

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

May 5, 2009

The following Executive Committee members were present:

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| 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 |

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 11:47 a.m.

II. Approval of Minutes

A motion was made by Mr. Van Geem to approve the Minutes of the Executive Committee meeting on April 7, 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 commented on the financial reports for the four-month period ending April 30, 2009. He noted that the Balance Sheet and Statement of Profit and Loss are reflective of an increase in NIPSTA training activity. He also stated that the Net Income was in a deficit position of -\$53,094, which is the result of membership dues received, but not reported since it is being pro-rated over the twelve months of the year.

Mr. Van Geem requested that staff prepare a reports summarizing past due Accounts Receivable and comparing revenue and expenses from the first quarter of 2009 to 2008.

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

B. Check Register – April 2009

Treasurer Van Geem presented the Check Register and accompanying report as prepared by staff. In response to an inquiry by Ms. Mikula, Mr. Lahey confirmed that the \$5,000 disbursement to Wolf & Company was partial payment for the FY 2008 Financial Audit, which is budgeted at a total cost of \$6,200.

A motion was made by Ms. Mikula to approve the Check Register for April 2009. The motion was seconded by Chief Wax and unanimously approved.

C. FY 2008 Financial Audit Report

Treasurer Van Geem reported that the draft version of the FY 2008 Financial Audit Report has been reviewed by staff and approved by members of the Finance and Administration Committee. The Report, as prepared by Wolf & Company, includes an unqualified opinion, which is a positive sign of NIPSTA performance and internal controls. The auditors reported that there were no major adjustments to the annual financial statements, which reflected a year-end net income loss of \$19,497, primarily due to the fact that \$161,325 is included as Depreciation, which is a non-cash expense. Mr. Van Geem also complimented staff for accelerating the timeline for completion of the report so that it could be ready for presentation to the NIPSTA Board of Directors on June 2, 2009, which is two months earlier than it was completed in 2008. In response to an inquiry by Mr. Wiberg, Mr. Van Geem noted that the report does not include a Management Letter issued by Wolf & Company.

Chief Wax noted that the Finance and Administration Committee has requested a few grammatical corrections to the titles of certain line items related to Independent Contractor License Agreements.

In response to a question by Mr. Wiberg, Director Lahey and Mr. Van Geem reported that the bookkeepers hired last year are performing very well, both with on-going work and in preparation of the annual audit, and in working with the auditors.

A motion was made by Mr. Van Geem to accept the FY 2008 Financial Audit Report and recommend its approval by the NIPSTA Board of Directors. The motion was seconded by Mr. Harlow and unanimously approved.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

Committee Chair Harlow announced that the Committee recently met on May 1, 2009 and addressed the following issues:

- Membership Dues Discount

Discussion focused on whether or not a discount should be provided to non-Founding Members in the future. A Committee recommendation will be forthcoming later this year.

- Membership Dues Formula
The Committee addressed how to modify the dues formula in order to entice very large public agencies, such as the City of Chicago, to join NIPSTA. More Committee discussion of this concept is required.
- Classification of Employees
Committee members began review of NIPSTA employee job descriptions and agreed to a process that will involve updating them. Thereafter, salary comparisons will be prepared for use in developing the FY 2010 Budget. Chief De Lopez recommended that the Committee members review the newly-prepared monthly Staff Activity Reports as part of this process.
- Employee Insurance Benefits
Staff prepared a summary report and recommendation, but Committee members requested follow-up information about various options available.
- Financial Analyses of NIPSTA Candidate Testing
Committee members reviewed reports of financial activity related to the firefighter CPAT Test and the police POWER Test. The Committee recommended an increase in the CPAT candidate fee from \$99 to \$109 per person. However, it was agreed that the POWER Test candidate fee was to remain fixed at \$25 per person, as requested by the Police Training Committee for this relatively new program.

B. Public Works Training Committee

In the absence of Committee Chair Andy De Monte (Morton Grove), Mr. Zaleski reported that the Committee is scheduled to meet on May 13, 2009 and consider several new training topics for delivery, including the new curriculum for the driver training simulators. The pilot program for this training was recently completed and is being readied for open enrollment to others.

C. Facilities and Grounds Committee

In the absence of Committee Chair Wayne Globerger (Glenview), Mr. Lahey presented a proposal for repair of a section of the leaking roof on the NIPSTA Education Center. In response to an inquiry by Mr. Wiberg, Mr. Lahey explained that Executive Committee approval was being requested for this expense because it was not previously included in the annual budget. Mr. Wiberg suggested a review of the NIPSTA Statement of Financial Policies so that matters requiring immediate attention can be appropriately addressed by the NIPSTA Executive Director. Chief De Lopez and Ms. Mikula concurred.

A motion was made by Chief Wax to authorize the expenditure for roof repairs as proposed by Mr. Lahey. The motion was seconded by Ms. Mikula and unanimously approved.

V. Executive Director's Report

A. Campus Safety Initiative

Mr. Lahey reported that he has begun researching the methodology to be employed in developing a NIPSTA Campus Safety Plan. Preliminary inquiries have been made to IRMA (NIPSTA Affiliate Member) and VFIS (NIPSTA insurance carrier). Their responses were only of limited usefulness in identifying the standard of care to be exercised by NIPSTA during the delivery of its various training programs. Mr. Lahey explained that this complex initiative may require the involvement of a consultant or subject matter experts. Chief De Lopez suggested that NIPSTA instructors also be utilized to assist in formulating the training safety plans.

B. Staff Activity Report

As requested by President De Lopez, Mr. Lahey presented a monthly report of activity in which NIPSTA staff was engaged on a daily basis during the month of April. Chief De Lopez recommended that the document be formatted differently in the future in order to achieve consistency in presentation for all five staff positions. In response to an inquiry by Mr. Wiberg, Mr. Zaleski reported that he attended a budget meeting of the Evanston City Council at the request of Fire Chief Alan Berkowsky in order to explain the value of NIPSTA membership to the Council members, if needed.

VI. President's Report

A. Village of Palatine Membership

Chief De Lopez summarized recent efforts by Mr. Lahey to contact the Village Manager (three times) and the Village Attorney (twice) in order to address concerns about NIPSTA indebtedness and the Village's desire to join NIPSTA as a new Member. It was also noted that there is a newly-elected Village President in Palatine. Ms. Mikula offered to assist by having further conversation with the Assistant to the Village Manager. She will advise NIPSTA Executive Committee members of any progress on this matter.

B. Elgin Community College Public Safety Center

Chief De Lopez referenced a request received by Mr. Lahey from Elgin Community College for a tour of the NIPSTA training facilities. This follows the recent approval by voters in Community College District 509 of a bond referendum for construction of a new public safety training center. Discussion among NIPSTA Executive Committee members was supportive of this initiative. In response, Mr. Lahey was directed to invite representatives of Elgin Community College to visit NIPSTA and explore opportunities for collaboration and mutual support. Chief De Lopez requested to be informed about the timing of this visit so that he could also participate in the dialogue.

VII. Other Business

Chief De Lopez read aloud an email communication that he received from the Audi Car Club of Chicagoland, which recently sponsored a Teen Safe Driver Clinic at NIPSTA. It was noted that the event was very successful and the NIPSTA facilities were appreciated as the new venue for this training. Mr. Lahey commented that there were not any difficulties involved in hosting this activity, which generated more than \$1,000 in facility use fees. The Club is scheduled to return to NIPSTA for another driver training program in September 2009.

VIII. Next Meeting

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, June 2, 2009 at 11:30 a.m. A meeting of the NIPSTA Board of Directors will be held immediately afterwards at 1:30 p.m.

IX. Adjournment

A motion to adjourn the meeting was made by Mr. Wiberg and seconded by Mr. Harlow. The motion was unanimously approved at 1:08 p.m.

Respectfully Submitted,

Alan G. Wax
NIPSTA Secretary