

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

June 1, 2010

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Alan Wax	Des Plaines Fire Department
Steve Noble	Village of Northfield
Chief Ralph Czerwinski	Skokie Fire Department
Paul Harlow	Village of Glencoe
Deputy Chief Patrick Kreis	Winnetka Police Department
Chief Wayne Globerger	Glenview Fire Department
Lynn Seinfeld	Oakton Community College
Dave Mau	Glencoe Public Works Department

Also present were Chief Jim Dominik (Wilmette Fire Department), NIPSTA Executive Director Robert Lahey, and Assistant to the NIPSTA Executive Director Phil Zaleski.

- I. Call to Order
NIPSTA President Wiberg called the meeting to order at 11:35 a.m. He welcomed Chief Dominik and introduced him as the Chair-Elect of the NIPSTA Fire/EMS Training Committee.
- II. Approval of Minutes
Chief Czerwinski made a motion to approve the Minutes of the Executive Committee meeting on April 6, 2010. The motion was seconded by Deputy Chief Kreis and unanimously approved.
- III. Treasurer's Report
 - A. FY 2010 Year-to-Date Financial Reports
NIPSTA Treasurer Harlow presented the Balance Sheet and the Statement of Profit and Loss for the five-month period ending May 31, 2010. He noted that the report format is new in response to his request that a simpler presentation of the data be prepared by NIPSTA staff. The report reflects Net Income of \$114,611, which is the year-to-date amount by which revenue exceeds expenditures.

Treasurer Harlow also commented on the timing of future reports to the Executive Committee. At the direction of the Finance and Administration Committee, staff has identified a process by which current and accurate reports will continue to be provided to the Executive Committee on a monthly basis.

In response to an inquiry by Chief Wax, Mr. Lahey stated that revenue and expenses related to the NIPSTA Firefighter Academy are not yet reported separately from other fire/EMS training programs. This will be corrected in future reports.

A motion was made by Chief Wax to approve the financial reports. The motion was seconded by Mr. Mau, and unanimously approved.

B. Check Register – April and May 2010

Treasurer Harlow referred Executive Committee members to the report of expenditures during the past two months. In response to an inquiry by Deputy Chief Kreis, Mr. Lahey stated that payment to Oakton Community College was for student registration fees related to the Fire Officer Program. A motion was then made by Chief Wax 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 reported that two meetings of the Committee have been held in recent months, resulting in review of the first quarter financial reports and the Fiscal Year 2009 Financial Audit. However, much of the Committee members' time was devoted to discussion of the "Statement of Member Benefits." This issue remains a priority for the Committee and will be discussed again at the next meeting on June 25, 2010. There is also a desire for the Committee to complete a review of the "Statement of Financial Policies" during the summer months.

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 reported that the most recent Committee meeting was very well attended, with representatives from all but one member agency. He intends to plan a focus group meeting in the near future for police chiefs of NIPSTA member departments in order to learn more about their training needs.

In response to an inquiry by Mr. Wiberg, Mr. Zaleski commented on the value in NIPSTA increasing awareness of its training facilities by being represented as an exhibitor at the annual conference of the International Law Enforcement Educators and Trainers Association (ILEETA). NIPSTA training props were also recently utilized by ILEETA conference attendees.

C. Fire/EMS Training Committee

Committee Chair Pro Tem Czerwinski referenced the report of recent Committee activity and the report of financial activity as it relates to the recently-concluded winter Firefighter Academy. As a result of several new programs being initiated during the eight-week Academy, the program is very near to its net income budget projection of \$5,000. He also announced that the Spring Firefighter Academy has already begun, and is being attended by 13 candidates. Although it typically requires 16 students to break-even from a financial perspective, delivery of the Academy will continue, with the instructors being compensated at the rate of \$200 per day, which is the same amount paid in 2009. Graduation for this Academy class is July 2nd.

Mr. Lahey reported that the Academy experienced a minor burn injury to one of the candidates during a live fire training exercise last week. Reports of the incident have been completed by the instructors involved, and shared with the employing department of the candidate involved. This information will also be shared with members of the Ad Hoc NIPSTA Safety Committee.

The annual NIPSTA Trauma/EMS Symposium in partnership with Oakton Community College is scheduled for June 7th, with a record number of registrations already received.

D. Public Works Training Committee

Committee Chair Mau commented on the successful delivery of two days of chainsaw safety training thanks, in part, to support and cooperation received from the Park District Risk Management Agency. He also noted that NIPSTA was represented at the annual Public Works Conference and Expo hosted last month by the Chicago Chapter of the American Public Works Association.

E. Facilities and Grounds Committee

Committee Chair Globerger reported that the next Committee meeting is scheduled later this month and will be devoted to review and analysis of the results of the survey related to the update of the NIPSTA Campus Master Plan.

He also announced that Illinois MABAS has vacated the NIPSTA Campus and has established a permanent presence at a former public works site in Wheeling, Illinois. This effectively concludes the Feasibility Study that had been ongoing between Illinois MABAS and NIPSTA for the purpose of considering a location for Illinois MABAS in Glenview, Illinois. Nevertheless, Illinois MABAS is committed to utilizing the NIPSTA site for future training opportunities.

F. Private Industry Training Committee

Committee Chair Seinfeld presented a proposal to launch the efforts of the Committee by establishing an Advisory Committee of private sector representatives to assist NIPSTA in considering options to support training for industry. She explained that there would be eleven persons recruited to serve in this capacity. These individuals would be non-NIPSTA members, and will be called together for a kick-off meeting later this summer. Thereafter, another event would be scheduled in the fall 2010 as an opportunity to introduce NIPSTA programs, services, and facilities to local businesses. Ms. Seinfeld requested that Executive Committee members provide to her recommendations of persons to invite to join the Advisory Committee.

Mr. Lahey explained that he is involved in discussions with companies that are active members of the Lake Cook Regional Critical Incident Partnership, which is a consortium of private firms, police departments, and fire departments in the Lake County/Cook County corridor that are collaboratively focused on homeland security and preparedness issues. A few of these companies have expressed specific interests in partnering with NIPSTA for specialized training programs. NIPSTA has been attending meetings of this organization in an effort to continue the mission of public safety collaboration and foster opportunities for growth.

Mr. Wiberg commented that these opportunities are encouraging and represent great potential for NIPSTA to serve as an asset to a new audience of students and users of the NIPSTA facility. Deputy Chief Kreis concurred, commenting that prospects for NIPSTA growth exist among security companies, especially those at sporting arenas and other large-capacity venues.

The Executive Committee recessed for lunch from 12:20 p.m. until 12:35 p.m.

V. President's Report

A. Appointment of Standing Committee Chair

President Wiberg proposed Jim Dominik, Village of Wilmette Fire Chief, as Chair of the NIPSTA Fire/EMS Training Committee and as a member of the NIPSTA Executive Committee for 2010-2011. This appointment addresses a recent vacancy in Committee leadership following the resignation of Fire Chief Craig Gjelsten from the Park Ridge Fire Department.

Chief Dominik is recommended for this position because he has been involved in the development of NIPSTA since its inception more than a decade ago. He is a loyal advocate of the training mission and a supporter of the continued growth of the Academy. Most recently, he has served as a member of the NIPSTA Firefighter Academy Advisory Committee, responsible for the launch and expansion of an eight-week program that is surpassing State objectives.

President Wiberg announced that, pursuant to the *NIPSTA Intergovernmental Agreement, Contract & Bylaws*, this appointment must be approved by the NIPSTA Board of Directors. Chief Wax made a motion to recommend approval of the appointment by the Board of Directors later today. The motion was seconded by Deputy Chief Kreis, and unanimously approved.

VI. Past President's Report

Mr. Lahey noted that two issues were included in this meeting agenda at the request of Joseph DeLopez, who is the NIPSTA Past President. President Wiberg announced that discussion of these matters would be deferred to a future meeting when Chief De Lopez is present to comment on them. Deputy Chief Kreis did relay a message from Chief De Lopez that the Committee members consider for future discussion that, as NIPSTA and NORTAF update the facility use agreement, NORTAF training be considered differently than a NORTAF callout (emergency activation of the team and NIPSTA facility use).

VII. Executive Director's Report

A. Intergovernmental Agreements – Oakton Community College

Mr. Lahey reported that NIPSTA presently is a party to two intergovernmental agreements with Oakton Community College. One of them relates to for-credit training programs, primarily in the fire service: Fire Officer and Firefighter Academy. The other document is in support of non-credit courses delivered by NIPSTA that result in part-time administrative support being provided to NIPSTA by the College. However, Oakton Community College has now requested a change in implementation of this second agreement. Mr. Lahey introduced Ms. Seinfeld to address this topic.

Ms. Seinfeld explained that State funding of community colleges is anticipated to decline significantly in 2010-2011. As a result, reimbursement for training programs is expected to be reduced, as well. This results in less financial incentive and ability for Oakton Community College to provide administrative staff support to off-site training initiatives such as the current staff member that is provided to NIPSTA. Therefore, Ms. Seinfeld announced a reduction in administrative support to NIPSTA from 16 hours/week to 8 hours/week. This new schedule will be in effect until December 31, 2010, at which time it will be subject to review.

Discussion among Executive Committee members focused on the possibility for restoration of State funding to community colleges. Ms. Seinfeld noted that if that were to occur, then Oakton Community College would re-consider its staffing level at NIPSTA.

There was also discussion about how this reduction in service would impact the workload of the full-time NIPSTA staff. Mr. Lahey was directed to monitor this situation and advise if future changes to the NIPSTA-Oakton relationship would be appropriate. This could include amendment(s) to the intergovernmental agreement for non-credit courses.

B. Canadian Pacific Railway Update

Mr. Lahey reported on the matter related to NIPSTA facility use and property damage sustained as a result of a Canadian Pacific Railway train derailment in November 2009. He referenced correspondence drafted with assistance from NIPSTA legal counsel and dated May 24, 2010. In it, NIPSTA announced its desire to engage its own engineering review and assessment of damage to the NIPSTA Driver Training Pad. Furthermore, NIPSTA offered a financial settlement for facility use in the amount of \$25,200, which is a reduction from the original request of \$50,400. A response from the Canadian Pacific Railway is pending.

VIII. Next Meeting

Mr. Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, July 6, 2010 at 11:30 a.m.

IX. Adjournment

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

Respectfully Submitted,

Alan G. Wax
NIPSTA Secretary