

# **NIPSTA BOARD OF DIRECTORS MEETING MINUTES**

**April 7, 2009**

The following Executive Committee members were present:

Chief Joseph De Lopez	Winnetka Police Department
Chief Alan Wax	Highland Park Fire Department
Chief Wayne Globerger	Glenview Fire Department
Deputy Chief Patrick Kreis	Winnetka Police Department
Diana Mikula	Village of Arlington Heights
Tim Wiberg	Village of Lincolnwood
George Van Geem	Village of Niles
Director Andy DeMonte	Morton Grove Public Works Department
Chief Ralph Czerwinski	Skokie Fire Department

The following NIPSTA member representatives were present:

Chief Tom Friel	Morton Grove Fire Department
Director Mikel Milks	Glencoe Department of Public Safety
Lynn Seinfeld	Oakton Community College
Barb Rizzo	Oakton Community College
Chief Don Gould	Prospect Heights Fire Protection District
Chief Scott Smith	Winnetka Fire Department
Chief Barry Mueller	Niles Fire Department
Ed McGarry	Palatine Rural Fire Protection District
Chief Mark Nolan	Northbrook Fire Department
Chief Rick Dobrowski	North Maine Fire Protection District
Trustee Paul Morrison	North Maine Fire Protection District
Chief Jim Quinn	Deerfield-Bannockburn Fire Protection District

Also present were NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, NIPSTA Program Coordinator Sheila Darcy, NIPSTA Administrative Intern Jarret Byrne, NIPSTA Program Assistant Mary Gipson, and Leonard Enz and Elise Mallon (Tactical Design Group).

**I. Call to Order**

NIPSTA President Joseph De Lopez called the meeting to order at 1:47 p.m. He declared a quorum of Board members present. A Sign-In Sheet was distributed for all to sign.

**II. Approval of Minutes**

A motion was made by Chief Smith and seconded by Director Milks to approve the Minutes of the February 3, 2009 meeting of the NIPSTA Board of Directors. The motion was unanimously approved.

**III. Treasurer's Report**

**A. Fiscal Year 2008 Year-End Financial Reports**

Treasurer Van Geem presented the financial reports for the 12-month period ending December 31, 2008. He noted that the reports are not yet audited, but reflect well on the Academy's performance last year. He also reported that the financial audit of this activity is presently underway, and a formal report will be presented to the Board of Directors at its next meeting. A motion was made by Chief Mueller and seconded by Chief Quinn to approve the FY 2008 Year-End Financial Reports. The motion was unanimously approved.

**B. Fiscal Year 2009 First Quarter Financial Reports**

Treasurer Van Geem presented the first quarter financial reports, including the Balance Sheet and Statement of Profit and Loss for the three-month period ending March 31, 2009. He commented that Current Assets (\$160,035) exceed Accounts Payable (\$30,987). However, Net Income is in a deficit position (-\$103,866) due to accounting for receipt of only 25% of membership dues during the first quarter of the year. All other revenues and expenses, he stated, are within their budgeted projections. A summary report of training activity expenses (\$226,044) has been requested by the Executive Committee.

President De Lopez reported that an Allowance for Doubtful Accounts (\$15,000) has been established as an estimate of the amount deemed to be uncollectible from customers and vendors in years past. He noted that Treasurer Van Geem and NIPSTA staff are being more aggressive in pursuit of payments. A summary report of this activity has been requested by the Executive Committee.

A motion was made by Chief Gould and seconded by Chief Nolan to approve the FY 2009 First Quarter Financial Reports. The motion was unanimously approved.

**IV. Standing Committee Reports**

**A. Fire/EMS Training**

Committee Chair Czerwinski reported on the outstanding results of the first-ever NIPSTA Firefighter Academy, which concluded on March 13, 2009 with a graduation ceremony attended by more than 150 persons. He stated that 20 Academy participants experienced a daily schedule of lectures, hands-on exercises, and physical training delivered by more than 30 local instructors. The curriculum was compliant with the program objectives set forth by the Office of the Illinois State Fire Marshal. Excellent support was received from NIPSTA member departments that loaned training equipment and supplies throughout the two-month session. An Advisory Committee comprised of representatives from Wilmette, Glenview, Arlington Heights, Northbrook, and Prospect Heights Fire Protection District contributed to the success of the program. Chief Czerwinski thanked them for their assistance and announced NIPSTA's intentions to deliver another Firefighter Academy during the summer 2009.

Chief Czerwinski reported that the NIPSTA Fire Officer Training Program is experiencing similar success. Each of the programs in the Fire Officer I series has been filled to capacity. The Fire Officer II series will be delivered in the fall 2009. He thanked Oakton Community College for supporting these training programs and providing college credit to all participating students. Chief De Lopez congratulated Chief Czerwinski and the Committee members.

B. Public Works Training

Committee Chair De Monte reported that the 2009 Public Works Supervisors Academy was begun last week. In order to keep pace with the student demand, one extra session of each of the three topics has been added to the NIPSTA training calendar. Each program is attended by 20-25 students. In response to an inquiry by Chief Czerwinski, it was noted that these programs could also be tailored to an audience of police or fire/EMS professionals.

Mr. De Monte commented on a new curriculum being developed using the driver training simulators. A pilot program was successfully delivered last month, and there are plans for a formal program launch later this year. He stated that this indoor training is a complement to the outdoor instruction, which is underway on the NIPSTA Driver Training Pad.

Lastly, Mr. De Monte announced that the next Committee meeting is scheduled May 13, 2009.

C. Police/Law Enforcement Training

Committee Chair Kreis reported that efforts continue in the development of two new training curricula at NIPSTA: police tactical training and driving simulator training. Both of these initiatives are being prepared for open enrollment later this year.

Deputy Chief Kreis summarized the success of the new NIPSTA program that provides local departments with administration of the Illinois POWER Test for prospective employees:

- Eleven (11) departments are now involved in the program;
- Twenty-five (25) police officers serve as Test proctors; and,
- One-hundred and thirty-one (131) candidates tested on April 4, 2009 with an 81% success rate.

D. Facilities and Grounds

Committee Chair Globerger announced that a \$190,000 grant application has been submitted by NIPSTA for construction of a Fire Alarm and Fire Sprinkler Training Laboratory. This would include a new classroom and demonstration area designed to deliver hands-on training in the proper use, installation, and management of fire alarm and fire sprinkler systems. No other such facility is available in northeastern Illinois. An announcement about the status of the award from the U.S. Department of Homeland Security is anticipated in the summer 2009.

E. Finance and Administration

In the absence of Committee Chair Harlow, Committee member Wax reported that Committee members will meet for the first time in 2009 on May 1<sup>st</sup>. Primary on the agenda is review of the 2008 Financial Audit Report as prepared by the accounting firm of Wolf & Company. The report will be presented to the NIPSTA Board of Directors in June 2009.

Mr. Harlow announced that agreement has been reached with three local hotel properties to provide a 10% commission of revenue collected from NIPSTA students, visitors, and guests who stay overnight at the Staybridge Suites, Wyndham Suites, or Sheraton Hotel. A direct link to each property's website will soon be included at [www.NIPSTA.org](http://www.NIPSTA.org).

## **V. President's Report**

President De Lopez reported that the NIPSTA Executive Committee last month authorized NIPSTA staff to pursue federal funding for a variety of activities related to Academy Modernization and Training Improvements. He introduced Mr. Lahey and Mr. Enz, who provided a presentation to the Board of Directors and summarized this initiative:

- The process involved the collection of data about high priority needs for NIPSTA;
- Consultants from Tactical Design Group are now assembling documentation about each of these needs so that appropriate cost allocations can be made;
- The Academy Modernizations are estimated at \$6.6 million in the Education Center, Field Training Facility, Structural Collapse Building, and Outdoor Improvements;
- The Training Improvements are estimated at \$34.7 million for new props to be located on Campus;
- A grant proposal will be drafted by staff as a compilation of each of these activities; and,
- Thereafter, the method of funding will be identified and is anticipated to be a combination of grant programs and requests from elected officials at the state and federal levels.
- Even if some or all of these initiatives end-up not getting funded, the work done in preparation will be beneficial in the update of the campus master plan.

Mr. Lahey invited support of this aggressive campaign from all NIPSTA members.

## **VI. Executive Director's Report**

### **A. NIPSTA Instructor Agreements**

Mr. Lahey reported that a considerable amount of effort has been expended in recent months to draft an agreement between NIPSTA and the independent contractor instructors of various programs: fire training, driver training, firefighter candidate testing, and police candidate testing. NIPSTA legal counsel has been engaged in and supportive of this effort, as well. Chief De Lopez thanked Mr. Lahey for these efforts and commented on the importance of such agreements in order to protect the interests of all parties involved.

### **B. Quarterly Activity Report**

Mr. Lahey presented a report of NIPSTA activity during the first three months of 2009 when compared to the first quarter of 2008. Among the highlights in the report:

- 7% increase in total number of NIPSTA-sponsored training programs;
- 5% decrease in number of students at NIPSTA-sponsored training programs;
- 33% decrease in the number of events at NIPSTA;
- 4,105 visitors to the NIPSTA Campus, which represents a decrease of 14%;
- 7,000 additional visitors to the NIPSTA website; and,
- 50% increase in subscribers to *NIPSTA News and Notes*.

## **VII. Other Business**

There was no other business to come before the Board of Directors.

## **VIII. Next Meeting**

Chief De Lopez announced that the next meeting of the NIPSTA Board of Directors will be held on June 2, 2009 at 1:30 p.m. on the NIPSTA Campus.

## **IX. Adjournment**

A motion was made by Chief Wax, and seconded by Chief Gould, to adjourn the meeting. The motion was unanimously approved at 2:44 p.m.

Respectfully submitted,

Alan G. Wax  
NIPSTA Secretary