

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

July 7, 2009

The following Executive Committee members were present:

Chief Joe De Lopez	Winnetka Police Department
Chief Alan Wax	Highland Park Fire Department
Diana Mikula	Village of Arlington Heights
Deputy Chief Patrick Kreis	Winnetka Police Department
Chief Ralph Czerwinski	Skokie Fire Department
Chief Wayne Globerger	Glenview 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

Ms. Mikula suggested that the Minutes of the Executive Committee meeting on June 2, 2009 be revised to include a reference to the Assistant Village Manager of Palatine – not the “Assistant to the Village Manager.” A motion was made by Chief Czerwinski to approve the Minutes as amended. The motion was seconded by D/C Kreis and unanimously approved.

III. Treasurer’s Report

A. FY 2009 Year-to-Date Financial Reports

In the absence of the NIPSTA Treasurer, Mr. Lahey referred Committee members to the summary memorandum related to the financial reports for the six-month period ending June 30, 2009. He noted that the data in the reports provides a positive financial position for NIPSTA at mid-year. Among the noteworthy items in the reports:

- Facility Rental revenue is at 24% of the annual budget, but does not yet include activity in May or June;
- Tuition Fee income does not yet include funds due to NIPSTA from Cook County for homeland security training during the first six months of the year;
- Invoices related to the Independent Contractor Agreements will be issued within the next three months;

- The Training Expense of \$353,884 does include reimbursable costs from Cook County for regional homeland security training;
- Total Income is at 59% of the annual budget; and,
- Total Expense is at 55% of the annual budget.

Director Lahey noted the remarkable performance of both candidate-pay physical ability testing services (CPAT for firefighter applicants and POWER Test for police applicants). He also advised that the Finance and Administration Committee approved raising the per-candidate CPAT fee from \$99 to \$109 in August, 2009.

In response to an inquiry from Chief De Lopez, Mr. Lahey explained that the Service Fees and Bad Debt expense (\$8,512) is related to the Allowance for Doubtful Accounts (\$7,500).

A motion was made by Ms. Mikula to approve the financial reports. The motion was seconded by Chief Wax and unanimously approved.

B. Check Register – June 2009

Mr. Lahey presented the Check Register and commented on several payments to instructors of the MABAS Division 3 regional training exercise, as well as a single payment in the amount of \$17,906 to Oakton Community College for fire officer training delivered in April and May.

A motion was made by Mr. Kreis to approve the Check Register for June 2009. The motion was seconded by Chief Czerwinski and unanimously approved.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

In the absence of the Committee Chair, there was no report.

B. Police/Law Enforcement Training Committee

Committee Chair Kreis commented on the recent success of the Illinois POWER Test at NIPSTA. More than 1,450 candidates have registered for the Test this year, with a “no-show” rate of 30-35% and a passing rate for those who do attend of 78%. A total of 15 local police departments are now participating in this regional testing process. D/C Kreis also commented on legal research that he is performing in order to respond to a question received regarding the Illinois POWER Test’s use by departments in their hiring processes.

D/C Kreis reported that three new training programs have been created involving the use of SIMUNITIONS firearms and equipment. This follows one year of curriculum development and two recent pilot programs delivered by NIPSTA instructors, with support from Oakton Community College. D/C Kreis explained that this style of training is unique to NIPSTA and should be attractive to local

departments because it is brief and inexpensive. Also, it can be completed by on-duty police personnel – during day and night shifts. Because this training involves risk to participants, there are significant safety protocols to be followed by all of those involved. Chief Czerwinski recommended that this training model be modified in the future to include fire/EMS personnel so that there is better interdisciplinary understanding among all first responders.

Mr. Kreis stated that the Police Training Committee is considering another new training concept: delivery of State-mandated training requirements in a multi-day format. Additional information will be provided as soon as details are confirmed.

C. Fire/EMS Training Committee

Committee Chair Czerwinski reported that NIPSTA served as the host venue for a recent meeting of regional fire chiefs who gather quarterly as “The Chicagoland Fire Chiefs Caucus.” Chief De Lopez was also in attendance to welcome 40 visitors from suburban departments and the City of Chicago. A Campus tour was provided by NIPSTA staff as a means of introducing the facility to them, and suggesting opportunities for cooperation in the future.

Chief Czerwinski offered an update of the Firefighter Academy that is scheduled to begin on July 13, 2009. There are 15 students now enrolled. The group of instructors are getting the training curriculum and props ready for the first-ever summer delivery of the State-approved eight-week program.

Chief Czerwinski announced that NIPSTA recently hosted a meeting of local fire department personnel who were invited by Omega Healthcare System. The purpose of the gathering was to introduce a new federally-funded medical research project related to firefighter job-related hearing loss.

In response to an inquiry by Chief De Lopez, Chief Czerwinski suggested that the concept of an EMT Academy at NIPSTA could be explored, but should be done in consultation with Oakton Community College. He added that perhaps it could be accomplished in conjunction with the Firefighter Academy at NIPSTA.

Chief Czerwinski invited discussion about the need for a Campus safety initiative to address issues that impact students and instructors alike. Dialogue among Committee members resulted in consensus support for a proposal by Chief Globerger to establish an ad hoc committee that will report to the Executive Committee and develop a site safety plan. It was agreed that the group should be comprised of members selected by the Chairs of each NIPSTA standing committee. Chief De Lopez announced that he will request each committee Chair to propose two nominees, either from their respective committees, or from among the entire NIPSTA membership. He also requested that the group meet formally after August 1, 2009.

Chief Czerwinski also suggested that the NIPSTA Executive Committee re-visit the issue that was discussed previously regarding categorizing NIPSTA instructors as employees or independent contractors. Mr. Lahey was directed to discuss the matter with NIPSTA legal counsel and the insurance company.

D. Public Works Training Committee

In the absence of the Committee Chair, there was no report.

E. Facilities and Grounds Committee

Committee Chair Globerger reported on the following facility improvement projects:

- Paint the Exterior of the Field Training Facility - A proposal to paint the building a new shade of brown will be reviewed next week by the Village of Glenview Appearance Commission. Assuming that approval is received, the project will proceed later this summer, as included in the NIPSTA Annual Budget.
- Repair the Driver Training Pad – This project was delayed from 2008 until this year, and has been contracted for completion later this month.
- Paint the Interior of the Education Center – Also included in the current fiscal year budget is a fresh coat of paint inside the classrooms and hallways. In addition, a “Sponsor Recognition Wall” will be added inside the facility as a means of recognizing public and private sector supporters.

V. Executive Director’s Report

A. Village of Palatine Membership

As part of an ongoing effort to encourage membership by the Village of Palatine, Mr. Lahey reported that he has provided NIPSTA information packets to Village officials. In the future, a Campus visit and tour is anticipated.

B. Firefighter Application/Testing: Morton Grove, Niles, Wilmette

Mr. Lahey reported that NIPSTA recently provided a first-time-ever service to three NIPSTA members. This required staff to be involved in distributing and receiving firefighter employment applications, followed by hosting the firefighter written exam last month. There were a total of 235 applicants served. NIPSTA received \$5 of the \$25 candidate application fee. D/C Kreis suggested that this service be advertised to all other NIPSTA members.

VI. President’s Report

A. Oakton Community College – Private Industry Support

Chief De Lopez reported that he and Mr. Lahey met with representatives of Oakton Community College on July 2, 2009 for the purpose of identifying opportunities for collaboration. There was discussion of targeting 8 - 10 different business industries that could benefit from training at NIPSTA. All parties agreed that a roundtable discussion should be hosted by NIPSTA in September 2009 as a means of beginning a dialogue with the private sector.

B. Nominating Committee

Chief De Lopez referred Committee members to a report related to the formation of the NIPSTA Nominating Committee as required by the NIPSTA Bylaws. A timeline and work plan was also presented for review and discussion. Chief De Lopez called for volunteers to join the Committee. There were none. Chief De Lopez announced that he will recruit a Chair of the Nominating Committee to be presented for approval by the Board of Directors next month.

VII. Other Business

There was no other business to come before the Executive Committee.

VIII. Next Meetings

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, August 4, 2009 at 11:30 a.m. The NIPSTA Board of Directors will meet immediately thereafter at 1: 30 p.m.

IX. Adjournment

A motion to adjourn the meeting was made by Chief Globerger and seconded by Chief Czerwinski. The motion was unanimously approved at 1:08 p.m.

Respectfully Submitted,

Alan G. Wax
NIPSTA Secretary