

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

October 5, 2010

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Jim Dominik	Wilmette Fire Department
Chief Wayne Globerger	Glenview Fire Department
Chief Ralph Czerwinski (until 12:15 p.m.)	Skokie Fire Department
Deputy 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
Lynn Seinfeld	Oakton Community College

Also present were 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 11:33 a.m.

II. Approval of Minutes

Deputy Chief Kreis made a motion to approve the Minutes of the Executive Committee meeting on August 3, 2010. The motion was seconded by Mr. Noble and unanimously approved.

III. Treasurer's Report

A. FY 2010 Year-to-Date Financial Reports

Treasurer Harlow presented the financial reports, including the Statement of Profit & Loss and Balance Sheet, for the eight-month period ending August 31, 2010. He noted that tuition revenues received for fire/EMS training programs are greater than tuition receipts for either police or public works programs. In response to an inquiry by Mr. Noble, Mr. Lahey predicted that tuition revenues during the fourth quarter of the year will remain constant with those received during the first three quarters of the year.

Treasurer Harlow commented that members of the Facilities and Grounds Committee should be careful in recommending year-end expenditures that are budgeted in 2010. He warned that these costs should only be incurred if the agency's anticipated revenues are assured.

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

B. Check Register – August 2010

Treasurer Harlow presented the report of expenditures paid during August 2010. In response to an inquiry by Mr. Noble, Mr. Lahey explained the payment to Oakton Community College in the amount of \$19,203.60 was related to tuition registration fees, the vast majority of which are reimbursed to NIPSTA pursuant to an Intergovernmental Agreement for fire service training. In response to an inquiry by Deputy Chief Kreis, Mr. Lahey explained that payroll services fees of \$8,221.76 on August 26 were related to manual processing of bi-weekly payroll.

A motion was then made by Chief Globerger to approve the Check Register. The motion was seconded by Mr. Noble, and unanimously approved.

IV. Standing Committee Reports

A. Finance and Administration Committee

Committee Chair Noble presented the final draft version of the document describing the benefits of NIPSTA membership. This document represents the highest priority for the Committee in 2010 to help retain and attract members. He credited Committee members and NIPSTA staff for their efforts in designing the informational brochure, which is printed inexpensively using in-house resources. Next, the document will be distributed throughout the NIPSTA membership and linked to access to additional information at the NIPSTA website. Discussion among Executive Committee members addressed these issues:

- President Wiberg suggested several revisions to the language in the document in order to better communicate the benefits of membership. He also requested a report of student attendance comparing NIPSTA members to non-members.
- Ms. Seinfeld recommended that member testimonials be added to the document. She also offered to assist with language to be inserted into the document explaining the Oakton CC/NIU tuition-waiver program for which NIPSTA members are eligible. She also highlighted another unique benefit that NIPSTA members receive: in-district tuition fees at Oakton.
- Deputy Chief Kreis recommended that an emphasis be placed on the value in NIPSTA membership far exceeding tuition cost savings.
- Chief Czerwinski stated that consideration should be given to a membership promotion program in 2011 that would allow for a reduction in membership fees for first-time members.

Mr. Noble reported that Committee members have deliberated the request from the North Regional Major Crimes Task Force (NORTAF) for a waiver of the NIPSTA Facility Use Policy, and the related fee schedule, during crime scene investigations. Committee members were unanimous in their opinion that the request should not be granted. Additional discussion among Executive Committee members resulted in support for this recommendation, and support for NIPSTA and NORTAF to share on-site facilities. Thereafter, Mr. Noble made a motion directing Mr. Lahey to communicate with NORTAF about the denial of the request for a waiver of the Facility Use Policy. Furthermore, Mr. Lahey was instructed to discuss with NORTAF the possibility of making property improvements that will support fulfillment of the NORTAF mission in Glenview. The motion was seconded by Ms. Mikula, and unanimously approved.

Mr. Noble reported that Committee members have recommended that NIPSTA staff work in cooperation with Academy legal counsel to draft a new Instructor Agreement that is consistent with insurance provisions available to NIPSTA from its new insurance provider, IRMA. Furthermore, it was recommended that an alternate benefits plan be provided to NIPSTA instructors, who are independent contractors. This would, in-turn, result in elimination of the worker's compensation benefit that is currently in effect. The Committee has recommended that the new Instructor Agreement be delivered to instructors in December 2010, and become effective on January 1, 2011.

Mr. Noble reported that Committee members have unanimously recommended that NIPSTA membership dues in 2011 be calculated in compliance with the terms and conditions of the *NIPSTA Contract, Bylaws and Intergovernmental Agreement*. This recommendation is in response to discussion at the April 2010 meeting of the NIPSTA Executive Committee, when it was proposed that membership dues be calculated in November and May each year. Members of the Finance and Administration Committee rejected such a "true-up" process as being time-consuming upon staff and inconsistent with the NIPSTA charter document.

B. Police/Law Enforcement Training Committee

Committee Chair Kreis referred Executive Committee members to the Police/Law Enforcement Training Committee Report, and noted that the NIPSTA will soon host training sessions delivered by North East Multi-Regional Training, Inc. (NEMRT). The NIPSTA training grounds are being made available at no cost to NEMRT. In return, a few NIPSTA members are eligible for a tuition waiver for NEMRT programs. This will also result in a new audience of students using the NIPSTA Campus.

C. Fire/EMS Training Committee

Committee Chair Dominik referred Executive Committee members to the Fire/EMS Training Committee Report, and commented on the following:

- Acquisition of a fire apparatus at no cost from the Village of Schiller Park.
- Launch of the fourth and final NIPSTA Firefighter Academy in September, with eleven candidates enrolled from eight different departments from Cook, Lake, and McHenry counties.
- The annual conference and tradeshow of the Illinois Fire Chiefs Association is scheduled in Peoria on October 10-12, 2010. NIPSTA will be well-represented there with a display of its training facilities/programs.
- Illinois MABAS Division 3 recently completed nine days of training for 700 firefighters at NIPSTA. The International Association of Fire Chiefs hails this regional training as a model for others nationwide to emulate.

D. Public Works Training Committee

Committee Chair Mau referred Executive Committee members to the Public Works Training Committee Report, and commented on the following:

- The fall 2010 session of the Public Works Supervisors Academy began last month with a new series of educational sessions. College credit is provided to those who attend all 12 training topics that NIPSTA offers.
- Later this month, the one-of-a-kind NIPSTA Snowplow Driver Training Program returns to Campus. The program is unique to NIPSTA and successful each year.
- NIPSTA has reached agreement with the Illinois Department of Transportation that will result in specialized driver training provided to the State's "Minutemen" personnel. NIPSTA instructors are participating in ride-alongs with IDOT staff in order to fully understand the nature of their work.

E. Facilities and Grounds Committee

Committee Chair Globerger referred Executive Committee members to the Facilities and Grounds Committee Report and stated that a \$21-million funding request has been submitted by the NIPSTA Foundation to the Rice Foundation to complete some of the initiatives identified in the Campus Master Plan Update process.

F. Private Industry Training Committee

Committee Chair Seinfeld referred Executive Committee members to the Private Industry Advisory Council Report and commented on the very successful kick-off meeting of the newly-established Private Industry Advisory Council. President Wiberg stated that the event was well-organized and well-attended. He asked that Mr. Lahey conduct follow-up meetings with all attendees to the meeting.

G. Ad Hoc Safety Committee

In the absence of the Committee Chair, President Wiberg referred Executive Committee members to the Ad Hoc Safety Committee Report.

V. Executive Director's Report

Mr. Lahey presented information about three unique uses of NIPSTA facilities:

1. Takeda Pharmaceuticals, Inc. proposes a relationship whereby it would be provided access to NIPSTA classrooms for two different purposes: staff training and emergency operations. The proposed partnership would be governed by a Memorandum of Understanding that has been reviewed and approved by legal counsel of both parties. Discussion among Executive Committee members addressed the following:

- Consideration of Takeda Pharmaceuticals, Inc. as a NIPSTA Affiliate Member, which could be more beneficial than being a user of the facilities;
- Concerns about NIPSTA training programs being displaced by Takeda Pharmaceuticals, Inc.; and,
- Offer the same opportunity to other businesses to consider NIPSTA as an emergency operations center.

A motion was made by Mr. Harlow authorizing Mr. Lahey to continue negotiations with Takeda Pharmaceuticals, Inc. and develop a revised Memorandum of Understanding that is mutually agreeable. The motion was seconded by Mr. Noble and unanimously approved.

2. Audi Car Club of North America utilized the NIPSTA training grounds last month for its Teen Safe Driving Program. Deputy Chief Kreis commented that he was in attendance with his son, who is a teen driver. Both were very impressed by the program content and instruction. The Audi staff was professional, courteous, and conscientious, both in their delivery of the program and in their use of NIPSTA facilities. He recommended the course to others.

3. Illinois MABAS sponsored a multi-state regional training exercise at NIPSTA in August. The drill involved the deployment of 299 emergency vehicles and 924 firefighters in a coordinated effort in response to a mock scenario involving a series of devastating tornadoes in the Chicago metropolitan area. This activity provided significant exposure to NIPSTA in the media and in the fire service communities in Illinois, Wisconsin, Indiana, and Michigan.

VI. NIPSTA Foundation Report

Mr. Wiberg announced that there was an insufficient amount of time for a report of recent activities sponsored by the NIPSTA Foundation. He requested that these matters be included on a future agenda of the Executive Committee.

VII. Next Meeting

Mr. Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, November 2, 2010 at 11:30 a.m.

VIII. Adjournment

A motion was made by Deputy Chief Kreis to adjourn the meeting. The motion was seconded by Ms. Seinfeld and unanimously approved at 1:28 p.m.

Respectfully Submitted,



Robert T. Lahey
NIPSTA Executive Director