

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

May 3, 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
Paul Harlow	Village of Glencoe
Steve Noble	Village of Northfield
Chief Alan Wax	Des Plaines Fire Department
Chief Jim Dominik (until 1:15 p.m.)	Wilmette Fire Department
Lynn Seinfeld	Oakton Community College
Chief Wayne Globerger	Glenview Fire Department
Diana Mikula	Village of Arlington Heights

Also present were NIPSTA Executive Director Robert Lahey, Phil Zaleski, Assistant to the NIPSTA Executive Director, and John Blackburn, Swarztrauber & Company.

I. Call to Order

President Wiberg called the meeting to order at 11:37 a.m.

II. Approval of Minutes

Chief Czerwinski made a motion to approve the Minutes of the Executive Committee meeting on April 5, 2011. The motion was seconded by Chief Dominik, and unanimously approved.

III. Treasurer's Report

A. Financial Reports

Treasurer Harlow introduced Mr. Blackburn, who performed the audit of NIPSTA financial activity for the twelve-month period ending December 31, 2010. He commented that there were only four adjustments made to the year-end reports as previously reported to the Board of Directors. The following issues were also discussed:

- The Management Discussion and Analysis report was prepared by NIPSTA staff and reviewed by Mr. Blackburn;
- Net assets decreased \$23,000 as a result of depreciation;
- Leasehold improvements included enhancements to buildings;
- Depreciation is not included in the NIPSTA annual Budget due to it being a non-cash item;
- NIPSTA lacks an investment policy, but one is being drafted by the Finance and Administration Committee;
- The donation of a fire engine in 2010 was originally not included in financial statements, but the increase in NIPSTA assets as a result should be included;

- NIPSTA does not record in its finances the value of the tuition waivers and membership dues waivers as they apply to the Village of Glenview, pursuant to an intergovernmental agreement with NIPSTA. Mr. Blackburn recommends that this be completed in 2011, dating back to 2001; and,
- Pending the conclusion of legal negotiations with the Canadian Pacific Railway, the value of any settlement is not yet included in the NIPSTA financial statements.

Mr. Blackburn distributed two other documents:

- ▶ Statement of Significant Audit Findings
- ▶ Statement of Material Weakness and Significant Deficiency

He noted that both documents are required when matters are identified in their audit findings. However, Mr. Blackburn stated that none of the issues are out of the ordinary, especially for a small governmental organization such as NIPSTA. Mr. Noble proposed that the NIPSTA Finance and Administration Committee formulate a response to the issues identified by Mr. Blackburn.

Staff identified that the accountant will draft the financial statements and footnotes for auditor review for the 2011 audit instead of the auditor doing it all as was done for the 2010 audit.

A motion was made by Mr. Noble to recommend acceptance of the financial audit report by the NIPSTA Board of Directors. The motion was seconded by Interim Chief Kreis, and unanimously approved.

B. Year-to-Date Financial Reports

Treasurer Harlow presented the financial reports for the four-month period ending April 30, 2011. He inquired about the reason for Accounts Receivable totaling \$427,000 in 2011, as compared to \$202,000 in 2010. In response, Mr. Wiberg requested that the Finance and Administration Committee look into this matter in greater detail and provide a follow-up report to the Executive Committee at a future meeting, such report to include an aging report of A/R.

Treasurer Harlow requested that the report format of the Statement of Profit and Loss be amended to include monthly data, as well as monthly comparison data to the previous year. Mr. Wiberg recommended that more detailed information be provided in this report in the future. The Committee agreed with these requests by consensus.

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

C. Check Register – April 2011

Treasurer Harlow presented the report of expenditures paid during April 2011. Mr. Mau commented that the level detail that typically accompanies this report was lacking. Mr. Lahey acknowledged his error in not including this information. Therefore, approval of the check register was deferred to the next regularly-scheduled meeting of the Executive Committee.

Executive Committee members recessed for lunch from 12:27 p.m. until 12:42 p.m.

IV. Standing Committee Reports

A. Police/Law Enforcement Training Committee

Committee Chair Kreis announced that a Forensics Training Subcommittee has been formed for the purpose of increasing the training capacity in the NIPSTA Crime Scene Training Laboratory. Mr. Zaleski reported that the Subcommittee met for the first time last month. More than a dozen law enforcement professionals were in attendance to consider new training topics for delivery. Mr. Wiberg commented that the Subcommittee should also address potential private sector uses of unique NIPSTA training facilities.

Committee Chair Kreis then commented on other Committee initiatives, including hosting a meeting with the Executive Director of the Illinois Law Enforcement Training and Standards Board, discussing ideas for a new firing range, and training in cooperation with the National Center for Missing and Exploited Children.

B. Fire/EMS Training Committee

Committee Chair Dominik reported on recent activity, including:

- Spring session of the NIPSTA Firefighter Academy – the largest class ever (21 candidates) will graduate in July 2011;
- 2011 Trauma/EMS Symposium – this annual one-day conference is scheduled in June at Oakton Community College; and,
- Inaugural Family Focus Day – this first-time event was a success, with more than 300 attendees at NIPSTA on May 1st.

C. Public Works Training Committee

Committee Chair Mau announced two upcoming events:

- Conference and Expo of the Chicago Chapter of the American Public Works Association – NIPSTA will be represented at this annual tradeshow
- Committee Meeting on May 11, 2011 – to consider new training proposals

D. Facilities and Grounds Committee

Committee Chair Globerger presented two Committee initiatives:

- Landscaping Services Request for Proposal – the Committee recommends a three-year contract award to The Brickman Group in the amount of \$978 per month. A motion was made by Chief Czerwinski to approve the Committee recommendation. The motion was seconded by Chief Dominik, and unanimously approved. Ms. Mikula requested that future contract award recommendations include information about budgeted expenditures for the purpose of the award.

- NIPSTA Classroom Renovation – a revised proposal for Design, Bid, and Construction Services by Tactical Design/Tactical Structures, Inc. (TDTS) was presented, as requested by Executive Committee members last month. Discussion ensued on the following issues:
 - The project budget of \$75,000, including \$15,000 for design and bid services, and \$60,000 for construction services
 - Design concepts and options already reviewed by members of the Facilities and Grounds Committee
 - TDTS familiarity and commitment to NIPSTA as the consultant for the Campus Master Plan Update
 - Extensive classroom infrastructure needs for heating, cooling, and technology equipment
 - Potential for private sector use of new classroom space at NIPSTA
 - Possibility of phased build-out approach that could be accommodated over a multi-year period
 - The appropriateness of a 20% professional services fee to TDTS
 - Option to separate the design phase from the bid and construction phases of the project

This discussion resulted in consensus support for scheduling a special meeting of the NIPSTA Executive Committee on May 19, 2011 for the purpose of meeting with representatives of TDTS and engaging in an extensive dialogue about their proposal.

E. Private Industry Training Committee

Committee Chair Seinfeld commented on the recently-concluded kick-off meeting of the Private Industry Training Committee. She was encouraged by the participation from representatives of various disciplines and stated that opportunities have been identified in the following areas: high school security training, hospital training, private aviation security, and tabletop exercises for business and industry.

F. Ad Hoc Safety Committee

In the absence of the Committee Chair, Mr. Lahey referred Executive Committee members to a summary report of recent committee activity.

G. Finance and Administration Committee

Committee Chair Noble referenced a summary report of recent Committee activity, including approval of renewal of the medical insurance policy for NIPSTA employees, with a 2.3% reduction in the annual premium. Mr. Noble also announced that the next meeting of the Committee is scheduled on May 20th and is dedicated exclusively to review of the Statement of Financial Policies and Procedures.

V. Executive Director's Report

A. Canadian Pacific Railway Settlement

Mr. Lahey presented the settlement document as prepared by the Canadian Pacific Railway (CPRR), and approved by NIPSTA legal counsel. The settlement provides payment to NIPSTA in the amount of \$100,000 as a follow-up to the CPRR response to a railroad derailment in November 2009. Mr. Lahey noted that the document will be amended by CPRR staff in response to a NIPSTA request to correct a typographical error. A motion was made by Chief Wax to approve the settlement in amended form. The motion was seconded by Ms. Mikula, and unanimously approved.

B. Quarterly Activity Report

Mr. Lahey presented a summary report of NIPSTA activity measured in number of visitors, number of training programs, number of students, and number of candidates tested. On all of these metrics, NIPSTA is experiencing less activity in 2011 as compared to the first quarter of 2010. In response to an inquiry from Chief Czerwinski, Mr. Lahey stated that student attendance data in 2011 will include MABAS Division 3 regional training exercises for the first time ever.

VI. President's Report

President Wiberg presented a summary of survey data received from Executive Committee members in response to his request to consider a new monthly meeting schedule. Discussion did not result in consensus for a new meeting day and time that would be convenient for all. Therefore, President Wiberg announced that the meeting schedule would remain unchanged for the foreseeable future.

VII. Other Business

Ms. Seinfeld commented on the very good publicity provided to NIPSTA as a result of a story included in a newsletter issued by the Oakton Community College Foundation.

VIII. 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.

IX. Adjournment

A motion was made by Mr. Mau to adjourn the meeting. The motion was seconded by Chief Wax and unanimously approved at 2:08 p.m.

Respectfully Submitted,



Alan G. Wax
NIPSTA Secretary