

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**November 1, 2011**

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Ralph Czerwinski	Skokie Fire Department
Chief Patrick Kreis	Winnetka Police Department
Chief Jim Dominik	Wilmette Fire Department
Chief Wayne Globerger (until 12:50 p.m.)	Glenview Fire Department
Chief Alan Wax	Des Plaines Fire Department
Paul Harlow	Village of Glencoe
Dave Mau	Glencoe Public Works Department
Steve Noble	Village of Northfield
Diana Mikula	Village of Arlington Heights

Also present was NIPSTA Executive Director Robert Lahey.

I. Call to Order

President Wiberg called the meeting to order at 11:38 a.m.

II. Approval of Minutes

Ms. Mikula requested an amendment to the Minutes of the Executive Committee meeting on September 13, 2011 in order to correct a mis-spelling of “check register” on the second page.

Mr. Noble made a motion to approve the Minutes, as amended. The motion was seconded by Mr. Mau, and unanimously approved.

As follow-up to an item noted in the Minutes, Mr. Lahey advised that the negative amount in the “Other Revenue” line in the July 2011 financial report was due to a reimbursable item being paid out of the revenue line and the reimbursement not being received until the following month.

III. Treasurer’s Report

A. Nine-Month Financial Reports

Mr. Harlow presented the financial reports for the nine-month period ending September 30, 2011. He noted that the financial performance of NIPSTA to date is better than budget expectations, with revenue exceeding expenditures, primarily as a result of the \$100,000 received from the Canadian Pacific Railway earlier in the year. He also reported that the amount of Accounts Receivable is very high compared to 2010 due to increased training activity this year.

Mr. Harlow recommended that payment be requested for the \$14,480 owed to NIPSTA by the NIPSTA Foundation. Mr. Lahey reported that the members of the NIPSTA Foundation Board of Directors have agreed to pay this amount before December 31, 2011.

Ms. Mikula questioned why the budget is negative \$75K net. Mr. Noble reminded the Committee that after the balanced budget was presented at the beginning of the year, the Board of Directors voted to move the \$75,000 for the classroom build-out into the 2011 budget year since the build-out was not done in 2010, essentially taking the funds from reserves.

Mr. Harlow noted a low facility rental amount. Director Lahey advised that more revenue is due in October, however revenues in this line are expected to be 10-15% below budget by year-end, generally due to a lower number of transient users (not the long-term rentals).

Chief Wax made a motion to approve the nine-month financial reports. The motion was seconded by Chief Kreis, and unanimously approved.

B. Check Register: August & September 2011

Mr. Lahey presented the check register report and commented that future check register reports will include two listings: numerical order and vendor name. In response to an inquiry by Chief Kreis, Mr. Lahey stated that the amount payable to Atlas Preferred Services for custodial cleaning varies from month-to-month, depending upon the amount of training activity on the NIPSTA Campus.

Chief Wax made a motion to approve the check register for August and September 2011. The motion was seconded by Chief Dominik, and unanimously approved.

Members of the Executive Committee recessed for lunch from 11:50 a.m. until 12:10 p.m.

IV. Standing Committee Reports

A. Police/Law Enforcement Training Committee

Committee Chair Kreis referred Executive Committee members to a summary report of recent committee activity, which was included in the agenda packet. He also commented on recent news regarding activities at the Police Training Institute (PTI), which is located in Champaign. While the future of PTI is uncertain, it has been announced by the State of Illinois that new police training academies will begin at Western Illinois University in Macomb and at a community college downstate.

B. Fire/EMS Training Committee

Committee Chair Dominik referred Executive Committee members to a summary report of recent committee activity, which was included in the agenda packet. He commented on the recent success of training programs being delivered for a specific audience, such as the Illinois National Guard and the Village of Stone Park. Chief Kreis complimented NIPSTA instructors and staff for gaining a positive reputation in the region for excellence in delivery of fire service programs, both on-Campus and off-site.

#### C. Public Works Training Committee

Committee Chair Mau referred Executive Committee members to a summary report of recent committee activity, which was included in the agenda packet. He also commented on the spirit of volunteerism that makes the NIPSTA Snowplow Driver Training Program successful every year. Chief Globerger complimented NIPSTA instructors and staff for gaining a positive reputation in the region for excellence in delivery of public works programs, especially those that are conducted in partnership with the Park District Risk Management Agency – and noted that the off-site classes represent a growing opportunity.

#### D. Facilities and Grounds Committee

Committee Chair Globerger referred Executive Committee members to a summary report of recent committee activity, which was included in the agenda packet. He also reported on a year-long effort to upgrade classroom facilities inside the NIPSTA Education Center. The project has been slowed as a result of the construction permit review by the Village of Glenview Development Department. The Village staff has identified issues related to the fire sprinkler system, non-compliance with the American with Disabilities Act, and restroom furnishings. Chief Globerger expressed optimism about being able to negotiate these matters with support from the NIPSTA design architect. A meeting of the involved parties will be scheduled soon as an opportunity to resolve these issues.

Mr. Wiberg stated that progress on the project is also dependent upon Executive Committee review of an analysis justifying the need for additional classroom capacity on the NIPSTA Campus. He requested that this report be completed soon by Committee members and staff.

Discussion was held regarding roof leaks and options for repetitive replacement of ceiling tiles.

#### E. Private Industry Training Committee

In the absence of a Committee Chair, Mr. Lahey referred Executive Committee members to a summary report of recent training committee activity, which was included in the agenda packet.

#### F. Finance and Administration Committee

Committee Chair Noble presented the preliminary version of the Fiscal Year 2012 Budget. He explained that the document was developed during the course of three different committee meetings during the past 45 days. Committee members have recommended it for approval.

Discussion among Executive Committee members included the following:

- The total amount of membership dues will be revised from \$337,486 to approximately \$337,786 based upon the NIPSTA Member census as of November 1, 2011. Chief Wax commented on the unresolved issue about whether or not non-Founding Members will be eligible for a reduction in dues, as was provided to Founding Members, in their ninth consecutive year of membership. This will remain on the list of topics for the Finance and Administration Committee to discuss.

- Tuition fee revenue is dependant upon the outcome of negotiations with the Cook County Department of Homeland Security and Emergency Management for delivery of county-wide training. Chief Czerwinski commented on the need for detailed financial accounting of training programs so that data analyses are possible on a course-by-course basis.
- The proposed candidate testing fee increase for the police POWER Test was contested by Chief Kreis. He presented the results of a membership survey, which indicated that the majority of NIPSTA police chiefs were not supportive of raising the fee from \$30 to \$45. Chief Kreis also expressed concerns about the fee being onerous on candidates and a disincentive to departments to participate in the NIPSTA regional testing program. He also noted that NEMRT assesses a \$35 Test fee. After a lengthy dialogue, Mr. Wiberg made a motion to increase the POWER Test fee from \$30 to \$35. The motion was seconded by Chief Kreis, and unanimously approved (9 votes).
- It was identified that the Naperville Fire Department is expected to start a Basic Firefighter Academy in the next few months.
- The proposal includes 2½% salary increases, however the actual increases will be based on employee evaluations.
- The proposal includes no change in instructor pay in 2012.
- Mr. Wiberg suggested staff reach-out to professional trucking agencies regarding use of the Driver Training Pad.
- The \$75,000 in expenditures for the classroom build-out not done in 2011 will be added to fund balance.
- The fund balance at the end of 2011 is expected to be \$650,000, which represents 42.78% of anticipated year-end expenditures. The stated fund balance goal is 25%, therefore there may be room to start having Capital Improvement Plan (CIP) discussions, which topic the Finance & Administration and Facilities & Grounds Committees are considering.

NIPSTA staff was directed to amend the Budget in a manner consistent with the discussion among Executive Committee members. Chief Czerwinski then made a motion to recommend approval by the Board of Directors of the FY 2012 Budget, as amended. The motion was seconded by Chief Kreis, and unanimously approved (9 votes).

Mr. Noble announced that the next meeting of the Finance and Administration Committee on November 10, 2011 will be dedicated to finalization of a new Statement of Financial Policies and Procedures.

## V. President's Report

### A. Nominating Committee Report

Mr. Wiberg requested that Ms. Mikula, Chair of the Nominating Committee, report on recent committee activity. She stated that four persons have thus far been identified to serve as NIPSTA Officers for the 2012-2013 term. She invited Executive Committee members to make additional recommendations of Officer candidates. The final report of the Nominating Committee will be presented to the Executive Committee at its regularly-scheduled meeting on December 6, 2011.

B. Executive Director Performance Evaluation

Mr. Wiberg announced that he will soon begin the annual process of evaluation of the Executive Director's performance in 2011.

VI. Executive Director's Report

A. Remembrance Rescue Project

Mr. Lahey invited Chief Czerwinski to report about the "Remembrance Rescue Project." This initiative of local firefighters involves the restoration and display of Rescue Squad 4 from the New York City Fire Department, which was damaged and whose crew perished on September 11, 2001. A request was received by NIPSTA to store the apparatus in Glenview. However, Chief Czerwinski stated that the vehicle will be located at Illinois MABAS headquarters in Wheeling. Therefore, no further consideration of this matter is required by NIPSTA.

B. Renewal of Cook County Intergovernmental Agreement

Mr. Lahey commented on recent changes in leadership staff at the Cook County Department of Homeland Security and Emergency Management. These have caused a delay in renewal of the intergovernmental agreement that provides for delivery of county-wide training. Nevertheless, negotiations continue, with the expectation that a variety of courses will be offered in 2012.

VII. Other Business

Mr. Lahey referred Executive Committee members to a summary report of recent activities related to an injury sustained during a training program at NIPSTA in 2009. This information is provided for informational purposes only by NIPSTA legal counsel.

VIII. Next Meetings

Mr. Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on December 6, 2011 at 11:30 a.m. The meeting of the NIPSTA Board of Directors is scheduled immediately afterwards, at 1:30 p.m.

IX. Adjournment

A motion was made by Mr. Harlow to adjourn the meeting. The motion was seconded by Mr. Noble and unanimously approved at 1:51 p.m.

Respectfully Submitted,



Alan Wax  
NIPSTA Secretary