

NIPSTA BOARD OF DIRECTORS MEETING MINUTES

FEBRUARY 5, 2008

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Joe DeLopez	Winnetka Police Department
Wayne Globerger	Glenview Fire Department
Andy De Monte	Morton Grove Public Works Department

The following NIPSTA member representatives were present:

Chief Tom Friel	Morton Grove Fire Department
Drew Smith	Prospect Heights FPD
Lynn Seinfeld	Oakton Community College
John Malcolm	Mt. Prospect Fire Department
Jackie Streid	Intergovernmental Risk Management Agency
Diana Mikula	Village of Arlington Heights
Chief Jim Dominik	Wilmette Fire Department
Paul Harlow	Village of Glencoe
George Van Geem	Village of Niles
Chief Mark Nolan	Northbrook Fire Department
Chief Rick Dobrowski	North Maine Fire Protection District
Ed McGarry	Palatine Rural Fire Protection District
Chief Paul Tasch	Morton Grove Police Department
Jay Patrick	Gurnee Police Department
Chief Scott Smith	Winnetka Fire Department
Chief Ralph Czerwinski	Skokie Fire Department
Director Mikel Milks	Glencoe Department of Public Safety
Chief Barry Mueller	Niles Fire Department
Patrick Tanner	Highland Park Fire Department

Also present were Scott Small (Des Plaines Fire Department), Wally Kehr (Northfield Township Road District), NIPSTA Executive Director Robert Lahey, NIPSTA Assistant to the Director Phil Zaleski, NIPSTA Administrative Secretary Sheila Darcy, and NIPSTA Administrative Intern Mark Pasignajen.

I. Call to Order

President De Lopez called the meeting to order at 1:10 p.m. and declared a quorum of members present.

II. Approval of Minutes

A motion was made by Chief Nolan and seconded by Chief Mueller to approve the Minutes of the December 4, 2007 meeting of the NIPSTA Board of Directors. The motion was unanimously approved.

III. Treasurer's Report

A. Fiscal Year 2007 Year-End Financial Report

Treasurer Van Geem introduced himself as the new NIPSTA Treasurer and expressed his appreciation to the Board of Directors for voting him to his second term as Treasurer, having previously served NIPSTA in this capacity from 2001 through 2005. He presented both the Statement of Profit & Loss and the Balance Sheet for the twelve-month period ending December 31, 2007 and highlighted the following:

- Net Income of \$80,000 at the end of the year;
- Revenues and expenses in 2007 outpaced their budgeted amounts;
- The annual expectation is to achieve a breakeven financial position, with any surplus thereafter intended to defer future expenses; and.
- The positive financial position of NIPSTA is reflected in year-end assets of \$757,000 and year-end liabilities of \$504,000.

A motion was made by Chief Smith, and seconded by Mr. Malcolm, to approve the 2008 Year-End Financial Report. The motion was unanimously approved.

IV. Standing Committee Reports

A. Fire/EMS Training

In the absence of Committee Chair Glenn Ericksen (Arlington Heights Fire Department), Mr. Lahey reported:

1. Firefighter II Academy – The seven-week Firefighter II Academy at NIPSTA is 50% complete as a result of a cooperative partnership with the Arlington Heights Fire Academy. The number of enrolled participants is 22. NIPSTA's unique indoor training facilities make this opportunity possible during traditional cold-weather conditions. Mr. Lahey reported that all activities to date have proceeded smoothly and without incident.
2. Instructor Statement of Interest – The Fire/EMS Committee has authorized a means of recruiting qualified instructors to teach an expanding fire service curriculum on the NIPSTA Campus. Mr. Lahey presented the document – *Instructor Statement of Interest* – and invited all members to share it with others who may be interested in serving as a NIPSTA instructor. Chief Nolan suggested that the document be made available for download on the NIPSTA website at www.NIPSTA.org.

B. Public Works Training

Committee Chair DeMonte reported:

1. Public Works Supervisors Academy – The 2008 training program begins in April and continues through June with three different topics: Maximizing Computer Skills, Planning Effective Meetings, and Managing Upward. Mr. DeMonte explained that these programs have been successful in recent years thanks to cooperation received from Oakton Community College.
2. Northwest Municipal Conference – A recent meeting of the Public Works Directors Committee of the Northwest Municipal Conference was hosted at NIPSTA. This provided an opportunity to showcase the training facilities and programs to prospective new members of the Academy.
3. 2008 Training Calendar – More than 30 events are already planned in the New Year and are available to all members at www.NIPSTA.org.

C. Police/Law Enforcement Training

In the absence of Committee Chair Jeff Caudill (Park Ridge Police Department), Chief Tasch reported:

1. Firearms System Demonstration – The AVA Firearms System was demonstrated to NIPSTA Members last week. The reaction from law enforcement officers was overwhelmingly positive. Further discussions with the vendor are necessary to learn more about how federal grant funding may be available so that the training may be delivered in Glenview as economically as possible. There are other issues to discuss with the vendor, as well, before a decision is made to add this training asset to the NIPSTA Campus.
2. 2008 Training Priorities
The recent meeting of the NIPSTA Police Training Committee resulted in the identification of the following priorities for 2008:
 - Forensics Training Programs
 - SIMUNITIONS Training
 - Driver Training Simulators
3. Police Response to Mental Illness - Committee members have suggested a new program that will help all departments comply with a new Illinois law that requires law enforcement to be trained in emergency response involving mentally ill and autistic persons. A series of sessions will be scheduled in the April 2008 to address this topic.

D. Facilities and Grounds

Committee Chair Globerger reported:

1. Education Center Improvements – The Driver Training Simulators are installed in a classroom that also has a new hallway window. Other improvements are almost complete: new lobby improvements, wiring of office equipment, and relocation of desks, computers, and furniture to make a positive impression on the students and guests who arrive to the training facility.
2. Donation by Air One, Inc. – A commitment has been received from Air One, Inc. to donate several pieces of firefighting equipment to the NIPSTA Foundation. The donation has an estimated value of \$20,000 - \$30,000, which will provide a welcome relief to the NIPSTA Budget.

E. Finance and Administration

Committee Chair Wiberg reported:

1. FY 2007 Financial Audit - The accounting firm of Wolf & Company will again perform the NIPSTA annual financial audit. Their staff plans to begin their fieldwork next month and then prepare a year-end report for review by the NIPSTA Board of Directors in mid-year.
2. Accounting/Bookkeeping Services - A relationship with a new provider of accounting/bookkeeping services began on January 1, 2008. The firm of Zabinski Consulting Services, Inc. is off to a good start and has ensured an orderly transition into this New Year.

V. **President's Report**

A. Executive Committee Appointments

President De Lopez presented these appointments, as recommended for approval by the NIPSTA Executive Committee, for the 2008/2009 term:

STANDING COMMITTEE

- Finance and Administration
- Fire/EMS Training
- Police/Law Enforcement Training
- Public Works Training
- Facilities and Grounds
- Private Industry Training

CHAIR

- Paul Harlow, Glencoe
- Ralph Czerwinski, Skokie
- Paul Tasch, Morton Grove
- Andy De Monte, Morton Grove
- Wayne Globerger, Glenview
- (VACANT)

AT-LARGE EXECUTIVE COMMITTEE MEMBER

- Diana Mikula, Arlington Heights

A motion was made by Chief Dobrowski, and seconded by Chief Dominik, to approve the appointments. The motion was unanimously approved.

Chief De Lopez noted that efforts will proceed throughout 2008 to develop opportunities for NIPSTA growth by serving as a training resource for the private sector. He invited all members to support this important strategic initiative.

B. New Member Applications

President De Lopez presented these applicants, as recommended for approval by the NIPSTA Executive Committee, for membership:

- City of Des Plaines Fire Department, represented by Deputy Chief Scott Small
- Northfield Township Road District, represented by Superintendent Wally Kehr

A motion was made by Mr. Malcolm, and seconded by Mr. Smith, to approve both membership applications. The motion was unanimously approved.

C. Executive Committee Goal Setting Session

President De Lopez announced that a Goal Setting Session will be scheduled on February 8, 2008 for members of the NIPSTA Executive Committee. The purpose of this meeting is to perform long-term strategic planning for the Academy. This will enable the membership and staff to remain focused on the most important issues facing the Academy. A status report to the Board of Directors will follow.

VI. Executive Director's Report

Mr. Lahey delivered a presentation to the Board of Directors as a summary of accomplishments in 2007. He highlighted the number of visitors to the NIPSTA Campus, the amount of training activity, the quantity of students to receive training, and the popularity and effectiveness of the NIPSTA website. He thanked the NIPSTA membership for making this all possible in the five years since training began in Glenview. Chief De Lopez, in turn, complimented the NIPSTA staff for their efforts, and expressed optimism for the future of the Academy.

VII. NIPSTA Foundation

In the absence of Foundation President Al Rigoni (Village of Skokie), Mr. Zaleski announced the first-ever Public Safety Awareness Day to be sponsored by the NIPSTA Foundation. The new date for this one-day event is Sunday, June 8, 2008. The purpose of the event is to increase awareness about the NIPSTA training mission, and to raise funds to support the Academy's growth and development. In response to an inquiry by Chief Mueller, Mr. Zaleski stated that revenue will be generated from admission fees and corporate sponsorships. He also mentioned that additional information about the event will be forthcoming to all NIPSTA members so that they may make plans to attend. A great deal of assistance from the NIPSTA membership in the form of event volunteers will be required to make the day successful.

VIII. Other Business

Chief De Lopez referred members of the Board of Directors to the published schedule of 2008 meetings.

Chief De Lopez invited Board members to preview a demonstration of the AVA Firearms System in the NIPSTA Education Center.

IX. Next Meeting

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

X. Adjournment

A motion was made by Director Milks, and seconded by Chief Tasch, to adjourn the meeting. The motion was unanimously approved at 2:10 p.m.

Respectfully submitted,

Robert Lahey
NIPSTA Executive Director