

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**April 7, 2009**

The following Executive Committee members were present:

Chief Joe De Lopez	Winnetka Police Department
Chief Ralph Czerwinski	Skokie Fire Department
George Van Geem	Village of Niles
Chief Wayne Globerger	Glenview Fire Department
Tim Wiberg	Village of Lincolnwood
Paul Harlow	Village of Glencoe
Deputy Chief Patrick Kreis	Winnetka Police Department
Chief Alan Wax	Highland Park Fire Department
Andy De Monte	Morton Grove Public Works Dept.
Diana Mikula	Village of Arlington Heights

Also present were NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, and Leonard Enz and Elise Mallon of Tactical Design Group, LLP.

I. Call to Order

NIPSTA President De Lopez called the meeting to order at 11:33 a.m.

II. Approval of Minutes

A motion was made by Mr. De Monte to approve the Minutes of the Executive Committee meeting on March 3, 2009. The motion was seconded by Mr. Wiberg and unanimously approved, although Ms. Mikula abstained from voting.

President De Lopez commented on the importance of the discussion last month addressing the need for a NIPSTA Campus Safety Initiative. He recommended that staff seek cooperation and assistance from IRMA, a NIPSTA Member, and VFIS, the NIPSTA insurance provider.

Mr. Wiberg requested a summary report of the NIPSTA Firefighter Academy, which concluded on March 13, 2009.

III. Treasurer's Report

A. FY 2009 First Quarter Financial Reports

Treasurer Van Geem deferred the first quarter financial reports to Mr. Lahey, who offered a summary of the Balance Sheet and Statement of Profit and Loss for the three-month period ending March 31, 2009.

In response to an inquiry by President De Lopez about the Allowance for Doubtful Accounts, Mr. Van Geem noted that \$15,000 is the amount estimated by staff to be uncollectible from customers and vendors in years past. He noted that he prefers not to send these items to a collection agency for further action. Instead, a more common sense approach involves staff being more aggressive in pursuit of payments, which range from \$50 to \$3,000. Mr. Lahey offered to provide Executive Committee members with a summary report of past due accounts.

Mr. Van Geem also requested a staff report explaining the variance in training revenues and training expenses during the first quarter of 2009 compared to the first quarter of 2008.

Chief Wax requested a staff report explaining the reason for Interest revenue being in a deficit position after three months of the current fiscal year. Mr. Van Geem suggested that this may be the result of bank service fees.

#### B. Check Register – March 2009

Treasurer Van Geem deferred the Check Register Report to Mr. Lahey, who summarized the transactions in March 2009, including two that exceeded \$10,000. President De Lopez commented on the \$5,000 payment to the International Association of Fire Fighters for a new Limited License Fee applicable to NIPSTA as a local administrator of the Firefighter Candidate Physical Ability Test (CPAT). Chief Czerwinski noted that the fee was unilaterally imposed on all Limited Licensees despite the fact that department licensees were not assessed any fee. He announced that NIPSTA will soon have an agreement in place with all departments that utilize NIPSTA as a Limited Licensee of the CPAT. This may eventually result in an increase in the NIPSTA candidate testing fee of \$99 per person.

President De Lopez noted NIPSTA legal expenses during the past month for the purpose of developing a new Instructor Agreement and responding to the Associated Fire Fighters of Illinois. This is a reminder of the need to remain diligent in establishing policies and procedures that protect NIPSTA interests.

A motion was made by Chief Wax to approve the FY 2009 First Quarter Financial Reports and the Check Register for March 2009. The motion was seconded by Mr. Wiberg and unanimously approved.

#### C. FY 2008 Financial Audit

Mr. Lahey reported that the annual audit of NIPSTA financial activity during 2008 is now in progress. The auditors completed their field work in March. The NIPSTA Finance and Administration Committee will review the draft Audit Report in May. The final report will be presented to the NIPSTA Board of Directors in June, which is two months earlier than it was completed in 2008. This expedited schedule of activity was requested by Treasurer Van Geem.

The Committee members took a short recess for lunch from 12:01 p.m. until 12:11 p.m.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

Committee Chair Harlow announced that the first Committee meeting in 2009 is scheduled May 1<sup>st</sup> at 2:00 p.m. Topics of discussion will include:

- FY 2008 Financial Audit Report
- FY 2009 First Quarter Financial Reports
- Hotel Partnerships Update
- Future Membership Dues Discounts
- Consideration of the Membership Dues Formula

B. Police/Law Enforcement Training Committee

Committee Chair Kreis announced that the Police POWER Test at NIPSTA enjoyed a very successful debut on April 4, 2009. Specifically:

- 165 candidates were pre-paid – but only 131 challenged the Test
- 81% of the candidates successfully completed the Test
- Test failures occurred most often at the bench press and sit-up events

Deputy Chief Kreis acknowledged that the candidates seemed to be more prepared for the Test at NIPSTA than the Test administered at local departments. He also complimented NIPSTA staff for being well-prepared for such a large group of test-takers. He noted, too, the Test proctors were professional and consistent in their administration of the testing procedures. Mr. Lahey added that the POWER Test has already generated \$15,000 in revenue (far exceeding the \$4,000 projected revenue included in the 2009 budget), and new Test dates have been added in response to demand from candidates and police departments. Several non-participating police departments had representatives observing the Test, who seemed pleased. Additionally, Chief De Lopez stated that the Buffalo Grove Police Department was also impressed with this new NIPSTA program.

Deputy Chief Kreis reported that new curriculum development process with Oakton Community College resulted in pilot programs being scheduled in March 2009. The final tactical training program should be ready to launch within 60 days. However, the driver simulator program was delayed due to technical difficulties that were experienced with the machines.

### C. Fire/EMS Training Committee

Committee Chairman Czerwinski reported that NIPSTA Firefighter Academy concluded on March 13, 2009 with a successful graduation ceremony for the 20 participants. Also last month, there was a wrap-up meeting of the Academy Advisory Committee, during which there was much discussion about the strengths and weaknesses of the first-ever Academy at NIPSTA. The energy and commitment of the instructors made possible the delivery of the curriculum that was requested by the fire chiefs of NIPSTA member departments. A summary report of the financial activity related to the Academy will be presented to the Executive Committee in May 2009.

Chief Czerwinski reported on these other activities of the Committee:

- Firefighter III Practical Exercises are scheduled in June 2009
- Fire Officer I sessions are experiencing sell-out attendance each month
- Fire Officer II programs will be offered during the fall 2009
- Management-level training at the inter-disciplinary level is being planned for delivery later this year, as requested by the NIPSTA Training Council

Chief Czerwinski stated that NIPSTA leadership must be prepared to address issues related to workers compensation insurance and personal protective equipment for NIPSTA instructors. He predicted that this matter will be a future topic of discussion.

### D. Public Works Training Committee

Committee Chair De Monte reported the following Committee activity:

- The new Public Works Supervisor's Academy has been expanded from three sessions to six sessions in March, April, and May 2009. This was necessary to accommodate increased demand from registrants;
- The pilot program for public works simulator driver training was successfully delivered last month. However, there are concerns about participants experiencing motion sickness during the training exercise. This issue will require attention in the future;

Mr. De Monte announced that the next Committee meeting is scheduled on May 13, 2009.

### E. Facilities and Grounds Committee

Committee Chair Globerger reported that he and Mr. Lahey acted at the request of the Executive Committee to direct Tactical Design Group, LLC to draft a proposal for consideration by the Illinois Mutual Aid Box Alarm System (MABAS). The proposal calls for a feasibility study of the concept that Illinois MABAS would increase its presence on the NIPSTA Campus with additional storage and administrative space. The proposal fee of \$37,700 would be paid entirely by NIPSTA, but \$29,700 of the cost would be reimbursed by Illinois MABAS. The \$8,000 balance would be the responsibility of NIPSTA as an expense for a new architectural site survey.

Mr. Enz and Ms. Mallon were introduced by Mr. Lahey as the representatives of Tactical Design, LLC for this project. Mr. Enz explained that he would balance the interests of Illinois MABAS with the priorities and needs of NIPSTA in exploring design options and opportunities. In the end, the project deliverables will include three-dimensional models and site plans for consideration by both parties. In response to a request by Ms. Mikula, Mr. Enz committed to revising the NIPSTA proposal and including a fee limit of \$9,000 for "Other Direct Costs." Chief De Lopez requested that the amended proposal be presented by Chief Globerger for approval by the NIPSTA Board of Directors in June 2009.

V. Executive Director's Report

A. NIPSTA Instructor Agreement

Mr. Lahey reported that a considerable amount of effort has been expended in recent months to draft an agreement between NIPSTA and instructors of various programs: fire training, driver training, firefighter candidate testing, and police candidate testing. NIPSTA legal counsel has been engaged in and supportive of this effort, as well. But legal counsel has now recommended that some police driver training instructors be exempted from the agreement due to the fact that these instructors are compensated by their employer – not NIPSTA – for their time as instructors. Furthermore, legal counsel suggests that this situation be allowed to continue until December 31, 2009. Thereafter, all NIPSTA instructors would be treated in a consistent manner as independent contractors who voluntarily enter into the NIPSTA agreement.

Discussion among Executive Committee members resulted in a difference of opinion with legal counsel about whether the recommended course of action should be followed. There was consensus to defer further discussion of this topic to a future meeting.

B. Federal Stimulus Package Funding

Mr. Lahey announced that there was an insufficient amount of time to address this issue during this meeting of the Executive Committee. Instead, the matter would be discussed in detail at the meeting of the NIPSTA Board of Directors which followed immediately after the Executive Committee meeting.

VI. President's Report

Chief De Lopez summarized recent efforts by Ms. Mikula, Mr. Van Geem, and Mr. Lahey to address concerns expressed by representatives of the Village of Palatine about NIPSTA indebtedness and the Village's desire to join NIPSTA as a new Member. There has been no progress on this matter because of the lack of a response from the Village attorney. There was consensus among Executive Committee members that Mr. Lahey should again attempt to establish telephone communication, and involve Chief De Lopez, if necessary.

VII. Executive Session

A motion was made by Deputy Chief Kreis and seconded by Mr. Van Geem to adjourn to Executive Session for the purpose of discussing a personnel matter related to the performance and compensation review of the NIPSTA Executive Director. The motion was unanimously approved, and the Executive Session was conducted from 1:14 p.m. until 1:43 p.m.

VIII. Other Business

There was no other business to come before the Executive Committee.

IX. Next Meeting

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, May 5, 2009 at 11:30 a.m.

X. Adjournment

A motion to adjourn the meeting was made by Mr. Van Geem and seconded by Ms. Mikula. The motion was unanimously approved at 1:44 p.m.

Respectfully Submitted,

Alan Wax  
NIPSTA Secretary