

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**June 2, 2009**

The following Executive Committee members were present:

Chief Joe De Lopez	Winnetka Police Department
George Van Geem	Village of Niles
Tim Wiberg	Village of Lincolnwood
Paul Harlow	Village of Glencoe
Chief Alan Wax	Highland Park Fire Department
Diana Mikula	Village of Arlington Heights
Andy De Monte	Morton Grove Public Works Dept.
Deputy Chief Patrick Kreis	Winnetka Police Department
Chief Ralph Czerwinski	Skokie Fire Department

Also present were NIPSTA Executive Director Robert Lahey and NIPSTA Program Coordinator Sheila Darcy.

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 Chief Czerwinski to approve the Minutes of the Executive Committee meeting on May 5, 2009. The motion was seconded by Mr. Wiberg and unanimously approved.

III. Treasurer's Report

A. FY 2009 Year-to-Date Financial Reports

Treasurer Van Geem referred Committee members to the summary memorandum related to the financial reports for the five-month period ending May 31, 2009. He noted that the data in the reports is consistent with budget projections and expectations.

Mr. Lahey reported that the reimbursement has been received from Cook County for all homeland security training delivered prior to December 31, 2008. In response to an inquiry from Chief De Lopez, Mr. Lahey explained that the County will not reimburse NIPSTA for \$8,300 in expenses for shirts and meals provided to homeland security instructors.

In response to an inquiry from Mr. Wiberg, Mr. Lahey explained that revenue derived from NIPSTA facility rentals is only at 15% of the annual budget because most rental activity occurs later in the year.

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

B. Check Register – May 2009

Treasurer Van Geem presented the Check Register. In response to an inquiry by Chief De Lopez, Mr. Lahey noted that the payment to La-Pasta Ria Catering in the amount of \$8,890 was for lunches provided during the entire month of April.

A motion was made by Mr. Wiberg to approve the Check Register for May 2009. The motion was seconded by Mr. De Monte and unanimously approved.

C. FY 2009 First Quarter Follow-Up Report

Treasurer Van Geem referred Committee members to a report prepared by staff in response to several inquiries related to the FY 2009 First Quarter Financial Report. He noted that all responses were acceptable, and he remains committed to working closely with staff to pursue past due accounts receivable.

D. Membership Renewal Report

Treasurer Van Geem referred Committee members to the report of membership renewals received to date. Mr. Lahey commented that payment is expected from the five (5) members that are due. Typically, the delay in receipt from a member is the result of a timing issue due to a difference in fiscal years from NIPSTA.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

Committee Chair Harlow referred Committee members to his report about the NIPSTA membership dues structure, and the related questions about how it should be applied to two (2) potential new Affiliate Members: Lutheran General Hospital and Forsythe Solutions, Inc. Discussion among Committee members resulted in consensus on the following courses of action:

- The Public Safety Department of Lutheran General Hospital should be invited to join NIPSTA as an Affiliate Member with corresponding annual dues of \$3,000. NIPSTA membership for Lutheran General Hospital shall not apply to any other hospital in the Advocate Health System network;
- Forsythe Solutions, Inc. should be invited to serve as a private industry liaison to the NIPSTA Executive Committee. Forsythe's membership will not be a prerequisite to this invitation. Instead, it is hoped that NIPSTA and Forsythe will see this as a mutually-beneficial opportunity to lend support to their shared missions.

- There is latitude for the Finance and Administration Committee to discuss modification of the facility use fee structure, as well as creative membership options, on a case-by-case basis with large entities (such as the City of Chicago, FBI, State Police, etc.).

#### B. Police/Law Enforcement Training Committee

Committee Chair Kreis summarized the following events at NIPSTA:

- International Law Enforcement Educators and Trainers Association (ILEETA) Conference – four (4) training sessions;
- Illinois Law Enforcement Assistance System (ILEAS) – Basic SWAT School;
- Illinois Tactical Officers Association (ITOA) – SWAT team training;
- North American Police Work Dog Association (NAPWDA) Conference – five days of training and certification programs – 300 canine/handler teams.

Deputy Chief Kreis also commented that the Illinois POWER Test at NIPSTA continues to exceed expectations, with several new training dates being added to the calendar in order to meet the demand from more than 700 test-takers.

#### C. Fire/EMS Training Committee

Committee Chair Czerwinski commented on these NIPSTA activities:

- Summer Firefighter Academy – plans are underway for a program launch on July 13, 2009;
- Firefighter III Practical Training – cancelled due to low enrollment;
- Firefighter Candidate Testing – more than 600 test-takers to date;
- 2009 Trauma/EMS Symposium – scheduled at Oakton Community College on June 10, 2009;
- MABAS Division 3 Regional Training – 9 days, 17 departments, 650 firefighters – completed in May 2009 and planned again in the fall 2009;
- 2009 Assistance to Firefighters Grant – application submitted for \$75,000 in firefighter turnout gear for NIPSTA instructors.

Chief Czerwinski then referred Committee members to a financial report of the Winter Firefighter Academy, which concluded in March 2009. The eight-week program resulted in a deficit of \$7,775. In addition, there was \$60,500 in start-up costs incurred in 2008 and 2009 for NIPSTA facilities, equipment, legal services, fire engine acquisition, and training props. Chief Czerwinski reported that the Firefighter Academy Advisory Committee (FAAC) is aware of these financial issues and understands that this deficit situation cannot become a recurring one in the delivery of future Firefighter Academy programs at NIPSTA. The FAAC is contemplating hosting up to four Firefighter Academy sessions in 2010.

#### D. Public Works Training Committee

Committee Chair De Monte commented on these NIPSTA activities:

- The most recent Committee meeting was held on May 13, 2009;
- To date, there have been 37 public works training programs delivered to 592 students;
- May's American Water Works Association training at NIPSTA went very well;
- The Committee also considered these new training topics: chainsaw safety, fall protection, backhoe operator, respirator, time management, weather-spotting, and CPR.
- The Public Works Supervisors Academy has trained 103 students in six sessions thus far in 2009.

Chair De Monte then announced that the next Committee meeting is scheduled on August 12, 2009.

#### E. Facilities and Grounds Committee

In the absence of Committee Chair Wayne Globerger (Glenview), Mr. Lahey reported on recent Committee activities:

- A proposal has been received to establish wireless Internet service at NIPSTA. The Committee considered various alternatives and options, including a phased-in installation and a limited "hot spot" installation. There was further discussion among members of the Executive Committee about the need for this service. Staff was directed to pursue this investment only if there were a demonstrated value to be derived to NIPSTA, not merely to NIPSTA students conducting personal business.
- A proposal has been received to install video monitors inside NIPSTA classrooms as a means of improving student viewing of instructor presentations. Executive Committee members directed staff to pursue this investment as a worthwhile initiative that will improve the learning environment for NIPSTA students.
- Upcoming summer projects: exterior painting of the Field Training Facility and repair of the concrete Driver Training Pad.

#### V. Executive Director's Report

##### A. Intergovernmental Agreement with Cook County

Mr. Lahey referred Executive Committee members to a memorandum and proposed Intergovernmental Agreement with Cook County related to the delivery of homeland security training. This matter has been previously addressed at the Executive Committee level. NIPSTA legal counsel has consented to the language of the Agreement, as well. Pending approval of the Agreement by the NIPSTA Board of Directors, the Agreement will be presented to the Cook County Board of Commissioners for counter-signature.

A motion was made by Chief Wax to recommend approval of the Agreement by the NIPSTA Board of Directors. The motion was seconded by Mr. Van Geem, and unanimously approved.

B. Executive Committee Membership – Private Industry Liaison  
Mr. Lahey stated that this issue had been discussed earlier in the agenda. He received specific direction about how to proceed by inviting a new liaison to serve as a private sector resource to the Executive Committee.

C. NIPSTA Staff Activity Report – May 2009  
Mr. Lahey presented a monthly report of activity in which NIPSTA staff was engaged on a daily basis during the month of May. Chief De Lopez recommended that the document be forwarded to the Finance and Administration Committee for further review as that group is developing new employee job descriptions and salary comparisons. Consensus of the Executive Committee was that, in the future, this report be distributed to the Finance and Administration Committee only – that distribution to the Executive Committee was no longer necessary.

VI. President's Report

A. Village of Palatine Membership

Chief De Lopez invited discussion of this ongoing issue related to NIPSTA membership for the Village of Palatine. Mr. Wiberg reported that he spoke with the Village Manager and there is renewed interest in moving forward on this matter. Furthermore, Ms. Mikula stated that she anticipates more discussions with the Assistant Village Manager. Chief De Lopez thanked them for their support to help resolve this situation soon.

VII. Other Business

A. Consideration of Release of Closed Session Minutes

Chief Wax made a motion that the Executive Committee, having reviewed the Minutes of closed sessions, determine that the Minutes of the closed session portion of the Regular Meeting held on November 6, 2007 no longer require confidential treatment and are to be available for public inspection, but that the need for confidentiality still exists for the meeting minutes of the Closed Sessions held on 2008 February 5, 2008 December 2, 2008 November 25, 2009 January 6, 2009 March 3, and 2009 April 7. The motion was seconded by Ms. Mikula, and then unanimously approved.

B. City of Highland Park Newsletter

Chief Wax referred Executive Committee members to a newsletter article prepared by Chuck Meyer, Highland Park Administrative Intern. The article addressed the benefits that the City receives from its NIPSTA membership. Chief Wax invited others to write a similar article in their municipal newsletters.

VIII. Next Meeting

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, July 7, 2009 at 11:30 a.m.

IX. Adjournment

A motion to adjourn the meeting was made by Mr. Harlow and seconded by Ms. Mikula. The motion was unanimously approved at 1:26 p.m.

Respectfully Submitted,

Alan G. Wax  
NIPSTA Secretary