

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

January 5, 2010

The following Executive Committee members were present:

Chief Joe De Lopez	Winnetka Police Department
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
Paul Harlow	Village of Glencoe
Deputy Chief Patrick Kreis	Winnetka Police Department
Andy DeMonte	Morton Grove Public Works Dept.

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

- I. Call to Order
NIPSTA President Wiberg called the meeting to order at 11:43 a.m.
- II. Approval of Minutes
Ms. Mikula raised a question related to the President's Report delivered at the Executive Committee meeting on December 1, 2009. In response, Mr. Lahey reported that the Oakton Community College press conference at NIPSTA on February 23, 2010 will not involve a demonstration of public safety training activities. Ms. Mikula then made a motion to approve the Minutes of the Executive Committee meeting on December 1, 2009. The motion was seconded by Chief De Lopez and unanimously approved.
- III. Treasurer's Report
 - A. FY 2009 Year-End Financial Reports
NIPSTA Treasurer Harlow commented on the twelve-month financial reports and noted that the data is not yet finalized, pending the posting of several transactions in January 2010 that will be attributable to Fiscal Year 2009. In total, he noted that revenues exceeded the budgeted amount, and the expenses were less than budgeted. This results in NIPSTA being in a good financial position on December 31, 2009.

Mr. Lahey stated that the final year-end report will reflect:

- Bad debt write-offs;
- Amount due to NIPSTA from NIPSTA Foundation; and,
- All costs related to facilities maintenance & improvements.

A motion was made by Deputy Chief Kreis to approve the Financial Reports. The motion was seconded by Mr. De Monte, and unanimously approved.

B. Check Register – December 2009

Treasurer Harlow referred Executive Committee members to the summary report prepared by NIPSTA staff. In response to inquiries by Ms. Mikula, Mr. Zaleski explained payments related to on-site training and vehicle repairs. A motion was made by Chief Czerwinski to approve the Check Register. The motion was seconded by Ms. Mikula, and unanimously approved.

C. 2011 Membership Withdrawals

Treasurer Harlow presented correspondence from the City of St. Charles Public Works Department and the Village of Northfield Police Department announcing their membership withdrawal effective January 1, 2011. The estimated total fiscal impact is \$9,000, however a small amount of that will be offset by the change in the Northfield Public Works dues since only one of their other divisions will be a member instead of the current two.

IV. Standing Committee Reports

President Wiberg announced a new standing committee reporting process for Executive Committee meetings. All reports will be committed to a written format, and committee chairs will have the option to comment on any matter that should be highlighted or discussed in detail. Similarly, Executive Committee members are encouraged to request further discussion on any topic included in a report.

A. Finance and Administration Committee

In response to an inquiry by Ms. Mikula, Committee Chair Harlow stated that the NIPSTA *Statement of Financial Policies* will be reviewed and updated by Committee members.

B. Police/Law Enforcement Training Committee

Chair Kreis invited discussion of the issue related to NIPSTA police driver training instructors who are compensated in a manner that involves complimentary student registrations being exchanged with the instructors' employing municipalities for the instructors' time as teachers of the curriculum. There was consensus support for continuing this relationship with four local police departments in 2010, provided that they voluntarily agree to the terms and conditions of a proposed NIPSTA Instructor Agreement (the proposed agreement is specific for this situation, and is different than the regular Instructor Agreement). Chief Wax offered suggested amendments to the Agreement. Mr. Lahey noted that the Agreement is useful because it does not present a financial deficit to NIPSTA.

Lastly, President Wiberg requested that Committee Chair Kreis consider hosting a focus group meeting with police chiefs in order to gather information about their specific training needs.

C. Fire/EMS Training Committee

Chair Czerwinski reported that preparations continue for the next delivery of the NIPSTA Firefighter Academy, which begins on January 18, 2010. In order to address the anticipated low enrollment (13 students), the Academy Advisory Committee is considering options to ensure that the program meets budget expectations. Alternatives include raising the tuition fee or lowering the number of instructors assigned on a daily basis. Chief Czerwinski noted that some difficult decisions lie ahead.

Chief Czerwinski also commented on the recent focus group meeting with fire chiefs that resulted in the development of many new program ideas, and the designation of volunteers to carry them out.

D. Public Works Training Committee

President Wiberg requested that Committee Chair De Monte consider hosting a focus group meeting with public works directors in order to gather information about their specific training needs.

E. Facilities and Grounds Committee

Chair Globerger reported on discussions earlier in the day involving four NIPSTA Executive Committee members and Jay Reardon, President and CEO of Illinois MABAS. These individuals discussed options to consider in response to the request by Illinois MABAS to establish a permanent presence on the NIPSTA Campus. Although there was agreement about one option, there are several issues yet to be resolved, including project financing, lease terms, and Village of Glenview approvals. Discussion among Executive Committee members focused on the benefits – both perceived and actual - to NIPSTA. It was recommended that new parking facilities and building roof improvements be included in the negotiations with Illinois MABAS. Chief Globerger reported that the discussions will continue at a very deliberate pace in order to address all NIPSTA concerns.

The Committee took a short recess for lunch from 12:25 to 12:35.

V. Ad Hoc Safety Committee Report

President Wiberg announced a change in the meeting agenda to allow for a presentation by Bill Hooker, Training Program Supervisor for the Park District Risk Management Agency. Mr. Hooker was introduced by Mr. Lahey as Chair of the NIPSTA Ad Hoc Safety Committee, which was established by the NIPSTA Executive Committee on September 1, 2009.

Mr. Hooker introduced himself and expressed his pleasure at being selected to serve as Committee Chair. He reported on activities accomplished to date:

- Four Committee meetings in 2009;
- Development of Committee Mission Statement;
- Facility site inspections;
- Discussion of NIPSTA insurance coverage and options;
- Identification of three Committee priorities (campus, training, operations); and,
- Monthly meeting schedule during the first quarter of 2010.

Executive Committee members conveyed their appreciation to Mr. Hooker for his leadership of a committee that is comprised of a diverse group of volunteers. President Wiberg requested that monthly written progress reports be provided to the Executive Committee throughout the year. He also encouraged Mr. Hooker to re-visit the Executive Committee on a quarterly basis.

VI. Executive Director's Report

A. Instructor Liability Insurance

Mr. Lahey referred Executive Committee members to a memorandum summarizing the status of the issue related to restoration of general liability insurance coverage for NIPSTA instructors. Mr. Lahey recommended that the preferred solution to this matter is a new member application by NIPSTA to the Intergovernmental Risk Management Agency (IRMA). Discussion among Executive Committee members focused on the premium expense for IRMA insurance, as well as the timeline for cancellation of the current insurance policy with Volunteer Fire Insurance Services, Inc. (VFIS). A motion was made by Chief Wax to authorize Mr. Lahey to submit a formal application for membership with IRMA. The motion was seconded by Mr. De Monte, and unanimously approved.

B. Canadian Pacific Railroad Train Derailment

Mr. Lahey reported on correspondence and discussions that he has exchanged with a representative of the Canadian Pacific Railway following the company's use of the NIPSTA training facility in the wake of a train derailment on November 1, 2009. The recovery crews that were summoned in response to the incident caused damage to the NIPSTA Driver Training Pad. NIPSTA is not only requesting a facility use fee from the company, but also seeking recovery of costs that will be incurred in repairing the Driver Training Pad. There was concern among Executive Committee members about the timing of the repairs and the ability to collect all of these fees. Mr. Lahey was directed to consult with NIPSTA legal counsel in negotiating an expeditious settlement.

VII. President's Report

A. Membership Inquiry

President Wiberg presented a request from the Village of Vernon Hills to withdraw its NIPSTA membership, effective January 1, 2010. He noted that this request is inconsistent with the NIPSTA *Intergovernmental Agreement, Contract, and Bylaws*, which requires a notice of withdrawal to be received by NIPSTA at least one year prior to its effective date. Discussion among Executive Committee members resulted in Mr. Lahey being directed to deny the request received from the Village of Vernon Hills. This is necessary so that all NIPSTA Members – past and present – are treated fairly and in accordance with the Academy's governance document.

B. Appointment of Standing Committee Chairpersons

President Wiberg announced that he and Mr. Lahey are communicating with several individuals who have agreed to serve as new Chairs of each NIPSTA Standing Committee. These appointments will be presented to the Executive Committee and to the Board of Directors on February 2, 2010.

VIII. Other Business

Chief Wax moved that the NIPSTA Executive Committee, having reviewed the Minutes of closed sessions, determine that the Minutes of closed session portions of the Regular Meetings held of February 5, 2008 and December 2, 2008 no longer require confidential treatment and are to be available for public inspection, but that the need for confidentiality still exists for meeting minutes of the closed session meetings on January 6, 2009, March 3, 2009, April 7, 2009 November 3, 2009, and December 1, 2009. The motion was seconded by Chief De Lopez, and unanimously approved.

IX. Executive Session

Deputy Chief Kreis made a motion to adjourn to Executive Session for the purpose of discussing a personnel matter. The motion was seconded by Chief De Lopez, and unanimously approved at 1:30 p.m. The Committee met in Executive Session, and then reconvened the open meeting at 1:35 p.m.

X. Next Meetings

President Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, February 2, 2010 at 11:30 a.m. The meeting of the NIPSTA Board of Directors is scheduled immediately thereafter at 1:30 p.m. on February 2, 2010.

XI. Adjournment

A motion was made by Chief Wax to adjourn the meeting. The motion was seconded by Deputy Chief Kreis and unanimously approved at 1:36 p.m.

Respectfully Submitted,

Alan G. Wax
NIPSTA Secretary