

NIPSTA BOARD OF DIRECTORS MEETING MINUTES

December 2, 2008

The following Executive Committee members were present:

Chief Joseph De Lopez	Winnetka Police Department
Chief Alan Wax	Highland Park Fire Department
Tim Wiberg	Village of Lincolnwood
George Van Geem	Village of Niles
Diana Mikula	Village of Arlington Heights
Paul Harlow	Village of Glencoe
Chief Ralph Czerwinski	Skokie Fire Department

The following NIPSTA member representatives were present:

Deputy Chief Steve Laureys	Winnetka Fire Department
Chief Mike Nystrand (1:50)	Northfield Fire Department
Deputy Chief John Malcolm	Mount Prospect Fire Department
Chief Tom Friel	Morton Grove Fire Department
Barb Rizzo	Oakton Community College
Lynn Seinfeld	Oakton Community College
Chief Alan Berkowsky	Evanston Fire Department
Commander Jay Patrick	Gurnee Police Department
Chief Jim Dominik	Wilmette Fire Department
Chief Barry Mueller	Niles Fire Department
Chief Donald Gould	Prospect Heights Fire Protection District
Chief Mark Nolan	Northbrook Fire Department
Chief Rick Dobrowski	North Maine Fire Protection District
Deputy Chief Ian Kazian	Deerfield-Bannockburn Fire Protection District
Ed Laudenslager	Vernon Hills Public Works Department

Also present were NIPSTA Executive Director Robert Lahey and Assistant to the NIPSTA Executive Director Phil Zaleski.

I. Call to Order

NIPSTA President Joseph De Lopez called the meeting to order at 1:23 p.m. He declared a quorum of members present. A Sign-In Sheet was distributed for all to sign.

II. Approval of Minutes

A motion was made by Chief Gould and seconded by Deputy Chief Malcolm to approve the Minutes of the October 7, 2008 meeting of the NIPSTA Board of Directors. The motion was unanimously approved.

III. Treasurer's Report

A. Fiscal Year 2008

Treasurer Van Geem reported that the fourth quarter financial reports will be delivered to the Board of Directors at its next meeting. In the meantime, the NIPSTA Executive Committee continues to review the financial reports on a monthly basis. To date, total revenues and expenses are close to budget and reflect positively on the organization. A primary concern is the timely receipt of funds from the Cook County Urban Area Security Initiative for the NIPSTA delivery of homeland security training throughout the region during the first six months of 2008. Efforts are underway to secure reimbursement of NIPSTA expenses in order to improve cash flow and interest revenues.

B. Statement of Financial Policies

Mr. Lahey referred members to the NIPSTA Statement of Financial Policies, which was previously approved by the Board of Directors in August 2006. He noted that the document provides guidance to NIPSTA leadership and staff in managing the fiscal affairs of the Academy on a day-to-day and year-to-year basis.

C. Fund Balance Report

Mr. Lahey referred members to a report of the NIPSTA fund balance since fiscal year 2002. As of December 31, 2007, unrestricted net assets totaled \$232,929. The 2007 year-end fund balance was just over the 25% target established in the Statement of Financial Policies.

IV. Standing Committee Reports

A. Fire/EMS Training

Committee Chair Czerwinski provided an update of the plans that are underway to launch the first-ever NIPSTA Firefighter II Academy in January 2009. He stated that the program design is the result of input received from NIPSTA members in August 2008. In response, the curriculum will not only meet, but also exceed, the State-mandated training objectives. There will also be hazardous materials-operations training offered after the Academy. Chief Czerwinski reported that a well-qualified group of more than 50 instructors will deliver the eight-week program. He noted that the tuition fee is higher than others, but the length is longer and the content is greater, which will result in new recruits who are better-prepared for their positions. In response to an inquiry by Chief Berkowksy, Chief Czerwinski reported that 13 students are now enrolled in the Academy and will complete the State exam on the final day of training. Chief Dominik announced his support for the Academy and his continuing efforts to secure donations of training equipment from local departments. He invited NIPSTA members to make surplus supplies available within the next 30 days. The Committee is also talking to equipment vendors and asking for assistance.

A NIPSTA-owned fire engine will support hands-on firefighter exercises. Chief Czerwinski reported that there were only minor issues found on the evaluation of the yet to-be-purchased apparatus; and those were easily repaired. Therefore, the purchase will be completed later this month pursuant to the Board of Director's previous approval.

Chief Czerwinski announced that the Fire/EMS Training Committee is actively planning for other new programs in 2009: Firefighter III Practical Exercises and Executive Leadership Sessions in cooperation with Oakton Community College).

B. Public Works Training

In the absence of Committee Chair Andy De Monte (Morton Grove), Mr. Zaleski reported the conclusion of the 2008 Public Works Supervisors Academy – a cooperative venture with Oakton Community College. Eight different sessions were delivered to 112 students, who are eligible to receive college credit. Mr. Zaleski stated that the one-of-a-kind Supervisor's Academy has provided valuable training to more than 430 students since 2006. Planning is underway for the 2009 program.

C. Police/Law Enforcement Training

In the absence of Committee Chair Paul Tasch (Morton Grove), Mr. Lahey reported that several efforts are underway to develop mutually-beneficial relationships with other local and national organizations: Northwestern University Center for Public Safety, National Animal Control Association, National Center for Missing and Exploited Children, and North American Police Work Dog Association. Negotiations are underway to host and offer educational programming on the NIPSTA Campus, some of which is already scheduled for 2009.

Chief De Lopez also commented on ongoing efforts to develop two new training curricula for delivery at NIPSTA: police tactical training and driving simulator training. Both of these initiatives are being led by NIPSTA instructors, who are supported by consultants provided by Oakton Community College. Their energies will result in new training programs being available at NIPSTA. Chief De Lopez expressed appreciation to Oakton Community College for this partnership in public safety.

D. Facilities and Grounds

In the absence of Committee Chair Wayne Globerger (Glenview), Mr. Zaleski reported that two property improvement projects were planned for completion in 2008, but will be deferred to 2009: exterior painting of the Field Training Facility and repairing the Driver Training Pad. He explained that it is expected that more favorable contractor pricing will result from delaying these activities until warm weather seasons.

E. Finance and Administration

Committee Chair Paul Harlow referenced the Fiscal Year 2009 Budget and explained that the members of the Finance and Administration Committee worked very hard to develop a balanced budget that is dependent upon:

- \$300,000 in Cook County funding for homeland security training
- Reducing membership dues for Founding Members by 10%
- New police candidate testing services
- First-ever Firefighter Academy
- Increasing staff resources to support program expansion
- Affiliate membership opportunities for intergovernmental agencies, with credit for the number of NIPSTA Member organizations within those intergovernmental agencies

Mr. Harlow noted that budget compliance is a shared responsibility of NIPSTA members and staff. He then introduced Mr. Lahey, who delivered a presentation and line item analysis of the Fiscal Year 2009 Budget. Highlights included:

- A 15% growth in tuition revenue
- A new Facility Use Policy and related Facility Use Fee Schedule

- A variety of facility maintenance issues and property improvements
- Enhanced relations with technology and consulting service providers
- Funds provided for the local match requirements of an applied-for FEMA FIRE Act grant for an Incident Command Simulator

In response to a question from Chief Berkowski regarding why the 2008 CPAT revenue budget was so low given the 2007 revenue figures, Mr. Lahey reported that historically fire department testing was on an odd-numbered-year two-year cycle, so the 2008 Budget was developed conservatively, given that history. It appears that, with the Candidate-Funded CPAT model, however, the previous “ups and downs” in this area have leveled-off somewhat. Mr. Lahey also pointed-out that, beginning in 2009, the Candidate-Funded CPAT model will be re-created for the police POWER Test, and that the Northwest Municipal Conference (NWMC) is working with NIPSTA to transition the POWER Test from the NWMC to NIPSTA.

Chief De Lopez congratulated and thanked the members of the Finance and Administration Committee for the well-developed financial plan for the New Year. A motion was made by Mr. Harlow and seconded by Chief Czerwinski to approve the Fiscal Year 2009 Budget. A roll call vote of 18 ayes and 0 nays resulted in the motion being unanimously approved.

V. President’s Report

President De Lopez presented the 2009 meeting schedule for the NIPSTA Board of Directors and Executive Committee, noting that the meeting times have been changed to 1:30 p.m. and 11:30 a.m. respectively. He announced that the revised schedule will be sent to all Members.

VI. Executive Session

A motion was made by Chief Wax and seconded by Ms. Mikula to adjourn to Executive Session for the purpose of discussing a personnel matter related to the performance and compensation review of the NIPSTA Executive Director. The motion was unanimously approved, and the Executive Session was conducted from 2:19 p.m. until 2:22 p.m.

VII. Other Business

A motion was made by Chief Wax and seconded by Ms. Mikula to approve the release of closed session meeting minutes. The motion was unanimously approved.

VIII. Next Meeting

Chief De Lopez announced that the next meeting of the NIPSTA Board of Directors will be held on February 3, 2009 at 1:30 p.m. on the NIPSTA Campus.

IX. Adjournment

A motion was made by Chief Gould, and seconded by Chief Berkowsky, to adjourn the meeting. The motion was unanimously approved at 2:24 p.m.

Respectfully submitted,

Alan Wax
NIPSTA Secretary