

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**May 19, 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
Paul Harlow	Village of Glencoe
Steve Noble	Village of Northfield
Chief Alan Wax	Des Plaines Fire Department
Chief Jim Dominik	Wilmette Fire Department
Chief Wayne Globerger	Glenview Fire Department

Also present were NIPSTA Executive Director Robert Lahey and Leonard Enz, Tactical Design, LLC.

I. Call to Order

President Wiberg called the meeting to order at 8:40 a.m.

II. Approval of Minutes

Mr. Noble made a motion to approve the Minutes of the Executive Committee meeting on May 3, 2011. The motion was seconded by Chief Dominik, and unanimously approved.

III. Facilities and Grounds Committee Report

Committee Chair Globerger thanked all Executive Committee members for participating in this meeting, which was called for the singular purpose of reviewing a proposal for renovation of a NIPSTA classroom. This matter had been a topic of discussion at previous meetings of the Executive Committee and the Facilities and Grounds Committee. Chief Globerger welcomed Mr. Enz to the discussion and requested that he provide a summary report of the proposal for professional services related to the design, bidding, and construction of the NIPSTA classroom.

Mr. Enz explained the following activities that had occurred in recent months:

- In November 2010, the Facilities and Grounds Committee recommended the addition of classroom capacity as a priority that was consistent with the Campus Master Plan Update;
- Interviews with NIPSTA staff helped to define the strategic vision for the project;
- Follow-up meetings with members of the Facilities and Grounds Committee were conducted in February 2011 and March 2011 in order to receive further project guidance and direction;
- The process resulted in a scope of work that included a renovated classroom that could serve as a forum for lecture-based activity, as well as a mock emergency operations center for training in emergency command and control;

- The floor plan recommended by Tactical Design, LLC is flat – not tiered – in order to decrease the construction cost and increase the flexibility in use of the classroom;
- The classroom capacity, as proposed, is 100 persons, with the teaching wall being oriented on the north side of the room;
- A significant challenge in the project is accommodating the installation of heating/air conditioning equipment within the \$75,000 project budget; and,
- Upon review of three design options, members of the Facilities and Grounds Committee directed Tactical Design, LLC to proceed with final drawings and permit applications in advance of the project being released for public bid by appropriate construction contractors.

Mr. Enz reported that his firm was ready to proceed and, at the direction of the Facilities and Grounds Committee, prepared a fee proposal for review and approval by the NIPSTA Executive Committee and Board of Directors:

- Design Fee: \$7,000
- Bidding Fee: \$2,000
- Construction Management Fee: \$6,000

Further discussion with Executive Committee members resulted in the following:

- Mr. Enz committed to the fixed fee schedule as proposed, even if the project budget were to change from \$75,000;
- Mr. Enz confirmed that the professional services fee total of \$15,000 represents 20% of the project budget; however it was noted that this includes architecture (design) and management (bidding and construction) services;
- Mr. Enz explained that NIPSTA is a unique client that receives his personal attention and commitment as a result of the ten-year relationship that both parties have shared; and,
- Mr. Enz proposed that NIPSTA could decide at a later date whether or not to proceed with the project beyond the design and bidding phases. If the project did not move forward, then the construction management fee would not be incurred.

Mr. Wiberg shared his concerns about the project: 1.) Is there data to support the need for additional classroom capacity at NIPSTA? 2.) Could this project be delayed until a future fiscal year? 3.) Is the \$60,000 construction budget sufficient to support the type of training that will be scheduled in the classroom? In response, Chief Globerger commented on the need for NIPSTA classroom space that can accommodate more than 60 persons. Currently, such a classroom does not exist on Campus. Furthermore, additional classroom capacity was identified as a priority in the Campus Master Plan Update. However, the budget for this project was determined by the funds available at the conclusion of fiscal year 2010. It was then that the members of the Facilities and Grounds Committee recommended this use of funds as providing the most value to NIPSTA. If the project budget were to be expanded in the future, then Chief Globerger suggested that resources be allocated to upgrades in furniture, fixtures, and equipment. This decision, however, could be made at a later date, after the design and bid phases, as proposed by Mr. Enz, are complete.

Interim Chief Kreis made a motion authorizing Tactical Design, LLC to proceed with the design and bidding phases at a total cost of \$9,000. Thereafter, the bid responses from contractors would provide NIPSTA with information about whether or not to proceed with \$60,000 in construction expenses and the associated \$6,000 in construction management fees. The motion by Mr. Kreis also requested that NIPSTA staff provide a report of how the classroom would be utilized as a training venue in support of the NIPSTA mission. The motion was seconded by Chief Wax, and unanimously approved.

IV. Other Business

A. Fire Apparatus Proposals

Chief Dominik reported that recent opportunities have been presented to NIPSTA that may allow for the expansion of its fleet of fire apparatus. Specifically, three ladder trucks are soon to be declared surplus by the City of Evanston, Village of Niles, and Village of Hillside. Each department has expressed interest in making these vehicles available to NIPSTA as training assets. These situations are similar to NIPSTA recently acquiring fire engines from the Village of Wilmette (\$24,000) and Village of Schiller Park (complimentary).

Chief Dominik requested authorization to proceed with discussions with all three departments in the hope of negotiating a favorable outcome for all concerned parties. He recommended that any NIPSTA expenditure not exceed \$20,000, while also acknowledging unanswered questions about the condition of the vehicles and the expense of their recurring maintenance. There was consensus support from Executive Committee members for Chief Dominik to continue the dialogue with the departments and deliver a follow-up report at a future meeting.

B. Matter Related to Pending Litigation

Mr. Lahey reported that he had received a telephone message from a media source that NIPSTA was named in recent lawsuit related to a training incident in 2009. However, he has not received any further legal notice of this matter.

V. Next Meetings

President Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on June 7, 2011 at 11:30 a.m. The NIPSTA Board of Directors will meet immediately afterwards at 1:30 p.m. on the same day.

VI. Adjournment

A motion was made by Mr. Harlow to adjourn the meeting. The motion was seconded by Chief Wax and unanimously approved at 10:05 a.m.

Respectfully Submitted,



Alan G. Wax  
NIPSTA Secretary