

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**December 6, 2011**

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Patrick Kreis	Winnetka Police Department
Chief Jim Dominik	Wilmette Fire Department
Chief Wayne Globerger	Glenview Fire Department
Paul Harlow	Village of Glencoe
Dave Mau	Glencoe Public Works Department
Steve Noble	Village of Northfield
Diana Mikula	Village of Arlington Heights

Also present was NIPSTA Executive Director Robert Lahey, Assistant to the Executive Director Phil Zaleski, and Bill Hooker (PDRMA) via telephone conference call at 12:55 p.m.

I. Call to Order

President Wiberg called the meeting to order at 11:43 a.m.

II. Approval of Minutes

Chief Kreis made a motion to approve the Minutes of the Executive Committee meeting on November 1, 2011. The motion was seconded by Mr. Mau, and unanimously approved.

III. Treasurer's Report

A. Ten-Month Financial Reports

Mr. Harlow presented the financial reports for the ten-month period ending October 31, 2011. He noted that the Balance Sheet reflects Accounts Receivable in excess of \$297,000. He inquired about the reason for an increase of more than \$51,000 in this line item since last month. Mr. Lahey explained that there was a significant amount of training activity during September and October, including multiple sessions delivered to the Chicago Transit Authority. Mr. Lahey also attributed the majority of the Accounts Receivable to a delay in receipt of funds from the Cook County Department of Homeland Security. This is the result of a County request for more detailed information about the amounts to be reimbursed to NIPSTA. Discussion among Executive Committee members resulted in consensus support for a recommendation that future financial reports include a detailed listing of customers that are primarily responsible for the Accounts Receivable.

In response to inquiries by Mr. Harlow, Mr. Lahey explained the Accounts Payable of \$150,812 and the Undeposited Funds of \$60,057.

Chief Globerger made a motion to approve the ten-month financial reports. The motion was seconded by Mr. Noble, and unanimously approved.

B. Check Register: October 2011

Mr. Harlow presented the check register reports in two formats: numerical order and vendor name. Chief Kreis made a motion to approve the check register. The motion was seconded by Mr. Noble, and unanimously approved.

C. Profit and Loss Report – Driver Training

Mr. Lahey presented a summary report of driver training activity in 2011. In three different disciplines (fire/Ems, police, public works), there were 33 sessions delivered to 292 students, resulting in a financial surplus of \$37,030. He noted that the new partnership with IRMA has been so successful that additional driver training sessions will be added in 2012. Mr. Wiberg recommended that this data be provided to all training committees.

Members of the Executive Committee recessed for lunch from 12:15 p.m. until 12:30 p.m.

IV. Standing Committee Reports

A. Police/Law Enforcement Training Committee

Committee Chair Kreis referred Executive Committee members to a summary report of recent committee activity, which was included in the agenda packet.

B. Fire/EMS Training Committee

Committee Chair Dominik referred Executive Committee members to a summary report of recent committee activity, which was included in the agenda packet.

C. Public Works Training Committee

Committee Chair Mau referred Executive Committee members to a summary report of recent committee activity, which was included in the agenda packet. He also commented on the most recent Committee meeting, which included a discussion with Mr. Mike Kelly (START Group), who offered ideas to members about different types of customized training that could be provided to public works departments.

D. Facilities and Grounds Committee

Committee Chair Globerger referred Executive Committee members to a summary report of recent committee activity, which was included in the agenda packet.

E. Private Industry Training Committee

In the absence of a Committee Chair, Mr. Lahey referred Executive Committee members to a summary report of recent training committee activity, which was included in the agenda packet.

F. Finance and Administration Committee

Committee Chair Noble referred Executive Committee members to a summary report of recent committee activity, which was included in the agenda packet. However, he commented that the draft version of the Statement of Financial Policies and Procedures is not available today for distribution. It will be provided to Executive Committee members at a later date for discussion during several upcoming meetings.

G. Ad Hoc Safety Committee

Committee Chair Hooker joined the meeting via telephone conference call and referred Executive Committee members to a summary report of recent activity, which was included in the agenda packet. He commented on all of the work being accomplished by Committee members, including the newest member, Duane Mellema, Park Ridge Police Department.

V. President's Report

A. Nominating Committee Report

Mr. Wiberg requested that Ms. Mikula, Chair of the Nominating Committee, report on recent committee activity. She stated that the Committee recommends four persons to serve as NIPSTA Officers for the 2012-2013 term:

- President: Chief Ralph Czerwinski, Skokie Fire Department
- Vice President: Paul Harlow, Glencoe Village Manager
- Secretary: Chief Alan Wax, Des Plaines Fire Department
- Treasurer: Chief Pat Kreis, Winnetka Police Department

A motion was made by Chief Globerger to recommend approval of these Officers by the NIPSTA Board of Directors. The motion was seconded by Mr. Noble, and unanimously approved.

B. Executive Director Performance Evaluation

Mr. Wiberg announced that he will soon begin the annual process of evaluation of the Executive Director's performance in 2011. It will be completed later this month.

VI. Executive Director's Report

Mr. Lahey presented a summary of NIPSTA activity as of September 30, 2011:

- Number of events: 6% decrease from 2010;
- Number of visitors: 3% decrease from 2010;
- Number of training programs: 2% increase from 2010; and,
- Number of students: 9% increase from 2010.

Discussion among Executive Committee members resulted in a recommendation that future reports include a listing of training programs that are intended for a multi-disciplinary audience.

VII. Other Business

Mr. Wiberg presented the 2012 schedule of meetings of the Executive Committee and Board of Directors.

VIII. Next Meetings

Mr. Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on January 10, 2012 at 11:30 a.m.

IX. Adjournment

A motion was made by Chief Dominik to adjourn the meeting. The motion was seconded by Chief Kreis and unanimously approved at 1:18 p.m.

Respectfully submitted,

Robert T. Lahey  
NIPSTA Executive Director