

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

January 6, 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
Wayne Globerger	Glenview Fire Department
Tim Wiberg	Village of Lincolnwood
Paul Harlow (at 12 p.m.)	Village of Glencoe
Andy De Monte	Morton Grove Public Works Dept.
Chief Alan Wax	Highland Park Fire Department

Also present were 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 11:30 a.m.

II. Approval of Minutes

Chief De Lopez recommended that the Minutes from the Executive Committee meeting on December 2, 2008 be revised to refer to Northbrook Police Chief Chuck Wernick as the Chairman of NORTAF. A motion was made by Mr. De Monte, and seconded by Mr. Van Geem, to approve the Minutes, as amended. The motion was unanimously approved.

III. Treasurer's Report

A. Check Register – December 2008

Mr. Van Geem referred Executive Committee members to the record of checks written during the month of December. He reported that payments are for several year-end operating expenses.

In response to an inquiry by Mr. Wiberg, Mr. Lahey explained that compensation to proctors of the firefighter Candidate Physical Ability Test (CPAT) is made according to a two-tiered hourly rate of pay for hours worked on two dates in December.

In response to an inquiry by Mr. Van Geem, Mr. Wiberg stated that NIPSTA utility expenses are not eligible for waiver pursuant to the Village of Glenview franchise agreements with the electric company and the natural gas company.

A motion was made by Mr. Wax, and seconded by Mr. Wiberg, to approve the December check register. The motion was unanimously approved.

B. Cook County Grant Funding Reimbursement

Mr. Van Geem announced that payment has been received from the Cook County Urban Area Security Initiative for homeland security training delivered by NIPSTA between January 1, 2008 and June 30, 2008. He then directed staff to submit the reimbursement request for second half of the year in a timely manner.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

In the absence Committee Chair Harlow (Glencoe), Mr. Van Geem commented that the Committee priority in recent months has been preparation of the Fiscal Year 2009 Annual Budget. The document was approved by the Board of Directors in December 2008.

Notices of 2009 membership renewals will be mailed later this month. Mr. Van Geem reported that efforts continue to negotiate membership with the Village of Palatine, which received approval from the NIPSTA Board of Directors in October. However, questions about the NIPSTA Intergovernmental Agreement have been raised by the Village legal counsel.

Mr. Van Geem reminded Executive Committee members that formal notice had been received last month from the Village of Barrington regarding its intent to cancel NIPSTA membership, effective January 1, 2010.

B. Fire/EMS Training Committee

Committee Chairman Czerwinski reported that plans are in place to begin the first-ever NIPSTA Firefighter Academy on January 19, 2009. Prior to that date, Instructor Orientation meetings and a meeting of the Academy Advisory Committee will be held. He complimented all of the Instructors involved who have transformed the NIPSTA Field Training Facility into an ideal venue for the only winter-season Academy in the region.

In response to inquiries by Chief Wax, Chief Czerwinski reported that the next NIPSTA Firefighter Academy will be available in July 2009. He also stated that hazardous materials training and fire apparatus engineer training will be offered later in the year.

In response to an inquiry by Mr. Wiberg, Chief Czerwinski and Chief Globerger explained that the Academy is the first formal training delivered to newly-hired firefighters.

Chief Czerwinski announced that other firefighter training is being planned:

- Firefighter III Practical Training, to be developed by NIPSTA members
- Chief Officer Training, to be developed by the NIPSTA Training Council, and perhaps in cooperation with the Northwestern University Center for Public Safety

Mr. Harlow recommended that the Fire/EMS Training Committee consider a new NIPSTA service whereby local departments could cooperatively offer firefighter written exams at NIPSTA in a cost-effective manner.

C. Public Works Training Committee

Committee Chair De Monte announced that the next Committee meeting is scheduled on February 11, 2009. There are few training programs scheduled in January/February 2009. However, the Illinois Section of the American Water Works Association is hosting two events at NIPSTA in May.

Chief De Lopez stated that he intends to introduce NIPSTA public works training programs to acquaintances of his at the City of Chicago Department of Streets and Sanitation.

D. Facilities and Grounds Committee

Committee Chairman Globerger commented that the Committee focus has been on year-end investments in advance of the Firefighter Academy. Mr. Lahey described a new initiative involving a local firefighter who will perform the lead role in overseeing the maintenance of the NIPSTA fleet of vehicles: fire engine, pick-up truck, and golf cart.

V. Training Council Report

Mr. Wiberg, Chair of the Training Council, reported on the group's priorities:

- Quarterly Inter-Disciplinary Training for Supervisors
- Private Sector Involvement at NIPSTA

In response to an inquiry by Chief Czerwinski, Chief De Lopez stated that he and Mr. Lahey are in discussions with Oakton Community College in an effort to secure their support for more private sector training opportunities. Furthermore, Mr. Wiberg reported on his recent meeting with Michael Croy, Director of Business Development at Forsythe Solutions, Inc. There was consensus among Executive Committee members to invite Mr. Croy to become a member of the NIPSTA Executive Committee and Chair of the NIPSTA Private Industry Committee. Mr. Lahey was directed to extend the invitation.

Chief De Lopez suggested that the NIPSTA Training Council lead a process by which NIPSTA members are surveyed for the purpose of learning more about their training needs and priorities. This will help to focus the expenditure of NIPSTA staff and financial resources on issues that matter most to members.

The Committee took a short recess for lunch from 12:43 p.m. until 12:50 p.m.

VI. Executive Director Report

As it relates to an injury sustained on Campus by a NIPSTA Instructor, Mr. Lahey reported that he is in communication with legal counsel who has been assigned by the workers compensation insurance carrier to represent NIPSTA.

VII. President's Report

A. Police/Law Enforcement Training Committee Chairperson

Chief De Lopez announced that he had received a notice of resignation from Morton Grove Police Chief Paul Tasch, Chair of the NIPSTA Police/Law Enforcement Training Committee. He recommended appointment of Winnetka Deputy Police Chief Patrick Kreis to the position for the unexpired portion of the term, until December 2009. A motion was made by Mr. Van Geem, and seconded by Chief Czerwinski, to recommend approval of this appointment by the NIPSTA Board of Directors. The motion was unanimously approved.

B. New Member Application

Chief De Lopez presented an application for a new NIPSTA Affiliate Member: Mutual Aid Box Alarm System – Division 3. He complimented Chief Wax as the liaison between NIPSTA and Division 3 for his efforts to negotiate the membership application, which is a direct result of the new NIPSTA Facility Use Policy. Chief De Lopez also credited the members of the NIPSTA Finance and Administration Committee for this opportunity. A motion was made by Mr. Wiberg, and seconded by Mr. Van Geem, to approve the membership application and recommend its approval by the NIPSTA Board of Directors. The motion was unanimously approved.

C. Facility Use Request: Audi Car Club

Chief De Lopez referenced a request received from the Chicagoland Chapter Audi Car Club North America for use of the NIPSTA Campus for a Teen Safe Driving Clinic. The request had been presented for consideration last year by the Executive Committee, but was denied.

Chief De Lopez stated that he has been in discussions with Club representatives in order to learn more about the driver training program. He opined that the matter warranted another review by the Executive Committee. Discussion among Committee members addressed topics related to this training: its current venue, the intended audience, the days of delivery, and the appropriate NIPSTA facility use fee.

A motion was made by Chief Wax to approve the facility use request provided that the Chicagoland Chapter Audi Car Club North America would: 1.) designate a spectator safety area; 2.) require instructors and assistants on the driving course to wear safety vests; 3.) provide for the capability to dial emergency services from the outdoor driving course. The motion was seconded by Mr. Wiberg, and unanimously approved.

VIII. Executive Session

A motion was made by Chief Wax and seconded by Mr. DeMonte 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 1:18 p.m. until 1:51 p.m.

IX. Other Business

Chief De Lopez referenced a calendar of Executive Committee meetings scheduled in 2009 with new meeting start times of 11:30 a.m.

X. Next Meetings

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, February 3, 2009 at 11:30 a.m. A meeting of the NIPSTA Board of Directors will follow immediately thereafter at 1:30 p.m.

XI. Adjournment

A motion to adjourn the meeting was made by Mr. Van Geem and seconded by Mr. DeMonte. The motion was unanimously approved at 1:52 p.m.

Respectfully Submitted,

Alan Wax
NIPSTA Secretary