

# **NIPSTA BOARD OF DIRECTORS MEETING MINUTES**

**October 5, 2010**

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Deputy Chief Patrick Kreis	Winnetka Police Department
Diana Mikula	Village of Arlington Heights
Chief Jim Dominik	Wilmette Fire Department
Lynn Seinfeld	Oakton Community College
Paul Harlow	Village of Glencoe
Director Dave Mau	Glencoe Public Works Department
Chief Wayne Globberger	Glenview Fire Department

The following NIPSTA member representatives were present:

Chief Rick Dobrowski	North Maine Fire Protection District
Trustee Paul Morrison	North Maine Fire Protection District
Chief Greg Klaiber	Evanston Fire Department
Chief Don Gould	Prospect Heights Fire Protection District
Director Mike Volling	Glencoe Department of Public Safety
Deputy Chief Randy Trost	Des Plaines Fire Department
Chief Scott Smith	Winnetka Fire Department
Chief James Quinn	Deerfield-Bannockburn FPD

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

**I. Call to Order**

NIPSTA President Tim Wiberg called the meeting to order at 1:40 p.m. He announced that a quorum of NIPSTA Board members was not in attendance. Therefore, there would be no formal votes on matters before the Board.

**II. Approval of Minutes**

Approval of the Minutes of August 3, 2010 was withheld due to the lack of a quorum of Board members in attendance.

**III. Treasurer's Report**

Treasurer Harlow announced that efforts will begin in earnest this month as the members of the Finance and Administration Committee will meet to develop the Fiscal Year 2011 Budget. The Committee's Work Plan was presented, as Mr. Harlow noted that Executive Committee review will occur in November. Afterwards, the document will be presented in final form to the NIPSTA Board of Directors at its regularly-scheduled meeting in December 2010. The new fiscal year begins January 1, 2011.

**IV. Standing Committee Reports**

**A. Fire/EMS Training**

Committee Chair Dominik reported that NIPSTA has taken possession of a new fire engine, courtesy of the Schiller Park Fire Department, which donated the surplus apparatus. There was no cost to NIPSTA in acquiring the engine, except for \$800 in expenses for a vehicle assessment that was performed by a certified company. The assessment report identified repairs that are necessary, but can be addressed later as time and funding allows. The engine will be the second in the NIPSTA fleet and support delivery of these programs: Firefighter Academy, Fire Apparatus Engineer, Hazardous Materials, and more.

Chief Dominik explained that NIPSTA is serving as the venue for Fire Officer III training. The State-certified curriculum is delivered by the Illinois Fire Chiefs Association (IFCA), but traditionally has been offered only at a south suburban location. In 2010, NIPSTA was selected to host the program for the first time ever in a conscious effort to introduce the Glenview-based facilities to future leaders in the Illinois fire service. In response to an inquiry by Deputy Chief Trost, Chief Dominik advised that the schedule of training programs is available from the IFCA.

**B. Public Works Training**

Committee Chair Mau announced that NIPSTA has reached agreement with the Illinois Department of Transportation that will result in specialized training provided to the State's "Minutemen" personnel. The 80-person staff will receive on-site instruction in driver training and traffic incident management. The program began last month as NIPSTA instructors participated in "ride-alongs" with IDOT tow truck drivers during daytime and nighttime hours. This will enable the instructors to be better prepared to deliver customized, fee-based training programs. Mr. Wiberg commented that this relationship represents another opportunity for NIPSTA to demonstrate its capabilities to a new audience.

Committee Chair Mau announced that the Driver Training Simulator Programs have been especially successful in 2010. A total of six programs have been scheduled to date, and each one has been a sell-out of six students. The feedback from training participants was very positive because the simulated driving experience is a good complement to outdoor driver training.

Committee Chair Mau announced that Snowplow Driver Training is scheduled on October 13 & 14. New in 2010 is training on two differently-sized trucks: large and small. An audience of 100 persons is expected to receive this unique instruction that is not available elsewhere.

C. Police/Law Enforcement Training

Committee Chair Kreis reported that Committee members have recommended a new training program to be offered on the NIPSTA Campus: motorcycle operator training. This first-time session was delivered this past summer as a two-day “refresher course” for police officers. There were eight participants, who rated the course very favorably. The program is scheduled again in 2011.

Committee Chair Kreis announced the establishment of a Forensics Subcommittee to identify organizations, industry experts, and evidence technicians within the law enforcement community to utilize their talents at NIPSTA. The subcommittee will be led by George Scharm (Oakton Community College) and Tony Matheny (Northbrook PD). They will be joined by other NIPSTA Members who are dedicated to enhancing the availability of forensics education programs in Glenview. The Subcommittee will also explore opportunities for private sector users of the NIPSTA Crime Scene Training Laboratory.

D. Private Industry Training

Committee Chair Seinfeld reported that the first step towards establishment of a Private Industry Advisory Council was accomplished on September 3<sup>rd</sup> at a kick-off meeting at NIPSTA. The purpose of the meeting was to introduce the NIPSTA mission, programs, and services to representatives of private business. There were more than 30 attendees, who were treated to an elaborate breakfast buffet and a Campus tour. Afterwards, a dialogue was begun in order to gain feedback from participants about how the Academy can assist them with training programs, access to the 20-acre Campus, or any other specialized services. As a follow-up to the meeting, Executive Director Lahey will be scheduling one-on-one discussions with each attendee in order to explore opportunities for public-private sector cooperation. Mr. Wiberg commented on the importance of this effort so that NIPSTA operating costs may be shared by more partners.

Committee Chair Seinfeld announced that NIPSTA will soon host a meeting of the Lake-Cook Regional Critical Incident Partnership. The organization represents a combination of private sector and public sector employers that share a commitment to excellence in emergency preparedness and response. The gathering at NIPSTA will provide an opportunity to showcase the facilities, programs, and services, such as emergency operations plan review, tabletop exercise delivery, and educational programs that can be offered at NIPSTA or at a place of business. The meeting is scheduled on October 15, 2010.

E. Finance and Administration

In the absence of the Committee Chair, Treasurer Harlow presented the final version of the handout describing the benefits of NIPSTA membership. This was created after numerous discussions among Committee members, and reflects completion of one of the Committee’s long-standing priorities. Mr. Harlow noted that this document would continue to be updated as programs and partnerships develop. The document also directs readers to the NIPSTA website for additional information.

Mr. Harlow commented on the next Committee priority: to review and update the “NIPSTA Statement of Financial Policies.” This effort is scheduled for completion later this year.

F. **Facilities and Grounds**

Committee Chair Globerger reported that a \$21-million funding request has been submitted by the NIPSTA Foundation to the Rice Foundation to complete some of the improvement initiatives identified in the Campus Master Plan Update. A response to this request is anticipated in December 2010.

Committee Chair Globerger also announced that members of the Facilities and Grounds Committee will meet in November 2010 to formally recommend more than \$87,000 in facility improvements that are included in the 2010 NIPSTA Budget. Details will be forthcoming to the Board of Directors.

V. **President's Report**

President Wiberg reported that the Illinois Mutual Aid Box Alarm System (MABAS) sponsored a multi-state regional training exercise at NIPSTA in August. The drill involved the deployment of 299 emergency vehicles and 924 firefighters in a coordinated effort in response to a mock scenario involving a series of devastating tornadoes in the Chicago metropolitan area. This activity provided significant exposure to NIPSTA in the media and in the fire service communities in Illinois, Wisconsin, Indiana, and Michigan.

VI. **Executive Director's Report**

Mr. Lahey reported on the recent success of two events sponsored by the NIPSTA Foundation:

1. Public Safety Awareness Day was held on September 12, 2010 and attended by 1,500 persons, who experienced the facilities and training opportunities available on the NIPSTA Campus;
2. Inaugural Golf Classic was held on September 29, 2010 and attended by 52 players, who also enjoyed a BBQ dinner and awards ceremony on the NIPSTA Campus.

Both of these fundraising events generate revenue to support the expansion of NIPSTA programs, props, and services. Mr. Lahey expressed appreciation to all Members who participated in and supported these activities.

VII. **Other Business**

President Wiberg congratulated the following NIPSTA Members, who are retiring in 2010:

- Chief Scott Smith, Winnetka Fire Department
- Deputy Chief Steve Laureys, Winnetka Fire Department
- Chief Barry Mueller, Niles Fire Department

He also congratulated newly-appointed Fire Chief Greg Klaiber, Evanston Fire Department.

VIII. **Next Meeting**

President Wiberg announced that the next meeting of the NIPSTA Board of Directors is scheduled on December 7, 2010 at 1:30 p.m. on the NIPSTA Campus.

IX. **Adjournment**

The meeting adjourned at 2:15 p.m.

Respectfully submitted,  
Robert T. Lahey  
Executive Director