

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

March 4, 2008

The following Executive Committee members were present:

Chief Joe De Lopez	Winnetka Police Department
Tim Wiberg	Village of Lincolnwood
Mike Earl	Village of Wilmette
Andy DeMonte	Morton Grove Public Works Department
Diana Mikula	Village of Arlington Heights
Chief Ralph Czerwinski	Skokie Fire Department
George Van Geem	Village of Niles
Paul Harlow	Village of Glencoe
Chief Alan Wax	Highland Park Fire Department
Chief Paul Tasch	Morton Grove Police Department

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

I. Call to Order

The meeting was called to order at 11:04 a.m. by NIPSTA President De Lopez.

II. Approval of Minutes

Chief De Lopez affirmed last month's discussion about him taking an active role in performing a monthly review of NIPSTA credit card activity. A motion was made by Mr. Van Geem, and seconded by Chief Tasch, to approve the Minutes of the Executive Committee meeting on February 5, 2008. The motion was unanimously approved.

III. Treasurer's Report

A. FY 2008 Financial Reports

Treasurer Van Geem referred Committee members to the financial reports for the two-month period ending February 29, 2008. He thanked staff for having these reports prepared in a timely manner. He commented that the Statement of Profit & Loss and the Balance Sheet look favorable.

In response to inquiries from Mr. Van Geem and Chief Wax, Mr. Lahey reported that \$295,000 in Accounts Receivable is the result of membership dues and Cook County grant funds that have been invoiced, but not yet received. In response to an inquiry from Chief De Lopez, Mr. Lahey stated that staff is more aggressive this year than in the past in pursuit of payments that are overdue.

A motion was made by Chief Wax, and seconded by Mr. Wiberg, to approve the financial reports. The motion was unanimously approved.

B. Approval of Check Register

Mr. Van Geem presented the Check Register for January and February 2008. In response to inquiries from Mr. Van Geem and Mr. Earl, Mr. Lahey reported that payment to the Village of Lincolnwood (\$51,000) was the financial match requirement for federal grant funds received by the Village on behalf of NIPSTA in 2007. Furthermore, payment to Oakton Community College (\$28,280) was for Fire Officer training registrations in 2007, most of which then get reimbursed back to NIPSTA from OCC. Payment to Zabinski Consulting Services, Inc. (\$1,404) was for accounting/bookkeeping services received in 2008.

Mr. Van Geem requested that a monthly report be provided to the Executive Committee describing expenditures in excess of \$10,000.

A motion was made by Mr. Earl, and seconded by Mr. De Monte, to approve the Check Register. The motion was unanimously approved.

C. FY 2007 Financial Audit

Mr. Van Geem reported that the annual financial audit of NIPSTA activities in 2007 will soon be performed by Wolf & Company.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

Committee Chair Harlow reported that the Committee has not yet been convened in 2008. This will occur after the conclusion of the first quarter.

B. Fire/EMS Training Committee

Committee Chair Czerwinski reported on the success of the first-ever Firefighter II Academy at NIPSTA. The seven-week session had 22 graduates last week. Training personnel from the Village of Arlington Heights delivered the training in an effective manner despite challenges presented by a very harsh winter season. In response to an inquiry from Mr. Earl, Chief Czerwinski stated that negotiations have not been completed with regards to the future of the Academy at NIPSTA in 2009.

Chief Czerwinski presented the draft version of a proposed Memorandum of Understanding between NIPSTA and MABAS Division 3. He explained that this is for the purpose of delivering regional training twice in 2008. Chief Czerwinski noted that the document has also been presented to MABAS Division 3 for discussion, but it requires review by legal counsel of both organizations.

Executive Committee members discussed the advantages and disadvantages of this proposal and noted:

- The differences between the membership rosters of MABAS Division 3 and NIPSTA;
- The opportunity for this training to include non-members of MABAS Division 3;
- The growth potential to NIPSTA if it were to provide this training;
- The option to deliver this training without the need for a Memorandum of Understanding;
- The ability of this training to result in a larger pool of qualified instructors who receive payroll and insurance services from NIPSTA;
- The unique ability of NIPSTA to provide administrative oversight to the demanding training schedule, and;
- The financial impact of the proposal.

President De Lopez requested that Chief Czerwinski discuss this matter in detail with the leadership of MABAS Division 3 in an effort to address the concerns of the NIPSTA Executive Committee. He also requested a follow-up report at a later date.

C. Police Training Committee

Committee Chair Tasch reported that negotiations are scheduled today with Augmented Visual Abilities, Inc. (AVA) in order to discuss whether or not the training system may become available on a permanent basis on the NIPSTA Campus. Committee members are interested in learning more about the company's history and the benefits of this firearms program. Mr. Earl warned that NIPSTA staff should not be expected to be responsible for performing all of the due diligence that is necessary. Chief Tasch acknowledged that he is receiving support from Committee members who have identified the questions to be raised during the upcoming discussions with AVA.

In response to an inquiry from Chief De Lopez, Chief Tasch explained that a meeting of NIPSTA law enforcement representatives is scheduled on March 10, 2008 for the purpose of discussing a role for NIPSTA, if any, in the administration of a physical ability test for police officer employment candidates (the POWER test), similar to the current CPAT program for firefighters. It was further suggested that the staff of the Northwest Municipal Conference be consulted because of their experience in providing this service to municipalities, and to avoid duplication of services.

Mr. Van Geem requested that Committee members consider a new training program idea to address enforcement against overweight trucks on local roads.

D. Public Works Training Committee

Committee Chair DeMonte reported that the Committee met on February 13, 2008 and accomplished the following:

- Reviewed the 2007 Training Program;
- Previewed the 2008 Training Program; and,
- Launched the 2008 Public Works Supervisors Academy;
- Introduced the NIPSTA Foundation Public Safety Awareness Day.

E. Facilities and Grounds Committee

In the absence of Committee Chair Wayne Globberger (Glenview Fire Department), Mr. Lahey summarized discussion at the recent Committee meeting:

- Expenditure of \$50,000 in budgeted property improvements, including refinishing the exterior of the NIPSTA Field Training Facility;
- Request for Proposals to be issued for landscaping services and custodial services;
- Expenditure of \$15,000 in police and fire training equipment and supplies, based upon Committee member recommendations; and,
- Donation of \$30,000 in firefighting training equipment and an air compressor from Air One, Inc. to the NIPSTA Foundation.

There was a general discussion about the possibility of having a recognition system or a “wall of donors” in appreciation for large contributions.

Chief De Lopez expressed concern about the status of the roof on the NIPSTA Field Training Facility, especially the area above the Crime Scene Training Laboratory. Chief Czerwinski suggested that TREMCO Inc. be consulted and retained to provide a cost analysis of the repairs required.

V. President's Report

A. NIPSTA Goal Setting Session

Chief De Lopez thanked all members of the Executive Committee for attending the Goal Setting Session in Glenview on February 8, 2008. He commented on the valuable discussion that resulted in a listing of long-term and short-term strategies to be pursued by the Academy. This list was distributed to all Executive Committee members, along with a request to prioritize the strategies. Chief De Lopez noted that responses are still pending from Mr. Van Geem, Mr. Wiberg, and Chief Globberger. The facilitator of the discussion, Greg Ford, will compile the results and provide a summary report with actionable goals to the Executive Committee at a later date.

B. NIPSTA Training Council

Chief De Lopez requested that Mr. Wiberg convene regular meetings of the NIPSTA Training Council, which includes training committee chairpersons. The group should identify a work plan that will include opportunities for more cross-disciplinary training on the NIPSTA Campus.

VI. Executive Director's Report

A. NIPSTA Membership Retention Report

Mr. Lahey presented a 2008 Membership Retention Report, which detailed the receipt of membership dues since January 1, 2008. Ms. Mikula stated that she will inquire about the status of payment from the Village of Arlington Heights. In response to an inquiry from Mr. Wiberg, Mr. Lahey reported that the status of the Village of Northfield membership will not be known until after completion of their budget process on May 1, 2008.

Mr. Lahey presented correspondence from the City of Highland Park indicating that the public works department intends to withdraw its NIPSTA membership effective January 1, 2009. Chief Wax stated that this decision is a financial one, based solely on the membership dues amount of \$3,000. Mr. De Monte reported that he has also discussed this issue with the Director of the Highland Park Public Works Department. Chief De Lopez stated that he will pursue the matter further with the Department Director and with the City Manager in the hope of their reconsidering this decision.

B. 2008 Success Strategies

Mr. Lahey presented a staff report of five strategic objectives to be pursued in 2008. These priorities have been identified in lieu of a more formal performance plan. Discussion among Executive Committee members resulted in consensus support for these objectives, especially if they can be linked to the yet-to-be-identified strategies that will result from the Goal Setting Session on February 8, 2008.

Mr. Lahey announced that Mr. Zaleski has recently been promoted to the newly-created position of Assistant to the Executive Director. Mr. Zaleski expressed his appreciation for the Committee's support, and the Committee members expressed appreciation for Mr. Zaleski's hard work and positive performance.

VII. Other Business

A. Motorola, Inc.

Chief De Lopez reported that he and Mr. Lahey recently hosted Motorola, Inc. on a tour of the NIPSTA Campus. There was discussion of the common mission of both organizations and a pledge to identify opportunities for collaboration that may include:

- Equipment donations or loans to NIPSTA;
- Financial support to NIPSTA; and,
- Strategic marketing assistance to NIPSTA.

Chief De Lopez expressed optimism about this relationship being mutually beneficial in the future.

B. Illinois Association of Municipal Management Assistants (IAMMA)

Ms. Mikula presented a template document that she offered as assistance to NIPSTA for use in securing financial support for the Academy. Chief De Lopez thanked her for this contribution and suggested that it be shared with those who are active on the NIPSTA Foundation Board of Directors and with those who are planning the Public Safety Awareness Day in June 2008.

C. Public Safety Awareness Day

Mr. Lahey announced the first-ever Public Safety Awareness Day to be sponsored by the NIPSTA Foundation on 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. An Advisory Committee meets monthly to plan this event. Mr. Lahey encouraged Executive Committee members to invite their elected officials and municipal employees to attend.

VIII. Next Meetings

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, April 1, 2008 at 11:00 a.m. The NIPSTA Board of Directors will meet immediately afterwards at 1:00 p.m.

IX. Adjournment

A motion to adjourn the meeting was made by Chief Wax and seconded by Ms. Mikula. The motion was unanimously approved at 1:25 p.m.

Respectfully Submitted,

Alan G. Wax
NIPSTA Secretary