

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**February 2, 2010**

The following Executive Committee members were present:

|                            |                                 |
|----------------------------|---------------------------------|
| Tim Wiberg                 | Village of Lincolnwood          |
| Chief Joe De Lopez         | Winnetka Police Department      |
| Chief Alan Wax             | Des Plaines Fire Department     |
| Diana Mikula               | Village of Arlington Heights    |
| Chief Wayne Globerger      | Glenview Fire Department        |
| Chief Ralph Czerwinski     | Skokie Fire Department          |
| Paul Harlow                | Village of Glencoe              |
| Deputy Chief Patrick Kreis | Winnetka Police Department      |
| Andy DeMonte               | Morton Grove Public Works Dept. |

Also present were NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, Park Ridge Fire Chief Craig Gjelsten, Glencoe Public Works Director David Mau, and Northfield Finance Director Steve Noble.

I. Call to Order

NIPSTA President Wiberg called the meeting to order at 11:34 a.m. He asked all attendees to introduce themselves and welcomed three individuals who will be presented for appointment later in the day as new chairs of NIPSTA standing committees. He also thanked Mr. De Monte for his service as Chair of the Public Works Training Committee during the past two years.

II. Approval of Minutes

Referencing the Minutes from the January meeting of the NIPSTA Executive Committee, Mr. Wiberg requested that future agendas include a written report from the Ad Hoc Safety Committee. Mr. De Monte then made a motion to approve the Minutes of the Executive Committee meeting on January 5, 2010. The motion was seconded by Deputy Chief Kreis and unanimously approved.

III. Treasurer's Report

A. FY 2009 Year-End Financial Report

NIPSTA Treasurer Harlow presented the Statement of Profit and Loss for the twelve-month period ending December 31, 2009. He noted that the data is updated from last month, and is still unaudited. In all, however, revenues exceeded expenses in 2009.

Treasurer Harlow commented on the following highlights in the report:

- Facility Rental revenue is 96% above the budgeted amount as a result of Canadian Pacific Railway facility use in November 2009;
- Tuition Revenue is 99% of the budgeted amount in spite of several training programs being cancelled due to low enrollment during the second half of the fiscal year. These losses were offset by gains realized from the Firefighter Academy during the summer 2009;
- Training Expense is \$131,000 above the budgeted amount as a result of the start-up of the Firefighter Academy; and,
- Tuition revenue for Fire/EMS training far outpaces receipts from police and public works training, which is evidence of the need to make improvements in those areas.

B. Check Register – January 2010

Treasurer Harlow referred Executive Committee members to the summary report prepared by NIPSTA staff. In response to an inquiry by Chief De Lopez, Mr. Lahey explained that the Illinois MABAS Feasibility Study is not yet complete, as NIPSTA is awaiting a response about whether or not the NIPSTA venue is appropriate for the needs of MABAS. Then, in response to an inquiry by Deputy Chief Kreis, Mr. Lahey explained that payment to Reichart Consulting Group was for two days of instruction during the Fire Officer Program.

A motion was made by Chief De Lopez to approve the Check Register. The motion was seconded by Mr. De Monte, and unanimously approved.

IV. Standing Committee Reports

A. Finance and Administration Committee

Committee Chair Harlow referred Executive Committee members to a summary report of recent Committee activity. He commented on two Committee priorities in 2010: 1.) Review and update the NIPSTA *Statement of Financial Policies*; and, 2.) Develop a *Statement of Membership Benefits*.

Mr. Harlow also commented on a report of 2009 NIPSTA Facility Use that was requested of staff by Committee members. Highlights included:

- Limitations on the use of the Technical Rescue Prop pending repair of a fourth-floor safety railing. Furthermore, the decision by the Illinois Fire Service Institute to suspend delivery of technical rescue programs has necessitated NIPSTA to develop its own on-site programs; and,
- Anticipated new use of the Driver Training Simulators in 2010 with the curriculum that was developed in 2009 in cooperation with Oakton Community College.

B. Police/Law Enforcement Training Committee

Committee Chair Kreis referred Executive Committee members to a summary report of recent Committee activity. He noted that he has contacted those Committee members who have been absent from meetings recently in order to encourage their attendance at upcoming quarterly gatherings.

C. Fire/EMS Training Committee

Committee Chair Czerwinski referred Executive Committee members to a summary report of recent Committee activity. He noted that the Firefighter Academy began in mid-January with twelve students, but one person withdrew after just five days. In response, NIPSTA will apply a 50% refund credit to enrollment in a future Academy.

The eight-week Academy program has recently benefitted from two new grants that have financed the acquisition of training equipment. Chief Czerwinski also reported that the Academy instructors have voluntarily accepted a 20% reduction in their compensation in order to preserve a favorable student-to-instructor ratio. Ms. Mikula suggested that a note of thanks be sent to all instructors in recognition of their commitment to the success of the Firefighter Academy. The Committee agreed by consensus on this course of action.

D. Public Works Training Committee

In recognition of Mr. De Monte's attendance at his final Executive Committee meeting, Mr. Wiberg thanked him for his contributions to the public works curriculum during the past two years.

E. Facilities and Grounds Committee

Committee Chair Globerger referred Executive Committee members to a summary report of recent Committee activity.

V. Executive Director's Report

A. NIPSTA Membership Application to IRMA

Mr. Lahey referred Executive Committee members to a summary report of the issue related to NIPSTA membership with the Intergovernmental Risk Management Agency (IRMA). Mr. Wiberg added that he has submitted correspondence from the Village of Lincolnwood, an IRMA member, in support of the application. He also commented that NIPSTA would not be eligible for any waiver of the IRMA policy that calls for a minimum annual premium of \$50,000.

B. Canadian Pacific Railroad Train Derailment

Mr. Lahey reported on the matter related to NIPSTA facility use by the Canadian Pacific Railway following a train derailment on November 1, 2009. Recently, railway officials visited NIPSTA in order to inspect damages incurred on the Driver Training Pad. A March 31 2010 deadline has been established by NIPSTA to address this situation. Furthermore, it has been more than 30 days since NIPSTA sent an invoice to the Canadian Pacific Railway as a facility use fee resulting from the train derailment recovery. Mr. Lahey commented that he will continue to monitor both of these issues diligently.

C. Village of Vernon Hills Membership

Mr. Lahey reported that he has sent correspondence to the Village of Vernon Hills denying the request for NIPSTA membership withdrawal without the requisite one year advance notice. There was brief discussion by members of the Executive Committee about options available to NIPSTA if the payment is not received in 2010.

D. Illinois MABAS Feasibility Study

Mr. Lahey commented on discussions in the past with Illinois MABAS about the organization's expressed desire to establish a permanent presence on the NIPSTA Campus in Glenview. A new option has presented itself to Illinois MABAS to locate in Wheeling on a site that is a former Department of Public Works facility. A response to NIPSTA, however, is still pending. Executive Committee members recommended that Mr. Lahey request a timely reply from Illinois MABAS.

On a related matter to the MABAS Feasibility Study, Chief De Lopez informed Mr. Lahey that he should expect to receive an inquiry from the North Major Regional Crime Task Force about the possibility of improving their facilities on the NIPSTA Campus.

VI. President's Report

A. Appointment of Executive Committee Members

President Wiberg presented his appointments for Executive Committee membership in 2010-2011:

| <b><u>STANDING COMMITTEE</u></b> | <b><u>CHAIRPERSON APPOINTEE</u></b>                     |
|----------------------------------|---|
| Finance and Administration       | Steve Noble, Finance Director, Village of Northfield    |
| Fire/EMS Training                | Craig Gjelsten, Fire Chief, City of Park Ridge          |
| Police/Law Enforcement Training  | Patrick Kreis, Deputy Police Chief, Village of Winnetka |
| Public Works Training            | David Mau, Public Works Director, Village of Glencoe    |
| Facilities and Grounds           | Wayne Globerger, Fire Chief, Village of Glenview        |

| <b><u>AT-LARGE MEMBER APPOINTEE</u></b>                                      |
|--|
| Diana Mikula, Assistant to the Village Manager, Village of Arlington Heights |

Mr. Wiberg commented on the need to address the Chairperson vacancy in the NIPSTA Private Industry Committee. Options were discussed, but there was consensus support for the recommendation that Oakton Community College be consulted in this matter.

A motion was made by Chief Wax to recommend approval by the NIPSTA Board of Directors of the Executive Committee appointments presented by President Wiberg. The motion was seconded by Chief De Lopez, and unanimously approved.

VII. Other Business

A. Oakton Community College Press Conference

President Wiberg announced that Oakton Community College, in cooperation with Northern Illinois University, will sponsor a media event at NIPSTA on February 23, 2010. This will be for the purpose of making a public announcement of a new Bachelor of Science Degree in Applied Management, with an emphasis on public safety. President Wiberg requested that Chief De Lopez assume the primary role in communicating with both schools.

B. Federal Government Funding Proposal

Chief Czerwinski referred Executive Committee members to correspondence recently delivered to the Office of Congressman Mark Kirk as a request for \$100 million in federal funding to improve and expand the NIPSTA training grounds. This initiative was requested by the Congressman's staff following conversations with two NIPSTA members: Andrew Hamilton (Deerfield-Bannockburn Fire Protection District) and Steve Ehas (Des Plaines Fire Department). Chief Czerwinski reported that a response is pending to this request.

The Committee recessed for lunch from 12:45 p.m. until 12:55 p.m.

VIII. Executive Session

Deputy Chief Kreis made a motion to adjourn to Executive Session for the purpose of discussing a personnel matter. The motion was seconded by Treasurer Harlow, and unanimously approved at 12:59 p.m. The Committee met in Executive Session, and then reconvened the open meeting at 1:30 p.m.

IX. Next Meeting

President Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, March 2, 2010 at 11:30 a.m.

X. Adjournment

A motion was made by Chief De Lopez to adjourn the meeting. The motion was seconded by Deputy Chief Kreis and unanimously approved at 1:32 p.m.

Respectfully Submitted,

Alan G. Wax  
NIPSTA Secretary