

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

August 2, 2011

The following Executive Committee members were present:

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

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

I. Call to Order

In the absence of the President, Vice President Czerwinski called the meeting to order at 11:37 a.m. Chief Czerwinski extended congratulations to Patrick Kreis, who was recently appointed as the Winnetka Police Chief.

II. Approval of Minutes

Chief Dominik made a motion to approve the Minutes of the Executive Committee meeting on June 7, 2011. The motion was seconded by Ms. Mikula, and unanimously approved.

III. Treasurer's Report

A. 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.

Mr. Noble stated that he was pleased with the new format of the reports, but he reminded Executive Committee members that the new chart of accounts that is being utilized in 2011 will make financial comparisons to years past difficult, because NIPSTA activities are being recorded differently now.

Mr. Lahey commented that 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. Samples of these reports will be provided at future meetings of the Executive Committee.

Ms. Mikula requested that the narrative reports accompanying the financial reports be placed in a sequential order so that one follows the other in future agenda packets (balance sheet narrative precedes the balance sheet and P & L narrative precedes the P & L report).

Mr. Noble made a motion to approve the mid-year financial reports. The motion was seconded by Chief Wax, and unanimously approved.

B. Check Register: April – June 2011

Mr. Lahey presented the report and noted that this document is also in a new format, which includes a listing of checks in numerical order, rather than dollar value. Mr. Noble commented that this format is desirable for internal control purposes because it highlights the gaps in sequential order of checks issued. These are explained in the narrative document that accompanies the report.

There was discussion among Executive Committee members about an alternative report format, which would provide a listing of check disbursements that is sorted according to the payee, or vendor (with sub-totals per payee/vendor). There was a consensus request from Executive Committee members for receipt of future check register reports in this format.

In response to an inquiry by Chief Kreis, Mr. Lahey explained that two checks issued to a NIPSTA instructor in identical amounts were for the purpose of making payment to him in a timely manner when both the NIPSTA President and NIPSTA Treasurer were unavailable to co-sign a single check in an amount that would have exceeded \$1,000.

Mr. Noble made a motion to approve the check register for April, May, and June 2011. The motion was seconded by Chief Globerger, and unanimously approved.

Executive Committee members recessed for lunch from 12:00 p.m. until 12:10 p.m.

IV. Standing Committee Reports

A. Police/Law Enforcement Training Committee

Committee Chair Kreis reported on recent Committee activity that was summarized in the Committee's report included in the agenda packet:

- Meeting at NIPSTA with the Executive Director of the Illinois Law Enforcement Standards and Training Board on July 11, 2011; and,
- New scenario-based training available to local police departments in a format that allows the instruction to be delivered by NIPSTA at off-site locations.

Chief Kreis also commented on recent meetings that have been hosted by NIPSTA with its instructors who deliver the Illinois POWER Test. This provided an opportunity to explain to them a new set of expectations about their roles and responsibilities as test proctors to thousands of candidates for police officer positions. It was also announced to them that they will be relied upon more heavily to perform functions that had been accomplished previously by NIPSTA staff.

B. Fire/EMS Training Committee

Committee Chair Dominik reported on recent Committee activity that was summarized in the agenda's Committee report:

- Updates from the recently-concluded winter and spring sessions of the Firefighter Academy;
- Announcement of the largest-ever session of the Firefighter Academy;
- Acquisition of fire apparatus from Niles and Hillside, but not yet from Evanston; and,
- Recap of the 2011 Trauma/EMS Symposium, which was attended by more than 200 persons last month at Oakton Community College.

C. Public Works Training Committee

In the absence of the Committee Chair, Vice President Czerwinski summarized the agenda's report of recent Committee activity.

D. Facilities and Grounds Committee

Committee Chair Globerger reported on recent Committee activity that was summarized in the agenda's Committee report:

- Classroom renovation project;
- Repairs to the Technical Rescue Prop; and,
- Village of Glenview request for NIPSTA to construct landscape berms.

Vice President Czerwinski requested that immediate follow-up with the NIPSTA architect/engineer (Tactical Design, Inc.) be initiated in order to ensure that the repairs to the Technical Rescue Prop are completed in the fall 2011, as is required by the grant agreement for this project.

E. Private Industry Training Committee

Vice President Czerwinski announced the resignation of Committee Chair Lynn Seinfeld (Oakton Community College) effective July 6, 2011. Mr. Lahey 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. Vice President Czerwinski expressed regret that Lynn had to step-down as chair due to her new role and associated responsibilities at OCC, and expressed appreciation for all of Lynn's contribution, as well as recognition that Lynn will continue to contribute as an active member of the 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 would generate \$96,000 in revenue for NIPSTA and be documented in an intergovernmental agreement between NIPSTA and the CTA. A motion was made by Chief Wax to recommend approval by the NIPSTA Board of Directors of the proposed intergovernmental agreement. The motion was seconded by Chief Kreis, and unanimously approved.

F. Ad Hoc Safety Committee

In the absence of the Committee Chair, Vice President Czerwinski summarized the agenda's report of recent Committee activity.

G. Finance and Administration Committee

Committee Chair Noble reported that recent meetings of the Committee in May and June were devoted exclusively to the development of a new NIPSTA Statement of Financial Policies and Procedures. The document will be reviewed in first DRAFT form at the next Committee meeting on August 12, 2011.

V. Vice President's Report

Vice President Czerwinski presented for discussion a 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.

Discussion among Executive Committee members resulted in consensus support for the proposed Work Plan. Furthermore, Ms. Mikula volunteered to accept the role of Committee Chair. Vice President Czerwinski expressed his appreciation and committed support to her from the NIPSTA staff.

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.

B. Cook County Department of Public Health Training Program

Mr. Lahey updated Executive Committee members about an intergovernmental agreement with the Cook County Department of Public Health that was approved by NIPSTA earlier in the year. The pact was authorized so that NIPSTA would serve in an administrative support role to the County in relation to a one-day training conference to be delivered in July 2011.

Mr. Lahey reported that the conference has been postponed at the request of the County. However, NIPSTA will be compensated for services rendered in support of the program. Furthermore, this NIPSTA-County relationship may be renewed in the future when the training program is re-scheduled at a later date.

C. Mid-Year Activity Report

Mr. Lahey 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.

D. 2011 Performance Goals Progress Report

Mr. Lahey presented a six-month report regarding performance goals and objectives that were proposed by him for accomplishment in 2011. There was consensus among Executive Committee members that the report was a positive reflection of NIPSTA activity and progress.

VII. Other Business

Mr. Lahey presented a report of recent action by the Board of Directors of the NIPSTA Foundation whereby it was decided that Public Safety Awareness Day would not be hosted by the Foundation in 2011. The reasons cited were a lack of Foundation resources, sensitivity to the limitation of NIPSTA members' resources, insignificant fiscal impact, and Family Focus Day, which was an alternative event scheduled for the first time in 2011.

Discussion among Executive Committee members resulted in support for this decision. Other events in Vernon Hills and Gurnee were identified as serving a similar purpose as Public Safety Awareness Day. It was suggested that NIPSTA support these events, and police/fire department open house events, by having a display/exhibit at these sites.

VIII. Next Meeting

Vice President Czerwinski announced that the next meeting of the NIPSTA Executive Committee is scheduled on September 6, 2011 at 11:30 a.m.

IX. Adjournment

A motion was made by Chief Dominik to adjourn the meeting. The motion was seconded by Chief Kreis and unanimously approved at 1:15 p.m.

Respectfully Submitted,

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

Alan Wax
NIPSTA Secretary