

NIPSTA BOARD OF DIRECTORS MEETING MINUTES

December 1, 2009

The following Executive Committee members were present:

Chief Joe De Lopez	Winnetka Police Department
George Van Geem	Village of Niles
Chief Alan Wax	Des Plaines Fire Department
Diana Mikula	Village of Arlington Heights
Chief Ralph Czerwinski	Skokie Fire Department
Tim Wiberg	Village of Lincolnwood
Chief Wayne Globerger	Glenview Fire Department

The following NIPSTA member representatives were present:

Lynn Seinfeld	Oakton Community College
Barbara Rizzo	Oakton Community College
Chief James Quinn	Deerfield-Bannockburn Fire Protection
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
Jackie Streid	Intergovernmental Risk Management Agency
Chief Scott Smith	Winnetka Fire Department
Chief Don Gould	Prospect Heights Fire Protection District
Deputy Chief Tom Swoboda	Park Ridge Police Department
Chief Mark Nolan	Northbrook Fire Department
Chief Alan Berkowsky	Evanston Fire Department
Chief Barry Mueller	Niles Fire Department
Trustee Ed McGarry	Palatine Rural Fire Protection District
Chief Fred Friedl	Gurnee Fire Department
Director Mike Volling	Glencoe Department of Public Safety
Chief Mike Hansen	Lincolnwood Fire Department
Chief Craig Gjelsten	Park Ridge Fire Department
Deputy Chief John Malcolm	Mount Prospect Fire Department

Also present were NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, NIPSTA Program Coordinator Sheila Darcy, Oakton Community College Program Assistant Mary Gipson, and Leonard Enz & Elise Mallon, Tactical Design Group, Inc.

I. Call to Order

NIPSTA President Joe De Lopez called the meeting to order at 1:45 p.m. He announced a quorum of NIPSTA Board members in attendance and distributed a sign-in sheet for all to complete.

II. Approval of Minutes

A motion was made by Chief Mueller to approve the Minutes of the October 6, 2009 meeting of the NIPSTA Board of Directors. The motion was seconded by Chief Quinn, and unanimously approved.

III. Treasurer's Report

NIPSTA Treasurer George Van Geem reported that the Executive Committee had recently reviewed the eleven-month financial reports. He noted that the financial position of the Academy is stable, as there are sufficient assets and cash to conclude the fiscal year on December 31, 2009. The revenues and expenditures are within the parameters of the annual budget. In fact, a year-end surplus is anticipated.

Mr. Van Geem then presented Resolution 2009-2: Identity Theft Prevention Policy. He asked that Mr. Lahey summarize the recommendation from NIPSTA legal counsel to approve the Resolution. In response to an inquiry by Chief Berkowsky, Mr. Lahey stated that the new policy is not only required by the Federal Trade Commission, but it also represents a good accounting practice. A motion was made by Chief Berkowsky to approve Resolution 2009-2. The motion was seconded by Chief Friedl, and unanimously approved.

IV. Standing Committee Reports

A. Facilities and Grounds

Committee Chair Globerger commented on year-end priorities of the Committee, including several property improvements. The most important initiative, however, is the update to the NIPSTA Campus Master Plan. Chief Globerger introduced Leonard Enz, Tactical Design Group, Inc., who is leading this effort. Mr. Enz explained the Master Plan process:

- Meetings with the membership of all NIPSTA training committees;
- Collection of data from members about their priorities;
- An electronic survey to dozens of NIPSTA stakeholders and students;
- An Internet-based program that will keep track of progress;
- Graphic imaging of Campus improvements; and,
- Financial planning to achieve desired objectives.

Ms. Mikula requested a copy of the data collected thus far from NIPSTA members.

B. Fire/EMS Training

Chief Czerwinski presented a proposed Memorandum of Understanding (MOU) with MABAS Division 3 as it relates to storage and use of emergency response vehicles on the NIPSTA Campus. The document is intended to define the terms of an agreement between NIPSTA and MABAS Division 3 so that each other's obligations and responsibilities are understood. Chief Czerwinski stated that the proposed relationship provides mutual benefit. A motion was made by Deputy Chief Malcolm to approve the MOU. The motion was seconded by Chief Mueller, and unanimously approved.

Chief Czerwinski also announced that a meeting will be held today with local fire chiefs for the purpose of collecting their input about new educational programs, such as tactical training, online training, chief officer training, EOC training, and keynote speaker presentations featuring nationally-renowned professionals. Another new idea to be addressed is a proposal for a NIPSTA-sponsored golf outing and BBQ, which will serve as a fundraiser for the NIPSTA Foundation. Discussion will result in priorities being established among these and other possible options.

C. Public Works Training

In the absence of the Committee Chair, Ms. Darcy reported on the success of the recently-completed Public Works Supervisors Academy. There were nine training sessions delivered in 2009 to 153 students – a 33% increase from 2008. Since the program’s inception in 2006, 587 students have participated in the half-day programs. She announced that the program will return again in 2010, with cooperation and assistance from Oakton Community College.

D. Police/Law Enforcement Training

In the absence of the Committee Chair, Mr. Zaleski reported that the development of the new NIPSTA Driver Simulator Training curriculum is now complete. NIPSTA instructors and Oakton Community College consultants worked during the past year to prepare three new courses for police, fire, and public works personnel. Next week, the first session for fire/EMS professionals will be delivered. A year-round calendar of training opportunities is planned in 2010.

E. Finance and Administration

In the absence of the Committee Chair, Chief Wax commented on the positive work done by the members of the Finance and Administration Committee in preparing the Fiscal Year 2010 Budget. He invited Mr. Lahey to deliver a summary presentation of the \$1.4 million plan. His presentation highlighted the following:

- No increase in membership dues;
- Continuation of the 20% dues reduction for Founding Members since 2001;
- Expansion of delivery of the Firefighter Academy to four times per year;
- Continuation of the Intergovernmental Agreement with Cook County for homeland security training;
- Increases in candidate testing services for police and firefighter positions;
- Implementation of property improvements identified in the new Campus Master Plan;
- Retention of three full-time staff and one part-time staff – with additional part-time staff support from Oakton Community College.
- The agency’s fund balance goal of 25% is exceeded, with a balance of 28%.

A motion was made by Ms. Mikula to approve the Fiscal Year 2010 Budget. The motion was seconded by Chief Dominik, and unanimously approved by a roll call vote of 19 ayes and 0 nays.

V. President's Report

A. NIPSTA Instructor Agreement Notice

President De Lopez reported to the Board of Directors that the NIPSTA insurance provider unilaterally – and without warning – cancelled general liability (GL) coverage for NIPSTA instructors. This does not affect Workers' Compensation and other coverages, nor does it affect NIPSTA's GL coverage. A notice was sent to more than 120 instructors on November 11, 2009 informing them of this action and explaining its impact upon the Instructor Agreement that had been mutually agreed upon earlier this year. To date, 50% of the instructors have responded by accepting the change in coverage.

In an effort to restore the liability insurance, NIPSTA staff and legal counsel have been in discussions with representatives of the Intergovernmental Risk Management Agency (IRMA) and Oakton Community College. Both options are viable and being considered as a means of providing GL insurance coverage to the instructors.

In response to an inquiry by Chief Smith, Chief De Lopez explained that NIPSTA legal counsel advised that the instructors are independent contractors - not NIPSTA employees. Therefore, the Agreement is necessary in order to clearly define the nature of their relationship to NIPSTA. Then, in response to a comment by Chief Dominik, Chief De Lopez acknowledged the importance of resolving this issue in a timely manner that protects the interests of all parties involved.

B. Oakton Community College/NIU Bachelor of Science Program

President De Lopez announced that NIPSTA will serve as the venue for a press conference to be scheduled by Oakton Community College on February 23, 2010 at 11:00 a.m.. The media event will be for the purpose of announcing the availability of a new bachelor's degree program (Applied Sciences/Management with an emphasis in Public Safety) in cooperation with Northern Illinois University. Ms. Rizzo stated that the new program will be available at the College Campus in Des Plaines on Tuesday and Thursday evenings. Employees of all NIPSTA Members will be eligible to receive in-district tuition rates, even if they reside outside of the College's jurisdiction. She announced that more details about the press conference will be available in the New Year.

President De Lopez thanked Ms. Rizzo and OCC for this and all of their involvement and support, noting that OCC has helped make many ideas through the years become realities.

VI. Nominating Committee

Committee Chair Mikula presented a report on behalf of the Nominating Committee. She thanked all Committee members for their participation in the process which resulted in the following slate of officers for 2010-2011:

- President – Tim Wiberg, Village of Lincolnwood
- Vice President – Chief Ralph Czerwinski, Skokie Fire Department
- Secretary – Chief Alan Wax, Des Plaines Fire Department
- Treasurer – Paul Harlow, Village of Glencoe

In the absence of any additional nominations from the floor, a motion was made by Chief Nolan to approve the slate of officers as presented by the Nominating Committee. The motion was seconded by Chief Quinn, and unanimously approved.

Incoming President Wiberg thanked President De Lopez and Treasurer Van Geem as outgoing officers of the Board of Directors. He acknowledged the vision and leadership that they displayed during the past two years. Commemorative plaques were presented to them in recognition of their contributions to the success of NIPSTA.

VII. Other Business

- A. **American Red Cross of Greater Chicago Heroes Breakfast**
Mr. Lahey encouraged NIPSTA Members to submit one or more candidates for the Heroes Breakfast program, which is sponsored by the American Red Cross of Greater Chicago. Each year, this event honors local individuals who have performed extraordinary acts of courage and kindness. Nominations are being sought in several categories for persons who live or work in the Chicagoland area and acted heroically during 2009. The nomination deadline is January 29, 2010.
- B. **2010 Meeting Schedule**
Incoming President Wiberg presented the Board of Directors bi-monthly meeting schedule for 2010.
- C. **Cook County Distribution of H1N1 Vaccine**
Mr. Lahey reported that NIPSTA has been selected by the Cook County Department of Public Health as one of three distribution sites for the H1N1 vaccine to first responders. This activity will occur on December 2, 2009 and will be entirely staffed by County personnel.

VIII. Executive Session

A motion was made by Chief Wax to adjourn to Executive Session for the purposes of discussing Personnel. The motion was seconded by Chief De Lopez and was unanimously approved at 3:07 p.m. The Executive Session concluded, and the open meeting reconvened, at 3:08 p.m.

IX. Next Meeting

Incoming President Wiberg announced that the next meeting of the NIPSTA Board of Directors is scheduled on February 2, 2010 at 1:30 p.m. on the NIPSTA Campus.

X. Adjournment

A motion was made by Chief Nolan to adjourn the meeting. The motion was seconded by Chief Friel, and unanimously approved at 3:08 p.m.

Respectfully submitted,

Alan G. Wax
NIPSTA Secretary