

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**December 1, 2009**

The following Executive Committee members were present:

Chief Joe De Lopez	Winnetka Police Department
George Van Geem	Village of Niles
Chief Alan Wax	Des Plaines Fire Department
Diana Mikula	Village of Arlington Heights
Tim Wiberg	Village of Lincolnwood
Chief Wayne Globerger	Glenview Fire Department
Chief Ralph Czerwinski	Skokie Fire Department

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

I. Call to Order

NIPSTA President De Lopez called the meeting to order at 11:40 a.m.

II. Approval of Minutes

A motion was made by Mr. Van Geem to approve the Minutes of the Executive Committee meeting on November 3, 2009. The motion was seconded by Chief Globerger and unanimously approved.

III. Treasurer's Report

A. FY 2009 Year-to-Date Financial Reports

NIPSTA Treasurer Van Geem presented the financial reports for the eleven-month period ending November 30, 2009. He referred Executive Committee members to the summary memorandum prepared in a timely manner by NIPSTA staff. He also commented that the financial position of the Academy was stable, with sufficient cash flow until the end of the fiscal year on December 31, 2009. The revenues and expenditures are within the parameters of the annual budget.

Ms. Mikula commented on the \$140,000 balance in Accounts Receivable as a marked improvement of more than \$91,000 compared to the year previous in 2008. Mr. Van Geem noted that this is the result of increased efforts by NIPSTA staff to collect past due accounts, especially Cook County homeland security grant funds.

A motion was made by Ms. Mikula to approve the Financial Reports. The motion was seconded by Mr. Wiberg, and unanimously approved.

B. Check Register – November 2009

Treasurer Van Geem referred Executive Committee members to the summary report prepared by NIPSTA staff. Only one payment (Oakton Community College) exceeded \$10,000. Chief De Lopez announced that he and Mr. Van Geem approve for payment all monthly credit card expenses. A motion was made by Chief Wax to approve the Check Register. The motion was seconded by Mr. Wiberg, and unanimously approved.

IV. Standing Committee Reports

A. Finance and Administration Committee - No report.

B. Police/Law Enforcement Training Committee

In the absence of the Committee Chair, Mr. Lahey reported on the following:

- The final delivery of the Illinois POWER Test was November 7<sup>th</sup>. In total, more than 2,000 candidates were tested in 2009, generating \$55,000 in revenue, compared to the NIPSTA Budget of \$4,000;
- NIPSTA was represented last month at the annual conference and tradeshow of the Illinois Tactical Officers Association in Oak Brook. Several NIPSTA training committee members were on-hand to help increase awareness about available law enforcement training programs.

C. Fire/EMS Training Committee

Chair Czerwinski reported that efforts are underway to prepare for the next delivery of the NIPSTA Firefighter Academy in January 2010. The Advisory Committee met on November 24<sup>th</sup> to consider improvements to the eight-week program, including opportunities to invite NIPSTA departments to participate in on-site ladder truck training and off-site live fire training in Champaign. Also, consideration was given to sponsoring a golf outing/BBQ fundraiser in cooperation with the NIPSTA Foundation in order to raise funds and recognize sponsors.

Chief Czerwinski also announced that a meeting will be held today with local fire chiefs for the purpose of collecting their input about new educational programs, such as tactical training, online training, chief officer training, EOC training, and keynote speaker presentations featuring nationally-renowned professionals. Discussion will result in priorities being established among these options.

D. Public Works Training Committee

In the absence of the Committee Chair, Mr. Zaleski reported on the success of the recently-completed Public Works Supervisors Academy. There were nine training sessions delivered in 2009 to 153 students – a 33% increase from 2008. Since the program's inception in 2006, 587 students have participated in the half-day programs. In response to an inquiry by Chief De Lopez, Mr. Zaleski noted that the student evaluations are positive, but there has not been a measure of the programs' effectiveness in advancing the careers of participants. President De Lopez also asked staff to make the PW accreditation organization (APWA) aware of this outstanding program.

#### E. Facilities and Grounds Committee

Chair Globerger reported that the most recent meeting of the Committee was focused on updating the NIPSTA Campus Master Plan. An online survey is being developed to be distributed to members and non-members who will be encouraged to suggest improvements to the training curriculum and training grounds. Chief Globerger announced that additional information about the Master Plan process will be presented at today's meeting of the NIPSTA Board of Directors.

In response to an inquiry by Chief De Lopez, Chief Globerger stated that discussions continue with Illinois MABAS as both parties consider the feasibility of establishing a permanent presence for the statewide organization on the NIPSTA Campus. An in-depth report will be provided to the NIPSTA Executive Committee in January 2010.

The Committee took a short recess for lunch from 12:10 to 12:21.

#### V. Executive Director's Report

##### A. Instructor Liability Insurance

Mr. Lahey updated Committee members about the decision by the NIPSTA insurance provider to cancel general liability coverage for NIPSTA instructors. A notice was sent to more than 120 instructors on November 11, 2009. To date, 50% of them have responded by accepting the change in coverage. In an effort to replace the liability insurance, NIPSTA staff and legal counsel have been in discussions with representatives of the Intergovernmental Risk Management Agency (IRMA) and Oakton Community College. Both options are still viable and will be considered by the Executive Committee in the future. In the meantime, there was consensus support for a recommendation that NIPSTA re-consider its relationship with the current insurance provider: Volunteer Fire Insurance Services, Inc. (VFIS).

##### B. 2010 Membership Census and Renewals

Mr. Lahey reported that the process of collecting census data from NIPSTA members was initiated on November 1, 2009, as required by the *NIPSTA Bylaws, Contract and Intergovernmental Agreement*. In recent weeks, some members have made inquiries about options available to them to withdraw their membership in 2010. All of them were directed to the language of the Agreement, which requires advance notice to NIPSTA one year prior to the beginning of the fiscal year during which the withdrawal would be effective.

##### C. Cook County Distribution of H1N1 Vaccine

Mr. Lahey reported that NIPSTA has been selected by the Cook County Department of Public Health as one of three distribution sites for the H1N1 vaccine to first responders. This activity will occur on December 2, 2009 and will be entirely staffed by County personnel.

VI. President's Report

Chief De Lopez announced that NIPSTA will serve as the venue for a press conference to be scheduled by Oakton Community College on February 23, 2010. The media event will be for the purpose of announcing the availability of a new bachelor's degree program in cooperation with Northern Illinois University. Chief De Lopez expressed his support for this curriculum and recommended that Executive Committee members attend the public announcement.

VII. Other Business

A. Associated Fire Fighters of Illinois

Mr. Lahey reported that he sent written correspondence to the AFFI in response to an email request for a meeting to discuss safety issues on the NIPSTA Campus. No reply has yet been received.

B. Canadian Pacific Railway Train Derailment in Northbrook

Mr. Lahey reported that preliminary discussions have been held with representatives of the Canadian Pacific Railway, which experienced a freight train derailment in the Village of Northbrook on November 1, 2009. The emergency response by the railroad company involved the extended use of the NIPSTA Campus. Unfortunately, the Driver Training Pad sustained permanent damage. Discussion among Executive Committee members resulted in consensus support for a recommendation that Mr. Lahey communicate directly and immediately with the railroad company and assign a cost for NIPSTA facility use and repair. This amount shall be due to NIPSTA in a manner that is reasonable and consistent with established policies.

C. 2010 Meeting Schedule

Mr. Lahey shared with Executive Committee members the monthly meeting schedule for calendar year 2010.

VIII. Executive Session

Mr. Van Geem made a motion to adjourn to Executive Session for the purpose of discussing a personnel matter. The motion was seconded by Chief Czerwinski, and unanimously approved at 1:19 p.m. The Committee met in Executive Session, and then reconvened the open meeting at 1:41 p.m.

IX. Next Meetings

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, January 5, 2010 at 11:30 a.m.

X. Adjournment

A motion was made by Chief Wax to adjourn the meeting. The motion was seconded by Chief Globerger and unanimously approved at 1:42 p.m.

Respectfully Submitted,

Alan G. Wax  
NIPSTA Secretary