

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**September 13, 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	Glenview Fire Department
Chief Alan Wax	Des Plaines Fire Department
Paul Harlow	Village of Glencoe
Dave Mau	Glencoe Public Works Department

Also present was NIPSTA Executive Director Robert Lahey.

I. Call to Order

President Wiberg called the meeting to order at 11:44 a.m.

II. Approval of Minutes

Chief Czerwinski made a motion to approve the Minutes of the Executive Committee meeting on August 2, 2011. The motion was seconded by Chief Dominik, and unanimously approved.

III. Treasurer's Report

A. Seven-Month Financial Reports

Mr. Harlow presented the financial reports for the seven-month period ending July 31, 2011. He commented on the new report format and the accompanying narrative reports, which provide helpful analyses of the data. He also highlighted the following:

- Total revenues of \$1,053,894 exceed the budget projection;
- Total expenses of \$854,614 are lower than the budget projection;
- Training revenue in 2011 is \$100,000 more than 2010; and,
- Facility rental revenue is below the budget projection.

In response to an inquiry by Mr. Harlow, Mr. Lahey explained that the 2011 NIPSTA Budget is in a \$75,000 deficit position as a result of an amendment in December 2010. Mr. Harlow requested that this be included in a footnote to future reports. He also commented on the value in the new chart of accounts being utilized to record NIPSTA financial activity. This improvement in recordkeeping will support better strategic decision-making and budgeting in the future. Mr. Wiberg concurred.

Chief Wax inquired about "Other" revenue in the amount of -\$4,374 during July 2011. Mr. Lahey stated that he would investigate the matter and provide him with a response.

Chief Dominik made a motion to approve the seven-month financial reports. The motion was seconded by Chief Czerwinski, and unanimously approved.

B. Check Register: July 2011

Mr. Harlow presented the check register report and recommended an improved internal control by presenting the listing of checks in numerical order, rather than by vendor name. Mr. Lahey reported that the members of the Finance and Administration Committee will be provided this information on a monthly basis. Discussion among Executive Committee members resulted in consensus support for the recommendation that future check register reports include two listings: numerical order and vendor name.

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

C. Profit & Loss Report: Candidate Testing/Training

Mr. Harlow presented a one-page financial summary of Candidate Testing/Training services provided by NIPSTA in 2011. These services are comprised of three activities: Firefighter CPAT Test; Police POWER Test, and Getting Hired in Fire/Police. In total, these programs have generated more than \$131,000, and netted more than \$94,000. Mr. Harlow noted that the two candidate testing programs provide a 72% rate of return. He expressed appreciation to NIPSTA staff for providing this detailed analysis.

IV. Standing Committee Reports

A. Police/Law Enforcement Training Committee

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

B. Fire/EMS Training Committee

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

C. Public Works Training Committee

Committee Chair Mau referred Executive Committee members to a summary report of recent training committee activity, which was included in the agenda packet. He also commented on the valuable partnership between NIPSTA and the Park District Risk Management Agency (PDRMA). The organizations share a commitment to quality in curriculum development and delivery.

Director Lahey noted that NIPSTA is developing a driver simulator training curriculum for PDRMA for mini-van and small bus drivers, which program will generate some revenue.

D. Facilities and Grounds Committee

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

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

V. President's Report

A. NIPSTA Visit by Cook County Board President Toni Preckwinkle

Mr. Wiberg reported that Cook County Board President Preckwinkle was the guest of honor to deliver a presentation during the most recent graduation ceremony of the NIPSTA Firefighter Academy. He noted that her comments were well-received by more than 150 persons in attendance. He also stated that the ceremony was an impressive display by candidates, instructors, and staff.

Mr. Wiberg reported that he had time prior to the graduation ceremony to meet with Michael Masters, Executive Director of the Cook County Department of Homeland Security and Emergency Management. The meeting provided an opportunity for NIPSTA to request renewal of the intergovernmental agreement between the two agencies so that essential training may continue to be delivered throughout the suburban area. Both parties are eager for this matter to get resolved soon.

B. NIPSTA Visit by Congressman Bob Dold

Mr. Wiberg reported that Congressman Bob Dold was hosted on Campus last weekend by a few members of the Executive Committee. The gathering and dialogue provided an opportunity to share the vision for NIPSTA's future, and to invite the Congressman's support of it. Mr. Wiberg thanked the Executive Committee members who participated in the meeting.

VI. Executive Director's Report

A. Nominating Committee Update

Mr. Lahey reported that the 2011 Nominating Committee will be led by Diana Mikula (Arlington Heights). She has successfully added the following other Committee members: Chief Hank Clemmensen (Palatine Rural Fire Protection District), Chief Alan Berkowsky (Evanston Fire Department), Chief Jim Dominik (Wilmette Fire Department), and Tim Wiberg (Village of Lincolnwood). The group will be formally announced next month so that it can begin its deliberations in selecting candidates for these officer positions: President, Vice President, Secretary, and Treasurer.

B. Remembrance Rescue Project

Mr. Lahey reported that he has received a request from a group of Chicago-area firefighters who are involved in the "Remembrance Rescue Project." This initiative is intended to restore and display Rescue Squad 4 from the New York City Fire Department, which was damaged and whose crew perished in the September 11, 2001 World Trade Center attacks. The local firefighters are interested in storing the apparatus at NIPSTA, either in an indoor or outdoor location. Chief Czerwinski offered to discuss this matter further with the firefighters, some of whom are employed by the Skokie Fire Department, and get additional information for discussion. He will provide a follow-up report at a future meeting of the Executive Committee.

VII. Other Business

Mr. Lahey invited all Executive Committee members to participate in the Second Annual NIPSTA Golf Classic, which is scheduled on September 23, 2011. This fundraising event is sponsored by the NIPSTA Foundation.

VIII. Next Meetings

Mr. Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on October 4, 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. Mau to adjourn the meeting. The motion was seconded by Mr. Kreis and unanimously approved at 1:08 p.m.

Respectfully Submitted,



Alan Wax  
NIPSTA Secretary