

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

January 4, 2011

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Ralph Czerwinski	Skokie Fire Department
Dep. Chief Patrick Kreis (arrive 11:45 p.m.)	Winnetka Police Department
David Mau	Glencoe Public Works Department
Diana Mikula (arrive 11:40 p.m.)	Village of Arlington Heights
Paul Harlow	Village of Glencoe
Steve Noble	Village of Northfield
Chief Alan Wax	Des Plaines Fire Department
Chief Joe De Lopez (arrive 11:45 p.m.)	Winnetka Police Department
Chief Jim Dominik (arrive 11:50 p.m.)	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

NIPSTA President Wiberg called the meeting to order at 11:32 a.m.

II. Approval of Minutes

Mr. Harlow made a motion to approve the Minutes of the Executive Committee meeting on December 7, 2010. The motion was seconded by Chief Czerwinski and unanimously approved (7-0).

III. Treasurer's Report

A. FY 2010 Preliminary Year-End Financial Reports

Treasurer Harlow presented the financial reports for the twelve-month period ending December 31, 2010. He noted that the reports are not yet final because some year-end invoices have not been received. Nevertheless, the outlook is positive because Net Income is in excess of \$157,000.

Mr. Harlow requested that Mr. Lahey provide a report explaining the large variance between the actual amount (\$298,000) and budgeted amount (\$152,000) for Training Equipment/Supplies.

In response to an inquiry from Chief Wax, Mr. Lahey explained how the Bad Debt Expense of \$25,000 was incurred during the previous twelve months. He also explained that Personnel Benefit expenses, which are a combination of direct benefits and payroll taxes, are at 90% of budget after twelve months.

A motion was made by Chief Wax to approve the preliminary year-end financial reports. The motion was seconded by Mr. Noble, and unanimously approved (10-0).

B. Check Register – December 2010

Treasurer Harlow presented the report of expenditures paid during December 2010. In response to an inquiry by Mr. Wiberg, Mr. Lahey explained that check #8739 in the amount of \$6,194 to North Town Mechanical Services, Inc. was for repairs of boilers in the NIPSTA Education Center and the NIPSTA Field Training Facility. The repairs were called for by the Office of the Illinois State Fire Marshal after an IRMA Hazard Site Survey.

A motion was then made by Mr. Noble to approve the Check Register. The motion was seconded by Mr. Mau, and unanimously approved.

IV. Standing Committee Reports

A. Finance and Administration Committee

Committee Chair Noble announced that the next scheduled Committee meeting on January 21st will be devoted to beginning a review of the Statement of Financial Polices. This document was last approved by the NIPSTA Board of Directors in August 2006.

The Committee will also consider responses to the Request for Proposals (RFP) for professional audit services to NIPSTA for a three-year period beginning February 1, 2011. The current audit firm, Wolf & Company, has been notified of NIPSTA's intention not to renew the relationship.

Mr. Noble requested that Mr. Lahey explain the new Instructor Agreement sent to nearly 250 persons as a restatement of their independent contractor status, and as an offer of new instructor benefits. In response to an inquiry by Chief De Lopez, Mr. Lahey acknowledged that accommodations must be made for the few driver training instructors who are compensated by their employer when they serve as NIPSTA instructors.

B. Police/Law Enforcement Training Committee

Committee Chair Kreis announced that the National Center for Missing and Exploited Children (NCMEC), based in Alexandria, VA, is now scheduled to deliver a nationally-renowned training program at NIPSTA in March. This training has not been previously available in the local area. In response to an inquiry by Ms. Seinfeld, Deputy Chief Kreis stated that the program is not intended for participation by private businesses or school districts. Perhaps other programs sponsored by the NCMEC would be appropriate, however.

C. Fire/EMS Training Committee

Committee Chair Dominik reported that the NIPSTA Firefighter Academy Advisory Committee was convened in December for the purpose of planning for delivery of the 2011 curriculum. There is also a meeting scheduled this week with the instructors of the Academy. In response to an inquiry by Chief Czerwinski, Chief Dominik announced that the Firefighter Academy will open to enrollment by "non-rostered" personnel beginning in May 2011.

D. Public Works Training Committee

Committee Chair Mau noted that the winter months are not particularly active with public works training opportunities. In response to an inquiry by Ms. Mikula, Mr. Lahey announced that negotiations continue with the Illinois Department of Transportation for NIPSTA to provide training programs to Emergency Traffic Patrol personnel. IDOT is optimistic that this training will support their efforts to secure “emergency responder” status for their staff.

E. Facilities and Grounds Committee

In the absence of the Committee Chair, Mr. Lahey announced that efforts are underway to solicit proposals from three vendors for the purchase and installation of an air compressor that fills firefighter SCBA bottles. The compressor currently located on-site has been out of commission since mid-2010 and is unable to be repaired. Therefore, it must be replaced in order to support the year-round Firefighter Academy, and other fire-related training programs that require the use of SCBA. Upon receipt of three competitive bids, a recommendation for award will be presented to the NIPSTA Executive Committee.

F. Private Industry Training Committee

Committee Chair Seinfeld reported that two training proposals are pending: 1.) “CPR/AED/First Aid Training” to Costco; and 2.) “National Incident Management System (NIMS) Training” to Commonwealth Edison. While awaiting responses to these proposals, Ms. Seinfeld expressed her intention to meet with NIPSTA staff in order to develop a strategy to engage more private sector partners in support of NIPSTA. This will be accomplished later this month.

G. Ad Hoc Safety Committee

In the absence of the Committee Chair, Director Lahey referred Executive Committee members to a memo from Chair Hooker, dated 12/30/2010, that contained Committee update information. Ms. Mikula inquired about the list of needed repairs and improvements which was provided to NIPSTA by IRMA after completion of the Hazard Site Survey. Mr. Lahey noted that the most expensive and the most pressing issues have been completed during the past year. Others will be addressed in the future.

Executive Committee members recessed for lunch from 12:05 p.m. until 12:20 p.m.

V. President’s Report

At the request of Mr. Wiberg, a motion was made by Chief De Lopez to enter into executive session to address a personnel issue and a matter of potential litigation. The motion was seconded by Deputy Chief Kreis and unanimously approved.

The executive session began at 12:24 p.m. and was adjourned at 12:57 p.m. The open session of the Executive Committee reconvened at 12:59 p.m.

President Wiberg reported that he and four other members of the NIPSTA Executive Committee hosted a meeting with the Superintendent of the U.S. Department of Homeland Security Center for Domestic Preparedness in Anniston, Alabama. The discussion focused on the unique regional, cooperative approach to training that distinguishes NIPSTA from most other training providers throughout the country. The Superintendent complimented NIPSTA leadership on their accomplishments and invited dialogue into the future. Mr. Lahey commented on a follow-up request received from the U.S. DHS to identify local examples of how federally-authorized training has been put into practice in real emergency response situations. Executive Committee members shared some ideas that could be forwarded to the CDP staff.

VI. Executive Director's Report

A. Cook County Year-End Training Report

Mr. Lahey presented a summary report of training activity that was coordinated by NIPSTA for delivery throughout Cook County, pursuant to an intergovernmental agreement between both parties. In total, 1,161 students attended 39 sessions during 2010. Chief De Lopez commented on NIPSTA's positive position as the exclusive provider of training services to the Cook County Urban Area Security Initiative.

B. NIPSTA Year-End Activity Report

Mr. Lahey presented a summary of NIPSTA training accomplishments in 2010:

- 188 different programs – a 25% increase from 2009
- 3,703 students – a 14% increase from 2009
- 440 events on the NIPSTA Campus – a 16% increase from 2009
- 27,703 users of the Glenview-based facility – a 1% increase from 2009

Chief Dominik complimented the NIPSTA staff for these results, which are noteworthy in light of constrained local government training budgets. Mr. Lahey, in turn, credited the NIPSTA training committees for their support of the training agenda.

C. Other Public Safety Training Initiatives

Mr. Lahey presented a summary report of other regional training initiatives in the surrounding counties of Lake, Kane, Cook, and Du Page, as well as an update on the status of police training academies in Illinois.

VII. Other Business

A. Approval of Executive Session Minutes

Chief Wax moved that the NIPSTA Executive Committee, having reviewed the Minutes of closed sessions, determine that the Minutes of the closed session portions of the Regular Meetings held on January 6, 2009, March 3, 2009, and April 7, 2009 no longer require confidential treatment and are to be available for public inspection, but that the need for confidentiality still exists for meeting minutes of the closed session meetings on November 3, 2009, December 1, 2009, and January 5, 2010. The motion was seconded by Deputy Chief Kreis and unanimously approved.

B. 2010 Annual Report

Mr. Lahey announced that the 2010 Annual Report will be presented to the NIPSTA membership at the next meeting of the Board of Directors in February.

VIII. Next Meetings

President Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on February 1, 2011 at 11:30 a.m. A meeting of the Board of Directors is scheduled immediately thereafter at 1:30 p.m.

IX. Adjournment

A motion was made by Ms. Mikula to adjourn the meeting. The motion was seconded by Chief Dominik and unanimously approved at 1:32 p.m.

Respectfully Submitted,



Alan G. Wax
NIPSTA Secretary