

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

August 4, 2009

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Alan Wax	Highland Park Fire Department
Diana Mikula	Village of Arlington Heights
Paul Harlow	Village of Glencoe
Chief Ralph Czerwinski	Skokie Fire Department

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

I. Call to Order

NIPSTA Vice President Tim Wiberg called the meeting to order at 11:55 a.m. He noted that a quorum of Committee members was not present.

II. Approval of Minutes

Mr. Wiberg announced that approval of the Minutes of the Executive Committee meeting on July 7, 2009 would be withheld due to the lack of a quorum of Committee members present.

III. Treasurer's Report

A. FY 2009 Year-to-Date Financial Reports

In the absence of the NIPSTA Treasurer, Mr. Lahey referred Committee members to the summary memorandum related to the financial reports for the seven-month period ending July 31, 2009. Among the noteworthy items in the reports:

- Accounts Receivable of \$258,507 includes \$155,000 due to from Cook County as reimbursement of expenses related to delivery of homeland security training;
- Accounts Payable of \$0 is the result of NIPSTA being up-to-date in payment of all expenses;
- Net Income of \$74,962 is a positive reflection of the Academy's current financial position;

- Total Income is at 73% of the annual budget after seven months; and,
- Total Expense is at 67% of the annual budget after seven months.

In response to an inquiry from Ms. Mikula, Mr. Lahey explained that the Service Fees and Bad Debt expense will increase to more than \$15,000 at the end of the fiscal year. In response to an inquiry from Chief Wax, Mr. Lahey stated that the Prepaid Expense of \$26,848 is categorized as an Asset because it will be realized in the future.

Approval of the financial reports was withheld due to the lack of a quorum of Committee members present.

B. Check Register – July 2009

Mr. Lahey presented the Check Register and commented on the payment in the amount of \$16,370 to Tactical Structures LLC for the Illinois MABAS Feasibility Study. In response to an inquiry from Mr. Wiberg, Mr. Lahey explained that instructors are paid at varying rates according to their responsibilities and numbers of hours worked.

Approval of the check register was withheld due to the lack of a quorum of Committee members present.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

Chair Harlow reported that the Committee recently approved a proposal from the Management Association of Illinois, located in Downers Grove, to complete a Job Description and Market Benchmarking Project. The project involves development of job descriptions for three NIPSTA full-time staff, and benchmarking NIPSTA positions against other agencies in order to determine appropriate market-based salaries. The proposal fee will not exceed \$1,000. Results will be shared with the Executive Committee at a later date.

B. Police/Law Enforcement Training Committee

In the absence of the Committee Chair, Mr. Zaleski reported on the launch of three new training programs that involve the use of SIMUNITIONS firearms and equipment. By design, the sessions are brief, inexpensive, and available to a maximum of 10 students. The programs will be offered in a safe manner, even inside the Field Training Facility where the NIPSTA Firefighter Academy is based. Mr. Zaleski also reported that the programs are tuition-free to NIPSTA members and staffed with a very high instructor-to-student ratio.

C. Fire/EMS Training Committee

Chair Czerwinski offered an update related to the Firefighter Academy that is presently underway with 15 students enrolled. The weather has been cooperative and the instructors are doing very well in delivering the State-approved, eight-week curriculum. Graduation ceremonies are planned on September 4, 2009. Soon thereafter, the Academy Advisory Committee will begin preparing for the schedule of training to be offered in 2010.

Chair Czerwinski reported that the Fire Officer program begins again later this month with the four-part Fire Officer II series of courses that is scheduled to conclude in November 2009. At the request of Fire/EMS Training Committee members, NIPSTA in 2010 will offer Fire Officer I (five courses) twice per year in the spring and fall. Also next year, the Fire Officer III program will be offered for the first time ever at NIPSTA in cooperation with the Illinois Fire Chiefs Association.

Chief Czerwinski commented on the recent meeting at NIPSTA of "The Chicagoland Fire Chiefs Caucus." It involved a group of 40 visitors from suburban departments and the City of Chicago. A Campus tour was provided by NIPSTA staff as a means of introducing the facility to them, and suggesting opportunities for cooperation in the future.

D. Public Works Training Committee

In the absence of the Committee Chair, there was no report.

E. Facilities and Grounds Committee

In the absence of the Committee Chair, Mr. Lahey reported that progress is being made on two facility improvement projects: paint the exterior of the Field Training Facility and repair the Driver Training Pad. These initiatives are scheduled for completion during September and August, respectively.

Mr. Lahey also stated that four meetings have been scheduled to date with Illinois MABAS to consider options for locating a permanent presence for the statewide mutual aid agency on the NIPSTA Campus. Thus far, only conceptual plans have been discussed, without much attention to the detail of project financing. This will come at a later date as the dialogue continues. Mr. Lahey stated that the Executive Committee and Board of Directors will be consulted in the future when there are more certain plans ready for review.

V. Executive Director's Report

A. Federal Stimulus Package Funding

Mr. Lahey referred Committee members to a memorandum summarizing an opportunity for NIPSTA to possibly access federal training funds in cooperation with Oakton Community College. He stated that the NIPSTA funding proposal is awaiting approval by The Workforce Board of Northern Cook County.

B. NIPSTA General Liability Insurance for Instructors

Mr. Lahey reported to Committee members that the NIPSTA insurance carrier, VFIS, has issued a notice that clearly states that NIPSTA instructors, who are also independent contractors, are not covered by the current general liability insurance policy. Mr. Lahey stated that this issue was recently addressed during a meeting with the insurance carrier and NIPSTA legal counsel. The meeting also resulted in extensive dialogue about whether or not instructors should be classified as NIPSTA employees. The insurance carrier is now investigating options for providing liability insurance coverage to these individuals. Mr. Harlow recommended that Mr. Lahey request legal counsel guidance about how to resolve this issue, especially in light of the current NIPSTA Instructor Agreement that includes a statement assuring provision of this coverage.

C. City of Chicago Police Department to NIPSTA

Mr. Lahey announced that he has successfully negotiated complimentary registration for three members of the Chicago Police Department to attend a NIPSTA driver training program in September 2009. This is in response to previous efforts to invite participation from City personnel to see first-hand the training props and facilities available in Glenview. The training session next month may lead to opportunities for collaboration in the future.

VI. President's Report

A. Member Application – Advocate Lutheran General Hospital

In the absence of the NIPSTA President, Vice President Wiberg presented an application for NIPSTA membership by Advocate Lutheran General Hospital. As a new Affiliate Member, the hospital intends to utilize the Academy to train its Public Safety Department personnel. However, approval of the membership application was withheld due to the lack of a quorum of Committee members present.

B. Ad Hoc Safety Committee

In the absence of the NIPSTA President, Vice President Wiberg referred Committee members to a proposal to establish an Ad Hoc Safety Committee. Appointments to the Committee have been requested from the Chair of each NIPSTA Standing Committee. Mr. Wiberg encouraged completion of those appointments by those Chairs that have them pending.

C. Nominating Committee

In the absence of the NIPSTA President, Vice President Wiberg invited Ms. Mikula to provide a report of the Nominating Committee to which she has been appointed as Chair by the NIPSTA President. Ms. Mikula announced that her next action will be to extend an invitation to NIPSTA members to join the Committee. Thereafter, nominations will be sought for the four NIPSTA Officer positions. She reported that at least two of these positions, President and Treasurer, will require new nominees for the two-year term: 2010-2011. Officer elections are scheduled on December 1, 2009.

VII. Other Business

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

VIII. Next Meetings

Vice President Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, September 1, 2009 at 11:30 a.m.

IX. Adjournment

The meeting ended at 1:20 p.m.

Respectfully Submitted,

Alan G. Wax
NIPSTA Secretary