

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

December 2, 2008

The following Executive Committee members were present:

Chief Joe DeLopez	Winnetka Police Department
Chief Ralph Czerwinski	Skokie Fire Department
George Van Geem	Village of Niles
Paul Harlow	Village of Glencoe
Diana Mikula	Village of Arlington Heights
Chief Alan Wax (at 12 p.m.)	Highland Park Fire Department
Tim Wiberg	Village of Lincolnwood

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

I. Call to Order

NIPSTA President De Lopez called the meeting to order at 11:10 a.m.

II. Approval of Minutes

A motion was made by Mr. Wiberg, and seconded by Mr. Van Geem, to approve the meeting Minutes from the Executive Committee meeting on November 4, 2008. The motion was unanimously approved.

III. Treasurer's Report

A. Year-to-Date Financial Reports

Mr. Van Geem referred Executive Committee members to the summary report of highlights included in the eleven-month Balance Sheet and Statement of Profit and Loss. He noted that there were not any significant variances from the reports presented last month. He also commented that the organization finances are very close to budget expectations at this point in the fiscal year.

Mr. Van Geem reported that he has reviewed, and is satisfied with, the rate of return on NIPSTA investments in the IMET Fund. Mr. Wiberg commented that the Interest revenue is only at 44% of budget projection for the year, which is a signal of the weak national economy. Mr. Van Geem concurred.

In response to an inquiry by Chief De Lopez, Mr. Lahey explained that the "Other Income" category reflects a negative balance (-\$1,712) due to a bookkeeping error that occurred when recording a receivable in November 2007, which error was corrected on the books in 2008.

Mr. Van Geem noted that two-thirds of the Accounts Receivable amount (\$340,523) is attributable to delays in receipt of payment from the Cook County Urban Area Security Initiative for homeland security training delivered earlier in the year. He offered to assist staff and be more aggressive in pursuit of funds for reimbursement of past training expenses. Ms. Mikula also expressed concern about the lack of a timely response from the County on this matter. Mr. Lahey announced that this situation has presented a cash flow shortage. In response, the NIPSTA Treasurer authorized two financial transfers from the IMET Fund to the NIPSTA checking account. These transfers will be reversed in 2009 as soon as the NIPSTA cash flow amount makes this possible.

A motion was made by Ms. Mikula, and seconded by Mr. Wiberg, to approve the year-to-date financial reports. The motion was unanimously approved.

B. Check Register – November 2008

Mr. Van Geem referred Executive Committee members to the record of checks written during the month of November. He reported that payment to the International Association of Fire Fighters in the amount of \$22,400 was for training to be delivered in 2009. Mr. Zaleski stated that this expense must be paid prior to the program. Furthermore, there are strict limitations imposed on the tuition fee that may be assessed for this training. Thus, there is very little surplus revenue available to NIPSTA as the program host.

In response to an inquiry by Chief De Lopez, Chief Czerwinski explained that there is a difference in pay scale to the Firefighter Academy Lead Instructors because the three persons involved had spent differing amounts of time on this program. He also noted that the stipend paid to the Lead Instructors was not commensurate with the number of hours that they have committed to preparing for the launch of the NIPSTA Academy. Nevertheless, the payment was deemed a good-faith effort by NIPSTA to recognize the extraordinary contributions of these individuals.

In response to an inquiry by Mr. Wiberg, Mr. Lahey explained that eight replacement checks were issued in November in order to account for checks written in previous years that were never cashed by the intended recipients.

A motion was made by Chief Czerwinski, and seconded by Mr. Harlow, to approve the November Check Register. The motion was unanimously approved.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

Committee Chair Harlow presented the final version of the FY 2009 Budget, which will be effective January 1, 2009. He referenced the Memorandum and Notes that accompany the Budget document and highlight the significant issues included in it. He also stated that the document includes all recommendations and suggestions presented by members of the Executive Committee and Finance and Administration Committee during the month of November. Mr. Lahey explained the new membership dues schedule as applicable to park districts, school districts, educational institutions, and non-profit organizations that do not include sworn public safety officers.

Chief De Lopez complimented Mr. Harlow and all members of the Finance and Administration Committee for their effort in developing a new Facility Use Policy and Fee Structure that is easy to understand and implement. In response to an inquiry by Chief Czerwinski, Mr. Harlow confirmed that the new policy, as it applies to intergovernmental organizations, accounts for the number of members of an intergovernmental agency, not the number of employees of the agency's membership.

A motion was made by Ms. Mikula, and seconded by Mr. Van Geem, to approve the Fiscal Year 2009 Budget in its amended form and to recommend its approval by the NIPSTA Board of Directors. The motion was unanimously approved.

B. Police/Law Enforcement Training Committee

No report.

C. Fire/EMS Training Committee

Committee Chairman Czerwinski reported that plans continue in earnest in advance of the launch of the first-ever NIPSTA Firefighter Academy. Registration for the program is now open. With the Instructor pool now identified, orientation meetings with more than 50 individuals will be scheduled later this month. Chief De Lopez commented on the attractiveness of the marketing brochure that has been distributed to all local departments.

Chief Czerwinski also noted progress being made on these Committee priorities:

- Firefighter III Practical Exercises – this new NIPSTA program will be available in mid-year 2009;
- Chief Officer Training – a quarterly series of half-day training programs will be supported by Oakton Community College and other local partners;
- Northwestern University – efforts are underway to cooperate with the new staff leadership at the Center for Public Safety.

D. Public Works Training Committee

No report.

E. Facilities and Grounds Committee

In the absence of Committee Chairman Wayne Globerger (Glenview Fire Department), Mr. Lahey referred Executive Committee members to correspondence received from Tactical Structures, LLC. The document recommended selection of a vendor (Big Time Construction, Inc.) to complete the repairs to the NIPSTA Driver Training Pad at a cost of \$13,608.

Discussion among Executive Committee members raised concerns about whether or not the repairs could be completed efficiently in cold weather conditions. Furthermore, there was a lack of confidence in a recommendation by Tactical Structures, LLC that was not reviewed by the NIPSTA Facilities and Grounds Committee.

A motion was made by Ms. Mikula to reject the recommendation from Tactical Structures, LLC pending:

- Further review by the NIPSTA Facilities and Grounds Committee;
- Provision of professional references for Big Time Construction, Inc.;
- Efforts to secure more favorable pricing during a warm weather season.

The motion was seconded by Mr. Wiberg and unanimously approved.

V. Executive Director's Report

A. NORTAF Facility Use Request

Mr. Lahey presented a memorandum that he delivered to Chief Wernick (Northbrook Police Department), who is the Chairman of the North Major Crimes Task Force (NORTAF). The memo was a response to a request by NORTAF for use of NIPSTA training facilities during activation of the NORTAF forensics unit. Chief Wernick was presented with two options that are consistent with the new NIPSTA Facility Use Policy and Fee Structure.

The matter is currently under review by NORTAF leadership. Chief De Lopez thanked Mr. Lahey for his efforts to provide resolution to this issue.

B. NIPSTA Training Incident

As it relates to an injury sustained on Campus by a NIPSTA Instructor, Mr. Lahey reported that he has received notice of an administrative hearing scheduled before the Illinois Industrial Commission in January 2009. Members of the Executive Committee directed Mr. Lahey to remain in communication with NIPSTA's insurance provider and to seek its guidance and counsel on this matter.

C. Village of Barrington Membership Status

Mr. Lahey presented correspondence received from the Village of Barrington expressing its intention to withdraw its NIPSTA membership effective January 1, 2010. Mr. Wiberg commented that this action represents a negative impact of \$3,000 on NIPSTA membership revenue in two years.

D. Village of Palatine Membership Status

Mr. Lahey presented correspondence received from the Village of Palatine expressing reservations about approving the NIPSTA Intergovernmental Agreement and thereby becoming a new NIPSTA Member. Members of the Executive Committee instructed Mr. Lahey to communicate directly with the Village Manager in an effort to allay concerns related to the prospect of NIPSTA indebtedness.

VI. President's Report

A. Executive Committee Member Resignation

Chief De Lopez presented correspondence received from Mike Earl, former Village Manager of Wilmette, announcing his resignation as a member of the NIPSTA Executive Committee. Chief De Lopez announced that no further action is necessary.

B. Oakton Community College/Northern Illinois University

Chief De Lopez announced that he and Mr. Lahey were invited to a recent meeting at Oakton Community College with a representative of Northern Illinois University. The discussion was very preliminary in nature and related to establishing a cooperative relationship that would support additional college credit courses and bachelor degree programs. No commitments were made by the parties involved, except to agree to re-visit the issue again at a later date. Chief De Lopez pledged to keep all members of the NIPSTA Executive Committee apprised of any developments.

VII. Executive Session

A motion was made by Mr. Van Geem, and seconded by Mr. Harlow, 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 12:28 p.m. until 1:13 p.m.

VIII. Other Business

A. Consideration of Release of Closed Session Minutes

Following a brief discussion, Ms. Mikula made the following motion: "That the NIPSTA Executive Committee, having reviewed the Minutes of closed sessions, determine hereby that the Minutes of the closed session portions of Regular Meetings held on July 11 2006, August 1 2006, and June 5 2007 no longer require confidential treatment and are available for public inspection, but that the need for confidentiality still exists for all other Closed Session meeting minutes." The motion was seconded by Chief Wax, and unanimously approved.

B. 2009 Meeting Schedule

By consensus, the Committee established the schedule for 2009 Executive Committee and Board of Director meetings, including changes in the meeting start times to 11:30 a.m. for the Executive Committee and 1:30 p.m. for the Board of Directors. The 2009 meeting schedule is as follows

Board of Directors – 1:30 p.m.

February 3, 2009
April 7, 2009
June 2, 2009
August 4, 2009
October 6, 2009
December 1, 2009

Executive Committee – 11:30 a.m.

January 6, 2009
February 3, 2009
March 3, 2009
April 7, 2009
May 5, 2009
June 2, 2009
July 7, 2009
August 4, 2009
September 1, 2009
October 6, 2009
November 3, 2009
December 1, 2009

IX. Next Meeting

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, January 6, 2009 at 11:30 a.m.

X. Adjournment

A motion to adjourn the meeting was made by Chief Wax and seconded by Mr. Van Geem. The motion was unanimously approved at 1:16 p.m.

Respectfully Submitted,

Alan Wax
NIPSTA Secretary