

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**March 1, 2011**

The following Executive Committee members were present:

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

Also present were NIPSTA Executive Director Robert Lahey, and Phil Zaleski, Assistant to the NIPSTA Executive Director. NIPSTA Legal Counsel, Michael Jurusik, arrived at 1:15 p.m.

I. Call to Order

NIPSTA President Wiberg called the meeting to order at 11:43 a.m.

II. Approval of Minutes

Ms. Mikula made a motion to approve the Minutes of the Executive Committee meeting on January 4, 2011. The motion was seconded by Mr. Noble and unanimously approved. Interim Chief Kreis expressed appreciation to NIPSTA staff for timely delivery of the Committee meeting agendas, including the minutes from past meetings.

III. Treasurer's Report

A. Financial Reports

Treasurer Harlow presented the financial reports for the twelve-month period ending December 31, 2010. He noted that the reports have been updated since their last presentation to the Executive Committee in January 2011. He also commented on the year-end Net Income amount of \$113,708, which is a positive financial position.

Mr. Lahey reminded Executive Committee members that the net income amount was purposely maintained at a high level so that funds remaining at the end of 2010 could be allocated for property improvement expenditures in 2011. This was achieved by formal vote of the Board of Directors in December 2010. Mr. Lahey stated that he would send to each member of the Executive Committee a copy of the 2011 Budget as approved by the Board of Directors (with the adopted amendments for these improvements).

A motion was made by Mr. Harlow to approve the year-end financial reports. The motion was seconded by Mr. Noble, and unanimously approved.

Treasurer Harlow then presented the financial reports for the two-month period ending February 28, 2011. Year-to-date Net Income is in the amount of \$21,739. He noted that the format for the Statement of Profit and Loss differed from the report of the past. Mr. Lahey explained that this is the result of a new chart of accounts not yet installed in the financial software system. A motion was then made by Interim Chief Kreis to approve the 2011 financial reports. The motion was seconded by Chief Globerger, and unanimously approved.

B. Check Register – January 2011

Treasurer Harlow presented the report of expenditures paid during January 2011. In response to inquiries from Committee members, Mr. Lahey stated:

- Payment to Fire Service Management was related to rental of personal protective equipment for one non-affiliated participant in the NIPSTA Firefighter Academy;
- Payment to Certified Fleet Services was related to maintenance services on the MABAS Division 3 air compressor truck for which NIPSTA is responsible pursuant to an agreement between both organizations; and,
- Payment to the U.S. Treasury requires further research by him in order to understand the purpose of the expenditure.

A motion was made by Chief Wax to approve the January 2011 check register. The motion was seconded by Ms. Mikula, and unanimously approved.

C. Proposal – Audit Services

Treasurer Harlow summarized a report related to solicitation of bids from accounting firms to complete the annual financial audit of NIPSTA activities. The bidding process resulted in a recommendation from members of the Finance and Administration Committee to award a three-year contract to Swarztrauber & Company in the amount of \$5,100 in 2011. A motion was made by Chief Wax to approve the recommendation. The motion was seconded by Mr. Noble, and unanimously approved.

Executive Committee members recessed for lunch from 12:02 p.m. until 12:13 p.m.

IV. Standing Committee Reports

A. 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 two programs at NIPSTA this month. The first session was a sell-out, resulting in the need to add a second session on consecutive days. He explained that this training does not provide new revenue to NIPSTA, but does serve as the foundation for a future mutually-beneficial relationship.

Interim Chief Kreis reported on the success of the first-ever focus group meeting of police chiefs and training officers on April 24<sup>th</sup> at NIPSTA. The event resulted in positive discussion of new ideas to help expand NIPSTA training for law enforcement personnel, especially with potential support from NEMRT & ILETSB.

#### B. Fire/EMS Training Committee

In the absence of the Committee Chair, Mr. Lahey reported that the NIPSTA Firefighter Academy is now open to enrollment by “non-rostered” personnel, with the first such student in the current class. Currently, there are seven applications in-hand for the next class starting in May.

#### C. Public Works Training Committee

Committee Chair Mau announced that the first of six sessions in the 2011 Public Works Supervisors Academy will begin in March. Ms. Seinfeld commented that one person has recently completed all twelve of the Academy sessions during the past few years.

Mr. Mau noted that new public works training topics are being considered for delivery in the future. For example, driver training programs are now co-marketed by NIPSTA and IRMA in an effort to reach maximum student capacity throughout the year. Mr. Zaleski explained how the partnership is beneficial to NIPSTA and to training participants alike.

#### D. Facilities and Grounds Committee

Committee Chair Globerger referenced a summary report of recent Committee activity, including: 2010 year-end purchases of new computer equipment; on-site expansion considerations by NORTAF; and, preliminary plans for build-out of new classroom space in the NIPSTA Education Center.

Chief Globerger also presented a recommendation from Committee members for purchase and installation of new air compressor equipment. A motion was made by Chief Czerwinski to recommend approval by the NIPSTA Board of Directors of the Committee’s recommendation. The motion was seconded by Interim Chief Kreis, and unanimously approved.

#### E. 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.

Ms. Seinfeld then announced intentions to schedule a kick-off meeting of the Private Industry Training Committee in March/April 2011. She presented a listing of prospective Committee members to be involved. President Wiberg encouraged further discussion with those persons who attended the private industry meeting, which was hosted by NIPSTA in September 2010.

#### F. Ad Hoc Safety Committee

In the absence of the Committee Chair, Mr. Lahey referred Executive Committee members to a memo from Chair Hooker, dated February 25, 2011. He also reported that two insurance claims have recently been filed with IRMA for property damage/loss: MABAS command vehicle and NIPSTA thermal imaging camera. Both matters will be referred to Committee members for further review and consideration about any necessary changes to policies and/or procedures. Mr. Noble noted that the anticipated insurance deductibles are not budgeted.

G. Finance and Administration Committee

Committee Chair Noble referenced a summary report of recent Committee activity, including selection of a new auditor, staff job description analysis, instructor agreement renewals, and Statement of Financial Policies.

Mr. Noble also presented a recommendation from Committee members for renewal of a contractual relationship with Zabinski Consulting Services, Inc. to provide accounting and consulting services at an annual rate of \$10,500. A motion was made by Mr. Noble to recommend approval by the NIPSTA Board of Directors of the Committee's recommendation. The motion was seconded by Chief Wax, and unanimously approved.

V. Executive Director's Report

A. FY 2010 Analysis of Training Expenditures

Mr. Lahey presented a summary report of training expenses incurred during 2010. The document explained the large variance in the amount expended compared to: 1.) 2010 Budget; and, 2.) FY 2009. The variance was attributable to the difference in how expenses were classified during these two years. In 2011, this issue will be addressed as a result of implementation of a new chart of financial accounts.

B. Training Partnership with PDRMA

Mr. Lahey presented a proposal recently submitted by NIPSTA to the Park District Risk Management Agency (PDRMA) for cooperative development of a new driver training curriculum for park district fleet operators. NIPSTA resources (instructors and equipment) will be devoted to this activity, with the expectation that training will return to the NIPSTA Campus in the future. Ms. Seinfeld suggested that this curriculum will have application to the private sector and other public sector partners, as well.

VI. President's Report

A. Executive Committee Member Resignation: Joseph De Lopez

President Wiberg announced that he has received notice of intent to resign from Joseph De Lopez, former Chief of Police, Village of Winnetka. Chief De Lopez has recently accepted a new position with the City Colleges of Chicago.

B. Member Application: Village of Franklin Park

President Wiberg presented a new application for membership received from the Village of Franklin Park, which has requested member benefits for its fire and public works departments. At the request of the Village, NIPSTA membership would be retroactive to January 1, 2011 for a fee of \$11,410, an amount which was not included in the NIPSTA budget. A motion was made by Chief Wax to recommend approval of the membership application by the NIPSTA Board of Directors. The motion was seconded by Mr. Mau, and unanimously approved.

C. Oakton Community College

President Wiberg reported that he and Mr. Lahey met with Ms. Seinfeld to discuss the matter related to Oakton Community College staff being assigned to NIPSTA. The staffing commitment was originally twenty hours per week, but has been reduced to eight hours per week since July 2010 as a result of a reduction in State funding to the College. Ms. Seinfeld commented that the financial challenges at Oakton have not improved in recent months. Nevertheless, the College remains committed to serving as a partner in training with NIPSTA. She advised that there are other options to pursue in sharing staff resources between the organizations. She requested patience from NIPSTA during this uncertain period of time, and stated that there may be progress to report, perhaps as soon as May 2011. In the meantime, Oakton will continue to provide staff support to NIPSTA eight hours per week.

D. Executive Session

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

The executive session began at 1:16 p.m. and was adjourned at 2:55 p.m. The open session of the Executive Committee reconvened at 2:56 p.m.

VII. Other Business

President Wiberg directed Mr. Lahey to survey Executive Committee members about the possibility of re-scheduling the monthly Committee meetings to a new day and time.

VIII. Next Meetings

President Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on April 5, 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 Chief Globerger to adjourn the meeting. The motion was seconded by Chief Czerwinski and unanimously approved at 2:57 p.m.

Respectfully Submitted,



Alan G. Wax  
NIPSTA Secretary