to meet on August 27, 2010. Therefore, any suggestions on the pamphlet are to be submitted to staff by that date.

In response to an inquiry by Chief Wax, Mr. Noble stated that the Balance Sheet line item "Allowance for Doubtful Accounts" will be updated later this month based upon anticipated receivables that will not be collected in 2010.

#### B. Police/Law Enforcement Training Committee

Committee Chair Kreis referred Executive Committee members to the Police/Law Enforcement Training Committee update report included in the agenda, and provided a brief synopsis of said update report.

As previously reported in these minutes, training in collaboration with NEMRT has begun, and more is coming. A Forensics Subcommittee has been established, led by George Scharm (OCC) and Tony Matheny (Northbrook PD). Due to the program's success, additional POWER Test proctors were recruited and trained recently.

The next Committee meeting is on October 14, 2010.

#### C. Fire/EMS Training Committee

Committee Chair Dominik referenced the report of recent Committee included in the agenda. In reporting on the Trauma/EMS program, he advised that attendance set a record, and reminded everyone that this was an early NIPSTA initiative that has continued to grow annually. He also acknowledged the partnership with Oakton Community College (OCC) in hosting the event and providing a venue.

Chairman Dominik advised that a NIPSTA Firefighter II Academy session is underway – due to limited enrollment, the profit margin is very tight. As the economy eases and fire departments start hiring again, it is hoped that this will not be as much of an issue, as the NIPTSA Firefighter Academy is growing to be the premier academy in the region, far exceeding the minimum certification requirements. In order to increase the potential student population, and to add a valued service for firefighter candidates and fire departments that may hire them in the future, NIPSTA will begin accepting a small number of non-fire-department-affiliated candidates in 2011. There will be an increased cost for those candidates, as there would be additional costs to NIPSTA (due to the need to supply gear and other items that department-affiliated candidates have).

Chairman Dominik reported that, along with the Police/Law Enforcement Training Committee, a "Family Focus Day" is being planned for November 6, 2010 on the NIPSTA Campus, in association with the Illinois Fire Chiefs' Association, and as part of efforts associated with one of the International Association of Fire Chiefs' Life Safety Initiatives. NICOR Gas Company has graciously offered to underwrite the entire cost of the event, and also provide advertising of the event to potential attendees. Attendees include fire department personnel, police department personnel, public safety telecommunicators (dispatchers), and emergency room doctors and nurses.

The Committee's next meeting is September 9, 2010.

#### D. Public Works Training Committee

Committee Chair Mau referenced the report of Committee activities and news, which was included in the agenda, and provided an overview of the reported items. Particularly noted were the excellent reviews of the Driver Simulation Training for Public Works Personnel class.

The next Committee meeting is August 11, 2010.

#### E. Facilities and Grounds Committee

Committee Chair Globerger was urgently called away from the meeting earlier, and thus was not present to provide a report. Because there was an extensive and comprehensive report to be delivered at the Board of Directors meeting following this Executive Committee meeting, a report was not provided beyond a quick reference by Director Lahey to the written update included in the agenda.

The Committee's next meeting is August 26, 2010.

#### F. Private Industry Training Committee

Committee Chair Seinfeld reported that a kick-off meeting of the newly-established Private Industry Advisory Council is scheduled on September 2, 2010 at NIPSTA. The purpose of the Advisory Council is to provide strategic direction to NIPSTA about how the Academy can assist private industry with training programs, campus access, and other specialized services. Following the meeting, an "open house" event will be held at NIPSTA for private industry representatives. Ms. Seinfeld provided a list of several participating companies in the meeting next month.

Chairwoman Seinfeld also distributed a pamphlet that can be used for marketing NIPSTA to private industry. Input on this document was requested.

President Wiberg reiterated his thoughts about what a positive addition this Committee will be to the long-term viability of NIPSTA.

#### G. Ad Hoc Safety Committee

Committee Chair Hooker referenced the report of Committee activities, which was included in the agenda. He reported that the Intergovernmental Risk Management Agency (IRMA), of which NIPSTA is a new member, conducted an on-site safety and hazard survey on July 12, 2010. The purpose of the visit was to identify life safety and fire regulatory hazards. Results of the survey are expected in mid-August.

Chairman Hooker reported that, following a flurry of start-up activity, the Committee activity slowed somewhat as the IRMA membership was being initiated. This was intentional to avoid duplication of Committee activities with services provided to members by IRMA. Now that the IRMA membership is established, the Safety Committee members are looking forward to renewing their activity at the next Committee meeting on August 11, 2010.

VI. Executive Director's Report

A. Canadian Pacific Railway Update

Director Lahey advised that, in negotiations with the railroad, as authorized by the Executive Committee, a settlement agreement has been reached for the railroad's use of the NIPSTA driver training pad for equipment storage following the freight train derailment on Shermer Road in November 2009. The agreement is for \$20,000, which represents approximately \$1,000 per day of use. A check for this amount has been received from the railroad. Still to be resolved is the issue of the railroad's payment for damage to the driver training pad during the use. In response to a question by Ms. Mikula, Director Lahey advised that NIPSTA's estimate of damage to the pad is \$300,000.

B. Six-Month Activity Report

Due to meeting time running short, this was presented by Director Lahey without discussion. Any discussion could be held as this same report was to be presented at the Board of Directors meeting following this Executive Committee meeting.

VII. Other Business

Included in the agenda was a press release regarding the third annual NIPSTA Public Safety Awareness Day, to be held on September 12, 2010. Due to time running short, discussion on this topic was deferred to the Board of Directors meeting held after this Executive Committee meeting.

VIII. Next Meeting

Mr. Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, September 7, 2010 at 11:30 a.m.

IX. Adjournment

A motion was made by Chief Wax to adjourn the meeting. The motion was seconded by Chief DeLopez and unanimously approved at 1:34 p.m.

Respectfully Submitted,



Alan G. Wax  
NIPSTA Secretary