

NIPSTA BOARD OF DIRECTORS MEETING MINUTES

October 7, 2008

The following Executive Committee members were present:

Chief Joseph De Lopez	Winnetka Police Department
Chief Alan Wax	Highland Park Fire Department
Andy De Monte	Morton Grove Public Works Department
Tim Wiberg	Village of Lincolnwood
Mike Earl	Village of Wilmette
Chief Paul Tasch	Morton Grove Police Department
Diana Mikula	Village of Arlington Heights
Chief Ralph Czerwinski	Skokie Fire Department

The following NIPSTA member representatives were present:

Chief Bill Lustig	Northfield Police Department
Chief Mike Nystrand	Northfield Fire Department
Deputy Chief John Malcolm	Mount Prospect Fire Department
Jackie Streid	Intergovernmental Risk Management Agency
Barb Rizzo	Oakton Community College
Lynn Seinfeld	Oakton Community College
Chief Alan Berkowsky	Evanston Fire Department
Director Mikel Milks	Glencoe Department of Public Safety
Chief Scott Smith	Winnetka Fire Department
Chief Barry Mueller	Niles Fire Department
Chief Donald Gould	Prospect Heights Fire Protection District
Chief Mark Nolan	Northbrook Fire Department
Chief Hank Clemmensen	Palatine Rural Fire Protection District

Also present were Elias Koutas (Palatine Public Works Department), Michael Croy (Forsythe Solutions, Inc.), NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, and Oakton Community College Program Assistant Mary Gipson.

I. Call to Order

NIPSTA President Joseph De Lopez called the meeting to order at 1:10 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 Clemmensen and seconded by Chief Tasch to approve the Minutes of the August 5, 2008 meeting of the NIPSTA Board of Directors. The motion was unanimously approved.

III. Treasurer's Report

A. Fiscal Year 2008 Quarterly Financial Reports

In the absence of Treasurer Van Geem (Village of Niles), Mr. Lahey referenced the financial reports for the nine-month period ending September 30, 2008. He summarized the data included in a report of year-to-date activity:

- Current Assets in checking/savings total \$195,000 in First Midwest Bank and IMET;
- Accounts Receivable of \$229,600 include funds due to NIPSTA from the Cook County Judicial Advisory Council and other payees;
- Accounts Payable are at a very low amount: \$6,500;
- Total Income (\$762,500) is at 77% of budget after 75% of the current fiscal year;
- Training Expense (\$257,300) is at 71% of budget after 75% of the current fiscal year;
- Operating Expense (\$449,400) is at 74% of budget after 75% of the current fiscal year;
- Net Ordinary Income is \$42,400.

In summary, Mr. Lahey noted that NIPSTA finances are in good order and close to budget expectations. A motion was made by Chief Wax, and seconded by Chief Nolan, to approve the financial reports. The motion was unanimously approved.

IV. Standing Committee Reports

A. Fire/EMS Training

Committee Chair Czerwinski presented a proposed intergovernmental agreement between NIPSTA and Oakton Community College related to Fire Officer Training and the NIPSTA Firefighter Academy. Both NIPSTA-sponsored programs will provide participants with college credit. Chief Czerwinski explained the value in this cooperative relationship with Oakton Community College, and noted that the proposed agreement had been recommended for approval by the NIPSTA Fire/EMS Training Committee and the NIPSTA Executive Committee. In response to an inquiry by Chief Clemmensen, Chief Czerwinski stated that NIPSTA has received approval from the Office of the Illinois State Fire Marshal (OSFM) to deliver the Firefighter Academy curriculum. Furthermore, Oakton Community College is authorized by the OSFM to provide Fire Officer Training. A motion was made by Chief Mueller, and seconded by Chief Gould, to approve the intergovernmental agreement. The motion was unanimously approved.

Chief Czerwinski referred to a memorandum regarding the proposed purchase of a fire engine from the Village of Wilmette. He explained that this matter was discussed previously at the August 2008 meeting of the NIPSTA Board of Directors. Chief Czerwinski explained that annual vehicle maintenance costs are estimated to be \$7,320; and a one-time, third-party vehicle evaluation by Certified Fleet Services, Inc. (Elmhurst, IL) would be accomplished at a cost of \$1,300. The purchase price of \$24,000 would be financed by the NIPSTA Reserve Fund, which had a balance of \$233,000 on December 31, 2007 and is anticipated to increase to \$300,000 on December 31, 2008.

Chief Clemmensen recommended that \$2,000 be set-aside to address repairs that may be recommended by Certified Fleet Services, Inc. Chief Wax made a motion authorizing the purchase of the fire engine from the Village Wilmette, including \$2,000, if necessary, to pay for repairs identified during the third-party evaluation. Chief Clemmensen seconded the motion. It was unanimously approved by the Board of Directors, although Mr. Earl abstained from voting on the matter.

Chief Czerwinski provided an update of the plans that are underway to launch the first-ever NIPSTA Firefighter II Academy in January 2009. The Advisory Committee established to oversee this effort meets on a monthly basis. Soon a request will be sent to all NIPSTA Members inviting them to support the Academy by donating surplus equipment and supplies. Interviews of potential Academy instructors to deliver the eight-week curriculum will be scheduled later this month. Mr. Lahey noted that grant applications for tools and equipment for use by the Academy and other training programs were submitted by the NIPSTA Foundation during the previous week.

Lastly, Chief Czerwinski announced that there are plans being developed to deliver officer-level training on a quarterly basis at NIPSTA. He invited NIPSTA Members to suggest any training topics.

B. Public Works Training

Committee Chair De Monte reported that the annual NIPSTA Snowplow Driver Training Program was delivered successfully last month to more than 100 participants. The following member communities were thanked for their assistance: Northbrook, Glencoe, Morton Grove, Arlington Heights, Glenview, Skokie, and Winnetka. The public works departments at each of these municipalities provided instructional support, which helped to keep the training tuition fees very affordable.

Mr. De Monte also announced that agreement has been reached with the Illinois Section of the American Water Works Association to sponsor training programs at NIPSTA in 2009. These sessions will be co-sponsored by NIPSTA, advertised at www.NIPSTA.org, and discussed in detail at the next Committee meeting on November 12, 2008.

C. Police/Law Enforcement Training

Committee Chair Tasch reported that the members of the Police/Law Enforcement Training Committee have endorsed a new NIPSTA program that would provide physical ability testing services to local police departments. The Illinois P.O.W.E.R. Test will be administered on the NIPSTA Campus beginning in 2009. Chief Tasch explained that the likelihood of program success is based upon the results of a NIPSTA Member survey that was completed this past summer. Discussions are planned with the Northwest Municipal Conference in order to negotiate transition of this testing program to NIPSTA.

Chief Tasch reported that a unique effort is underway 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.

On behalf of the NIPSTA Board of Directors, Chief De Lopez expressed appreciation to Oakton Community College for this partnership in public safety. Ms. Seinfeld indicated that OCC is delighted to strengthen its partnership with NIPSTA, and reported that curriculum development is going well, with classes expected to be previewed soon.

Lastly, Chief Tasch announced that the next Training Committee meeting is scheduled on October 16.

D. Facilities and Grounds

In the absence of Committee Chair Wayne Globerger (Glenview), Mr. Lahey reported that NIPSTA has applied for professional and financial assistance from the State of Illinois Smart Energy Design Assistance Program. An energy audit has recently been completed. This will result in a report of recommendations to be implemented throughout the 20-acre Campus. These are intended to increase energy efficiency and reduce utility expenses. Mr. Lahey stated that the final report, with information about available financial incentives, has yet to be received. However, the recommendations will be presented for review by members of the Facilities and Grounds Committee.

Mr. Zaleski then reported that personnel from the Morton Grove Public Works Department recently provided pro bono services to NIPSTA by repairing a stormwater drain located near the Driver Training Pad. The repair was necessary to allow the training prop to be used during, and immediately after, a heavy a rain storm. The expense to NIPSTA will include only the materials and supplies required to complete the repair. On behalf of the NIPSTA Board of Directors, Chief De Lopez expressed appreciation to Public Works Director Andy De Monte and his staff.

E. Finance and Administration

In the absence of Committee Chair Paul Harlow (Glencoe), Mr. Zaleski referenced the Work Plan that is being followed by the Finance and Administration Committee as it develops the Fiscal Year 2009 Budget. A draft version of the Budget will be presented to the NIPSTA Executive Committee next month. Thereafter, approval of the Budget will be requested by the NIPSTA Board of Directors at its next regularly-scheduled meeting on December 2, 2008.

Mr. Lahey then introduced Ms. Mary Gipson, Program Assistant from Oakton Community College, who is assigned to NIPSTA on a part-time basis (20 hours per week). This relationship was approved by the NIPSTA Board of Directors based upon a recommendation from the Finance and Administration Committee in August 2008. Mr. Lahey explained that Ms. Gipson will perform recordkeeping and registration functions that are directly related to training programs that are jointly sponsored by NIPSTA and Oakton Community College.

V. President's Report

President De Lopez presented the application for NIPSTA membership by the Village of Palatine, with membership privileges for the Public Works Department, which was recommended for approval by the NIPSTA Executive Committee. A motion was made by Deputy Chief Malcolm, and seconded by Chief Berkowsky, to approve the membership application. The motion was unanimously approved. Chief DeLopez congratulated the Village of Palatine and presented a membership plaque to Mr. Elias Koutas, Assistant Director of Public Works. In response, Mr. Koutas expressed his appreciation to members of the NIPSTA Board of Directors.

Chief De Lopez introduced Mike Croy, Director of Business Development for Forsythe Solutions, Inc., which is a Skokie-based consulting firm that specializes in disaster recovery solutions for businesses. Mr. Croy developed a promotional video intended to showcase NIPSTA as uniquely located and uniquely qualified to serve local first responders. Mr. Croy explained that the video was shown last month to a national audience of disaster recovery professionals at an industry tradeshow and conference in California. Mr. Croy also stated that the video provided his private company with an opportunity to perform a public service by promoting the training programs and services available at NIPSTA.

The video was shown to the NIPSTA Board of Directors. Afterwards, Chief De Lopez expressed his appreciation to Mr. Croy for going to such extraordinary lengths on behalf of NIPSTA. He also directed staff to distribute copies of the video to all NIPSTA members.

VI. Other Business

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

VII. Next Meeting

Chief De Lopez announced that the next meeting of the NIPSTA Board of Directors will be held on December 2, 2008 at 1:00 p.m. on the NIPSTA Campus.

VIII. Adjournment

A motion was made by Chief Gould, and seconded by Chief Tasch, to adjourn the meeting. The motion was unanimously approved at 2:20 p.m.

Respectfully submitted,

Alan Wax
NIPSTA Secretary