

NIPSTA BOARD OF DIRECTORS MEETING MINUTES

October 6, 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
Paul Harlow	Village of Glencoe
Deputy Chief Patrick Kreis	Winnetka Police Department

The following NIPSTA member representatives were present:

Lynn Seinfeld	Oakton Community College
Barbara Rizzo	Oakton Community College
Deputy Chief Ian Kazian	Deerfield-Bannockburn Fire Protection
Chief Rick Dobrowski	North Maine Fire Protection District
Trustee Paul Morrison	North Maine Fire Protection District
Tim Frenzer	Village of Wilmette
Chief Tom Friel	Morton Grove Fire Department
Bill Hooker	Park District Risk Management Agency
Jackie Streid	Intergovernmental Risk Management Agency
Deputy Chief Steve Laureys	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
Chief Hank Clemmensen	Palatine Rural Fire Protection District
Chief Fred Friedl	Gurnee Fire Department
Director Mike Volling	Glencoe Department of Public Safety
Acting Chief Patrick Tanner	Highland Park Fire Department

Also present were NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, NIPSTA Program Coordinator Sheila Darcy, and NIPSTA Administrative Intern Jarret Byrne.

I. Call to Order

NIPSTA President Joe De Lopez called the meeting to order at 1:37 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. A motion was made by Chief Mueller to approve the Minutes of the June 2, 2009 meeting of the NIPSTA Board of Directors. The motion was seconded by Chief Friel, and unanimously approved.

B. A motion was made by Chief Friedl to approve the Minutes of the August 4, 2009 meeting of the NIPSTA Board of Directors. The motion was seconded by Chief Clemmensen, and unanimously approved.

III. Treasurer's Report

NIPSTA Treasurer George Van Geem presented the financial reports for the third quarter ending September 30, 2009. He referred Committee members to the summary memorandum prepared by NIPSTA staff. Among the highlights:

- Net Income of \$83,443 will decrease as the fiscal year nears its end on December 31, 2009 due to scheduled Field Training Facility painting and other planned expenditures, but is still expected to be at a surplus level at year-end;
- Because of the policy to prorate dues throughout the year, total income of \$1.1 million includes only 75% of the annual membership dues, although 100% of the dues have actually been received to-date;
- NIPSTA staff is aggressively pursuing Accounts Receivable of \$193,000 from Cook County for delivery of homeland security training programs. This amount is now more than 90 days past due; and,
- The Balance Sheet and Statement of Profit & Loss reflect a positive financial position for the Academy after nine months of the current year.

A motion was made by Chief Nolan to approve the Financial Reports. The motion was seconded by Chief Berkowsky, and unanimously approved.

IV. Standing Committee Reports

A. Fire/EMS Training

Chair Czerwinski commented on the recent success of the NIPSTA Firefighter Academy that graduated 15 students on September 4, 2009. He also noted that the Academy Advisory Committee has begun preparing for next year, which will include four sessions in 2010.

Chair Czerwinski reported on other plans for upcoming training:

- In 2010, Fire Officer I will be offered twice (spring and fall), and Fire Officer II will be offered once (fall). Also, Fire Officer III will be offered for the first time ever at NIPSTA in cooperation with the Illinois Fire Chiefs' Association.
- Keynote speakers will be scheduled throughout the new year, in cooperation with Oakton Community College;
- There will be an increase in tactical training for fire officers and command-level staff;
- Training in Emergency Operations Center activities will be sponsored on-site, and,
- Opportunities for online training and computer-based sharing of curricula will be offered in cooperation with Oakton Community College (OCC).

Lastly, Chief Czerwinski announced that NIPSTA will be represented at the annual joint conference of the Illinois Fire Chiefs' Association and the Illinois Society of Fire Service Instructors in Peoria in mid-October.

B. Public Works Training

In the absence of the Committee Chair, Mr. Lahey announced that NIPSTA training will soon be offered to dozens of south suburban communities. A driver training program in November will be followed next year by other sessions focused on electrical safety, confined space entry, trench safety, and chainsaw operations. Each of these programs has been offered previously on the NIPSTA Campus in Glenview. For the first time ever, the training will be available off-site at a new location to a new audience. This is made possible through a cooperative effort involving NIPSTA and the Southwest Conference of Mayors, which is the council of governments serving those suburbs in Cook County.

C. Police/Law Enforcement Training

Chair Kreis reported that the next Committee meeting is scheduled October 15, 2009. Among the issues to be discussed:

- The launch of three new training programs, which were developed in conjunction with OCC, and which involved the use of SIMUNITIONS firearms and equipment. By design, the sessions were brief, inexpensive, and available tuition-free to NIPSTA members. There were 48 on-duty personnel who participated in the training in August. Even more are anticipated in November;
- Development of the driver training simulator curriculum in cooperation with Oakton Community College; and,
- A successful first six months of the Illinois POWER Test at NIPSTA, with more than 2,000 test-takers and \$50,000 in revenue.

In response to a request from Deputy Chief Swoboda, Chair Kreis offered NIPSTA assistance to develop a wellness and fitness assessment program for police officers.

Mr. Lahey announced that the U.S. Department of Homeland Security Center for Domestic Preparedness will deliver a one-day training course that addresses phases and components of a chemical, biological, radiological, nuclear, or explosive crime scene. On November 12, 2009, the program will provide emergency personnel with knowledge about how to implement proper procedures and guidelines in crime scene management in response to a hazard incident.

D. Facilities and Grounds

In the absence of the Committee Chair, Mr. Zaleski reported on the recent completion of two property improvement projects: exterior painting of the Field Training Facility and repairs to the Driver Training Pad. The projects were completed on time and within budget at a total cost of \$55,000.

E. Finance and Administration

Chair Harlow reported that the members of the Finance and Administration Committee have begun meeting to develop a draft version of the Fiscal Year 2010 Budget. The Committee Work Plan will result in the budget document being shared with Executive Committee members on October 15, 2009, as required in the NIPSTA Bylaws. Thereafter, the budget will be presented to the Board of Directors on December 1, 2009.

V. President's Report

A. Member Application: Lutheran General Hospital

President De Lopez presented an application for NIPSTA Affiliate Membership by Advocate Lutheran General Hospital's Public Safety Department. A motion was made by Chief Mueller to approve the membership application. The motion was seconded by Chief Friel, and unanimously approved.

B. Nominating Committee Formation

President De Lopez announced the formation of a Nomination Committee and proposed Diana Mikula, Assistant to the Arlington Heights Village Manager, as Committee Chair. He explained that the Nominating Committee shall be responsible for assembling a slate of officer candidates to assume NIPSTA leadership positions for a two-year term in 2010-2011. A motion was made by Chief Berkowsky to approve the Nominating Committee. The motion was seconded by Chief Clemmensen, and unanimously approved.

Ms. Mikula proposed four other members of the Committee: Chief Jim Dominik (Wilmette Fire Department), Chief Alan Berkowsky (Evanston Fire Department), Director Andy DeMonte (Morton Grove Public Works Department), and Chief Joe DeLopez (Winnetka Police Department). A motion was made by Chief Mueller to approve the members of the Nominating Committee. The motion was seconded by Chief Clemmensen, and unanimously approved. Ms. Mikula then invited all Board Members to consider nominating someone, or serving themselves as a nominee for one of the officer positions: President, Vice President, Secretary, and Treasurer. The final slate of officers will be presented to the Board of Directors on December 1, 2009.

VI. Executive Director's Report

A. Memorandum of Understanding with IFSI

Mr. Lahey presented a proposed Memorandum of Understanding between NIPSTA and the Illinois Fire Service Institute (IFSI) as renewal of an existing agreement between the parties. The document governs their intergovernmental relationship and provides for the uninterrupted delivery of certain training programs: Confined Space Rescue, Rope Rescue, Hazardous Materials – Technician Level, and Structural Collapse. Each session is nationally-approved and State-certified. Furthermore, federal grant funding to IFSI enables the programs to be offered tuition-free at NIPSTA to participants who are members of specialized rescue and response teams in Illinois. A motion was made by Ms. Mikula to approve the Memorandum of Understanding. The motion was seconded by Chief Friedl, and unanimously approved.

B. 2009 Quarterly Activity Report

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

- 5% fewer events at NIPSTA;
- 4,000 more visitors to the NIPSTA Campus;
- 450 fewer students enrolled in NIPSTA-sponsored training programs; and,
- 100% increase in firefighter candidate testing.

VII. Other Business

A. NIPSTA Foundation Public Safety Awareness Day

Mr. Lahey expressed appreciation to all NIPSTA members for their tremendous support of Public Safety Awareness Day, which was hosted on September 13, 2009 as a unique opportunity to showcase the facilities and skills at work in Glenview. The NIPSTA Campus was open to the public, and over 1,200 visitors witnessed a variety of hands-on demonstrations. Public Safety Awareness Day was sponsored by the NIPSTA Foundation, a federally-authorized 501(c)3 charitable organization. Financial support was provided by 20 local sponsors, with all proceeds benefiting the NIPSTA training mission. More than 80 public safety professionals contributed to the success of the event. These police, fire, and public works employees built training props, drove vehicles, wore costumes, demonstrated search and rescue techniques, recorded children's fingerprints, and delivered dozens of other on-site activities. Their enthusiasm and friendliness were appreciated by all who were in attendance.

B. Members' Welcome

President De Lopez welcomed and acknowledged the following NIPSTA Members in their new positions:

- Tim Frenzer, Wilmette Village Manager
- Mike Volling, Glencoe Director of Public Safety
- Alan Wax, Des Plaines Fire Chief
- Patrick Tanner, Highland Park Acting Fire Chief

VIII. Next Meeting

President De Lopez announced that the next meeting of the NIPSTA Board of Directors is scheduled on December 1, 2009 at 1:30 p.m. on the NIPSTA Campus, and reiterated how vital it is that all members attend in order to have enough present to conduct business, including approval of the 2010 budget and election of 2010-2011 officers.

IX. Adjournment

A motion was made by Chief Gould to adjourn the meeting. The motion was seconded by Chief Nolan, and unanimously approved at 2:35 p.m.

Respectfully submitted,

Alan G. Wax
NIPSTA Secretary