

# **NIPSTA BOARD OF DIRECTORS MEETING MINUTES**

**August 4, 2009**

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Alan Wax	Highland Park Fire Department
Diana Mikula	Village of Arlington Heights
Chief Ralph Czerwinski	Skokie Fire Department
Paul Harlow	Village of Glencoe

The following NIPSTA member representatives were present:

Lynn Seinfeld	Oakton Community College
Chief James Quinn	Deerfield-Bannockburn Fire Protection District
Chief Rick Dobrowski	North Maine Fire Protection District
Trustee Paul Morrison	North Maine Fire Protection District
Chief Jim Dominik	Wilmette Fire Department
Chief Tom Friel	Morton Grove Fire Department
Bill Hooker	Park District Risk Management Agency
Jackie Streid	Intergovernmental Risk Management Agency
Chief Scott Smith	Winnetka Fire Department
Chief Don Gould	Prospect Heights Fire Protection District
Chief Frank Kaminski	Park Ridge Police Department

Also present were NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, NIPSTA Program Coordinator Sheila Darcy, and Shawn Chuipek and William Castellano (Advocate Lutheran General Hospital).

## **I. Call to Order**

NIPSTA Vice President Tim Wiberg called the meeting to order at 1:40 p.m. He welcomed those in attendance, including Chief Frank Kaminski, who is newly-appointed to the Park Ridge Police Department. Mr. Wiberg announced that a quorum of NIPSTA Board members was not present, and thus actions could not be taken, but discussions regarding agenda items would be held. A sign-in sheet was distributed for all to complete.

## **II. Approval of Minutes**

In the absence of a quorum of Board members, a motion was withheld to approve the Minutes of the June 2, 2009 meeting of the NIPSTA Board of Directors.

## **III. Treasurer's Report**

In the absence of the NIPSTA Treasurer, Mr. Lahey referred Board members to the summary memorandum related to the financial reports for the six-month period ending June 30, 2009. He noted that the data in the reports provides a positive financial position for NIPSTA at mid-year, stressing that NIPSTA's diverse revenue stream is helping the organization weather the current economic storm very well. Among the noteworthy items in the reports:

- Facility Rental revenue is at 24% of the annual budget, but does not yet include activity in May or June;
- Tuition Fee income does not yet include funds due to NIPSTA from Cook County for homeland security training during the first six months of the year;
- Invoices related to the Independent Contractor Agreements will be issued within the next three months;
- The Training Expense of \$353,884 does include reimbursable costs from Cook County for regional homeland security training;
- Total Income is at 59% of the annual budget at mid-year; and,
- Total Expense is at 55% of the annual budget at mid-year.

In the absence of a quorum of Board members, a motion was withheld to approve the financial reports.

## **IV. Standing Committee Reports**

### **A. Fire/EMS Training**

Chair Czerwinski offered an update related to the Summer Session of the NIPSTA Firefighter Academy that is presently underway with 15 students enrolled. The weather has been cooperative and the instructors are doing very well in delivering the State-approved, eight-week curriculum. Graduation ceremonies are planned on September 4, 2009. Soon thereafter, the Academy Advisory Committee will begin preparing for the schedule of training to be offered in 2010, which will include an increased number of Academy offerings.

Chair Czerwinski reported that the Fire Officer program begins again later this month with the four-part Fire Officer II series of courses that is scheduled to conclude in November 2009. At the request of Fire/EMS Training Committee members, NIPSTA in 2010 will offer Fire Officer I (five courses) twice per year, in the spring and fall. Also next year, the Fire Officer III program will be offered for the first time ever at NIPSTA in cooperation with the Illinois Fire Chiefs' Association. Chief Dominik added that the Fire Officer III training is a master's degree-level program that takes 18 months to complete. For the first time, it is available in a north suburban venue at NIPSTA.

B. Public Works Training

In the absence of the Committee Chair, Mr. Lahey presented the following three new training programs that are available under the title of the Public Works Supervisors Academy, and he distributed related flyers:

- Managing Our Differences: September 17, 2009
- Effective Communication – In Writing and in Speaking: October 16, 2009
- Handling Workplace Conflicts: November 12, 2009

These sessions are delivered in cooperation with Oakton Community College in an affordable and accessible format. The series of leadership workshops is intended for new supervisors and individuals preparing to transition into supervisory positions.

C. Police/Law Enforcement Training

In the absence of the Committee Chair, Mr. Zaleski announced the launch of three new training programs that involve the use of SIMUNITIONS firearms and equipment. By design, the sessions are brief, inexpensive, and available to a maximum of 10 students. The programs will be offered to on-duty personnel in a safe manner, even inside the Field Training Facility where the NIPSTA Firefighter Academy is based. Mr. Zaleski also reported that these trial sessions are tuition-free to NIPSTA members and include a high instructor-to-student ratio.

D. Facilities and Grounds

In the absence of the Committee Chair, Mr. Lahey updated Board members about the ongoing feasibility study for Illinois MABAS to co-locate on the NIPSTA Campus. To date, four meetings have been scheduled among the leadership of both organizations. Only conceptual plans have been discussed thus far, without much attention to the detail of project financing. This will come at a later date as the dialogue continues. Mr. Lahey stated that the Board of Directors will be consulted in the future when there are more certain plans ready for review.

E. Finance and Administration

Committee Chair Harlow reported that the members of the Finance and Administration Committee recently approved a proposal from the Management Association of Illinois, located in Downers Grove, to complete a Job Description and Market Benchmarking Project. The project involves development of job descriptions for the three current NIPSTA full-time staff positions, and benchmarking NIPSTA positions against other agencies in order to determine appropriate market-based salaries. Project results will be shared with the NIPSTA Executive Committee and be considered by the Finance and Administration Committee as it develops the 2010 Fiscal Year Budget.

V. **President's Report**

A. Member Application: Lutheran General Hospital

Vice President Wiberg presented a nomination for NIPSTA Affiliate Membership by Advocate Lutheran General Hospital's Public Safety Department. However, a vote of approval of the application was withheld pending a quorum of NIPSTA Board members being present at a future meeting.

Sergeant William Castellano, a member of the Lutheran General Hospital Department of Public Safety, commented on the reasons for pursuing NIPSTA membership: standardized training of its staff and critical incident stress debriefing education. With access to the unique training props on the NIPSTA Campus, the hospital intends to establish itself as a model for public safety training among the seven hospitals in the Advocate Healthcare System.

Mr. Wiberg opined that the membership benefits should be effective immediately for the hospital's Public Safety Department and associated staff, even absent a formal vote of approval by the NIPSTA Board of Directors. He then presented a membership plaque to Sergeant Castellano.

**B. Nominating Committee Formation**

Vice President Wiberg announced that NIPSTA President Joseph De Lopez has appointed Diana Mikula, Assistant to the Arlington Heights Village Manager, as Chair of the Nominating Committee, which is responsible for assembling a slate of officer candidates to assume NIPSTA leadership positions for a two-year term in 2010-2011. She explained that she will be extending invitations to select NIPSTA Board members to join the Committee. Thereafter, nominations will be sought for the four NIPSTA Officer positions to be elected on December 1, 2009.

**C. Ad Hoc Safety Committee Formation**

Vice President Wiberg announced that the NIPSTA Executive Committee has established an Ad Hoc Safety Committee, which shall have as its mission to protect the safety and well-being of NIPSTA employees, members, students, and guests. The Committee goal shall be to formulate clear and consistent policies governing the use and operation of training equipment, facilities, and props.

There are ten Committee members who shall share responsibility for providing information and making recommendations to the NIPSTA Executive Committee. Specific tasks include identifying hazards and suggesting corrective actions, defining obstacles and creating solutions, and developing investigation and response procedures that improve training practices and site safety on the NIPSTA Campus. The Committee will begin meeting regularly next month.

**VI. Other Business**

**A. 2009 Q1 and Q2 Activity Report**

Mr. Lahey presented a summary report of NIPSTA activity during the first six months of 2009. Key findings in the report in comparing 2009 to 2008:

- 12% fewer events at NIPSTA;
- 18% more visitors to the NIPSTA Campus;
- 4% fewer students enrolled in NIPSTA-sponsored training programs; and,
- Significant growth in the amount of electronic communications from NIPSTA.

Chief Wax requested that future reports include data specific to NIPSTA testing services for police and firefighter candidates for employment.

**B. NIPSTA Foundation Public Safety Awareness Day**

Mr. Zaleski announced that the NIPSTA Foundation will host its annual public awareness event on Sunday, September 13, 2009 from 11 a.m. until 4 p.m. In order to showcase its specialized programs and facilities, the NIPSTA Campus will be open to the public for this one day of live demonstrations and hands-on activities. Scenarios will be staged and combined with interactive displays of public safety equipment and vehicles. This provides a unique opportunity to not only meet and greet fire, police and public works professionals, but also get an up-close look at the tools of their trades.

Ms. Darcy explained the marketing initiatives that are in place in advance of the event. They include postcards, posters, newspaper advertisements, and Internet-based announcements using social media. The fundraising aspect of the event is equally important, with \$10,000 in revenue anticipated from sponsors' contributions. She thanked Al Rigoni, President of the NIPSTA Foundation, for his leadership in recruiting financial supporters, including the John L. and Ada F. Rice Foundation.

**VII. Next Meeting**

Vice President Wiberg announced that the next meeting of the NIPSTA Board of Directors is scheduled on October 6, 2009 at 1:30 p.m. on the NIPSTA Campus.

**VIII. Adjournment**

Vice President Wiberg adjourned the meeting at 2:28 p.m.

Respectfully submitted,

Alan G. Wax  
NIPSTA Secretary