

# **NIPSTA BOARD OF DIRECTORS MEETING MINUTES**

**August 3, 2010**

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Alan Wax	Des Plaines Fire Department
Deputy Chief Patrick Kreis	Winnetka Police Department
Chief Joe De Lopez	Winnetka Police Department
Diana Mikula	Village of Arlington Heights
Steve Noble	Village of Northfield
Chief Jim Dominik	Wilmette Fire Department
Lynn Seinfeld	Oakton Community College

The following NIPSTA member representatives were present:

Chief Rick Dobrowski	North Maine Fire Protection District
Trustee Paul Morrison	North Maine Fire Protection District
Ed McGarry	Palatine Rural Fire Protection District
Chief Barry Mueller	Niles Fire Department
Chief Tom Friel	Morton Grove Fire Department
Tom Janetske	Evanston Fire Department
Bill Hooker	Park District Risk Management Agency
Chief Don Gould	Prospect Heights Fire Protection District
Chief Fred Friedl	Gurnee Fire Department
Ian Kazian	Deerfield-Bannockburn Fire Prot. District
Director Mike Volling	Glencoe Department of Public Safety

Also present were NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, NIPSTA Program Coordinator Sheila Darcy, NIPSTA Administrative Intern Amanda Scripture, and Leonard Enz (Tactical Design Group).

## **I. Call to Order**

NIPSTA President Tim Wiberg called the meeting to order at 1:44 p.m. He announced a quorum of NIPSTA Board members in attendance. He welcomed Tom Janetske (Evanston FD) and Amanda Scripture (NIPSTA) as first-time attendees to the meeting.

## **II. Approval of Minutes**

A motion was made by Chief Mueller to approve the Minutes of the June 1, 2010 meeting of the NIPSTA Board of Directors. The motion was seconded by Chief Friedl, and unanimously approved.

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

In the absence of the NIPSTA Treasurer, Mr. Lahey presented the Balance Sheet and the Statement of Profit and Loss for the first six months of 2010. He noted that the financial picture is positive, and that, despite the economy and associated challenges, the organization is in a good financial situation. The reports reflect Net Income of \$70,391, which is the year-to-date amount by which revenue exceeds expenditures by 5%. A motion was made by Chief Wax to approve the mid-year financial reports. The motion was seconded by Chief De Lopez, and unanimously approved.

## **IV. Standing Committee Reports**

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

Committee Chair Dominik presented an Intergovernmental Agreement proposed between NIPSTA and Oakton Community College (OCC), which is an Affiliate Member of NIPSTA. This Agreement is intended to govern the relationship between the organizations as it relates to fire service training programs: Fire Officer I, Fire Officer II, and other training topics (e.g. firefighter academy, hazardous materials, fire apparatus engineer).

Chief Dominik explained that NIPSTA and OCC have worked cooperatively during the past six years to deliver these training sessions, most of which follow the guidelines and curriculum that are mandated by the Office of the Illinois State Fire Marshal. For some programs, student attendees receive college credit for their participation.

Chief Dominik announced that the members of the NIPSTA Fire/EMS Training Committee recommend renewal of the partnership. A motion was made by Ms. Mikula to approve the Intergovernmental Agreement. The motion was seconded by Chief Mueller, and unanimously approved.

### **B. Public Works Training**

In the absence of the Committee Chair, Mr. Zaleski announced the next series of programming in the Public Works Supervisors Academy. These half-day programs are targeted to public works leaders, and to those who aspire to supervisory positions within their departments. Upcoming titles include *Transitioning Into a Leadership Role* (September), *Communicating as a Leader* (October), and *What Kind of Leader Are You?* (November). Mr. Zaleski noted that the Supervisors Academy has successfully delivered 39 sessions during the past two years to 650 students.

### **C. Police/Law Enforcement Training**

Committee Chair Kreis reported that the leadership of NIPSTA in recent months has been engaged in discussions with the leadership of North East Multi-Regional Training (NEMRT) in an effort to inspire a greater sense of intergovernmental cooperation between both agencies. It has been acknowledged that both organizations share a common training mission and serve the same geographical area. However, their governance structures and funding sources differ dramatically.

These differences notwithstanding, the organizations have identified opportunities for collaboration - not competition - to effectively train local law enforcement personnel. This will result in the delivery of NEMRT courses on the NIPSTA Campus beginning in the fall 2010.

D. Private Industry Training

Committee Chair Seinfeld reported that a kick-off meeting of the newly-established Private Industry Advisory Council is scheduled on September 2, 2010 at NIPSTA. The purpose of the Advisory Council is to provide strategic direction to NIPSTA about how the Academy can assist private industry with training programs, campus access, and other specialized services.

She distributed a marketing brochure that will be used for promoting NIPSTA resources to private industry. President Wiberg commented on how the Private Industry Advisory Council is a high priority and represents an opportunity to provide financial relief to NIPSTA municipal members.

E. Finance and Administration

Committee Chair Noble announced that Committee members continue to focus their attention on the development of a document that will serve as a "Statement of Member Benefits." It represents an initiative that will support member retention and member attraction. The document will be finalized at the next scheduled Committee meeting on August 27, 2010.

F. Facilities and Grounds

In the absence of the Committee Chair, Mr. Lahey reported on the process involved in the Campus Master Plan Update. He introduced Mr. Enz (Tactical Design Group), who also discussed the role of his firm in facilitating a dialogue with NIPSTA stakeholders about the strategic direction to the future growth of the Academy.

Mr. Enz delivered a presentation that summarized a series of recommendations that will result in an update the NIPSTA Campus Master Plan. A motion was made by Chief Wax to accept the priorities as presented by Mr. Enz and authorize cost estimates to be assigned to them. The motion was seconded by Chief Friedl, and unanimously approved.

V. **President's Report**

President Wiberg reminded all NIPSTA Members that the NIPSTA Foundation will again sponsor Public Safety Awareness Day on September 12<sup>th</sup> in Glenview. This third annual event will showcase to the general public the specialized programs and facilities available at NIPSTA. One day of live demonstrations and hands-on activities 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. Admission is free. Food and beverage service will be available, along with an on-site raffle that includes a chance for students to win a ride to school in the NIPSTA fire engine and a host of other valuable prizes. Complimentary event parking is located across the street from the NIPSTA Campus entrance. President Wiberg called upon all NIPSTA Members to support this event by advertising it within their communities and providing their public safety staff and equipment for the day.

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

Mr. Lahey presented a summary report of NIPSTA activity for the six-month period ending June 30, 2010. Compared to 2009, NIPSTA is experiencing:

- A 26% increase in the number of events on-site;
- A 13% decrease in the number of visitors to the Campus;
- A 29% increase in the number of training programs; and,
- A 5% increase in the number of students.

Mr. Lahey noted that this data is evidence of the challenges, and successes, being experienced by NIPSTA in 2010. He expressed appreciation to all NIPSTA Members for their continued support of the Academy's training mission.

## **VII. Other Business**

Chief Dominik announced that NIPSTA is working in cooperation with the Illinois Fire Chiefs Association to host a "Family Focus Day" for all public safety personnel. This one-day of special educational events will help to promote a healthy balance for police and fire service professionals who are challenged in unique ways to manage their at-work and at-home lifestyles. As details about the event become more certain, invitations will be forthcoming to all NIPSTA Members.

## **VIII. Next Meeting**

President Wiberg announced that the next meeting of the NIPSTA Board of Directors is scheduled on October 5, 2010 at 1:30 p.m. on the NIPSTA Campus.

## **IX. Adjournment**

A motion was made by Chief Wax to adjourn the meeting. The motion was seconded by Chief Gould, and unanimously approved at 2:43 p.m.

Respectfully submitted,

Alan G. Wax  
NIPSTA Secretary