

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**November 3, 2009**

The following Executive Committee members were present:

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

Also present were NIPSTA Executive Director Robert Lahey, Jarret Byrne - NIPSTA Administrative Intern, and Mike Jurusik - Klein, Thorpe & Jenkins.

I. Call to Order

NIPSTA President De Lopez called the meeting to order at 11:35 a.m.

II. Approval of Minutes

A motion was made by Chief Czerwinski to approve the Minutes of the Executive Committee meeting on October 6, 2009. The motion was seconded by Mr. Harlow and unanimously approved.

III. Executive Director's Report

A. Instructor Liability Insurance

Chief De Lopez requested that the agenda be amended to address the Executive Director's Report, which included a summary report related to general liability coverage applicable to NIPSTA instructors. Mr. Jurusik requested that Executive Committee members address the issue and consider several options presented by the Executive Director. Among them:

- Classify NIPSTA instructors as part-time employees;
- Enroll NIPSTA instructors in the liability insurance program available to members of the International Law Enforcement Educators and Trainers Association;
- Request assistance from Oakton Community College;
- Request assistance from the Intergovernmental Risk Management Agency (IRMA) or the Park District Risk Management Agency (PDRMA); and,
- Develop a hold-harmless agreement between all students and NIPSTA.

Mr. Lahey stated that he recommended Oakton Community College as the ideal option. Further discussion by Executive Committee members resulted in consensus support for a course of action that would involve the following:

- Written notice sent to all current instructors;
- Development of hold-harmless language;
- Request assistance from IRMA and PDRMA; and,
- Pursuit of a possible resolution from Oakton Community College.

B. Request from Associated Firefighters of Illinois

Although not included on the agenda, Mr. Lahey reported that he had recently received a request from the Associated Fire Fighters of Illinois (AFFI) for a meeting to discuss safety issues on the NIPSTA Campus. Discussion among Executive Committee members resulted in a recommendation to Mr. Lahey that he invite the AFFI to submit its concerns in writing so that they could be shared with members of the Ad Hoc Safety Committee.

There was a brief lunch recess, from 12:48 until 12:55

IV. Treasurer's Report

A. FY 2009 Year-to-Date Financial Reports

NIPSTA Treasurer Van Geem presented the financial reports for the ten-month period ending October 31, 2009. He referred Executive Committee members to the summary memorandum prepared in a timely manner by NIPSTA staff. He also commented that the financial position of the Academy was stable, with all financials close to budget expectations. Both the Fund Balance and Net Income are positive. A motion was made by Mr. Wiberg to approve the Financial Reports. The motion was seconded by Chief Wax, and unanimously approved.

B. Check Register – October 2009

Treasurer Van Geem referred Executive Committee members to the summary report prepared by NIPSTA staff. A motion was made by Mr. Harlow to approve the Check Register. The motion was seconded by Ms. Mikula, and unanimously approved.

V. Standing Committee Reports

A. Finance and Administration Committee

Chair Harlow presented the draft version of the Fiscal Year 2010 Budget. He noted the budget is conservative in its revenue projections, as a result of the poor U.S. and local economies. Nevertheless, the budget continues to build upon NIPSTA successes in the current year. Among the budget highlights next year:

- No increase in membership dues;
- Anticipated renewal of the intergovernmental agreement with Cook County for delivery of homeland security training programs;
- Expansion of the candidate recruitment program for police & fire recruits;
- The ongoing MABAS feasibility study will not have a fiscal impact;

- Staffing will remain unchanged (three full-time employees and one part-time employee), but a 3% salary increase is projected;
- Property improvements totaling \$87,500 are planned in 2010, following the completion of the Campus Master Plan Update;
- Four Firefighter Academy sessions are scheduled; and,
- A \$1.4 million balanced budget.

Deputy Chief Kreis proposed a budget amendment to reduce the candidate fee for the Illinois POWER Test from \$50 per person to \$30 per person. This represents a \$5 per person increase from the current fee, which has been in effect since the launch of the program in April 2009. He acknowledged the early success of the program and the promise for this to continue in the future, but he relayed Police Training Committee members' concerns about increasing the fee too dramatically in such short period of time. Furthermore, he expressed concerns about the potential negative impact of a higher fee on the ability of NIPSTA to attract new police departments to support the NIPSTA testing program. Mr. Harlow accepted these issues, but requested that the candidate fee structure be reconsidered again next year in the formulation of the Fiscal Year 2011 Budget. A motion was made by Mr. Wiberg to amend the 2010 Budget proposal to include a POWER Test candidate fee of \$30 per person. The motion was seconded by Mr. De Monte, and unanimously approved.

Mr. Wiberg acknowledged the need for a fiscally conservative budget in 2010. Nevertheless, he commented on the need to strive to add new NIPSTA members. He also inquired about actual salary costs in 2009 being higher than the budget amount. Mr. Lahey explained that the situation is due to staff overtime expenses exceeding expectations.

In response to an inquiry by Mr. Wiberg, Mr. Lahey also explained that training expenses are at a level higher than anticipated in 2009 partially due to the start-up costs of the Firefighter Academy. Further staff research would be required to identify other contributing factors.

As it relates to membership dues, Chief Wax offered to provide staff with suggested language that should be included in the Budget Notes regarding discounts to non-Founding Members, as recommended by the Finance and Administration Committee within the draft budget. Also, Chief De Lopez commented on the need to remain flexible in negotiating membership dues for very large-sized municipalities and public agencies, which is also in the draft budget.

A motion was made by Chief Wax to recommend approval of the Fiscal Year 2010 Budget, as amended, by the NIPSTA Board of Directors. The motion was seconded by Deputy Chief Kreis, and unanimously approved.

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

Chair Kreis reported on recent Committee initiatives:

- Member input to the Campus Master Plan Update;
- The latest offering of SIMUNITION tactical training is being offered this month, as recently as last night for 13 students;
- Assistance to the Park Ridge Police Department (NIPSTA Member) to develop a fitness testing program for current employees; and,
- Participation in the annual conference and tradeshow of the Illinois Tactical Officers Association in Oak Brook next month.

#### C. Fire/EMS Training Committee

Chair Czerwinski reported on Committee efforts in these new areas:

- NIPSTA sponsorship of online training and adult education services, in cooperation with Oakton Community College;
- Hosting Keynote Speaker sessions in 2010;
- A meeting with NIPSTA fire chiefs on December 1, 2009 for the purpose of seeking their guidance on desired training programs and services; and,
- Doubling the delivery of the NIPSTA Firefighter Academy to four sessions per year.

Chief Czerwinski presented a financial report of the Firefighter Academy summer session. He noted that the program resulted in a deficit position of \$6,337. The leadership of the Academy is aware of this situation and has been directed to curtail expenses so that the situation does not recur throughout 2010. This will be a topic of discussion at an upcoming meeting of the Firefighter Academy Advisory Committee on November 24, 2009.

Chief Czerwinski presented a proposed Memorandum of Understanding (MOU) with MABAS Division 3 as it relates to storage and use of emergency response vehicles on the NIPSTA Campus. The document is intended to define the terms of the agreement between NIPSTA and MABAS Division 3 so that each other's obligations and responsibilities are understood. Chief Czerwinski suggested that the proposed relationship provides mutual benefit. Chief Wax offered to provide amendments to the MOU prior to its presentation to the NIPSTA Board of Directors. Furthermore, Chief De Lopez requested that a summary report accompany the MOU in order to describe in detail the intended consequences of the document.

#### D. Public Works Training Committee

Chairman DeMonte reported that there was no new material to report, as the Committee was scheduled to meet the following week.

#### E. Facilities and Grounds Committee

In the interest of conserving time, Chief Globerger deferred a report of Committee activity to the next meeting.

VI. Other Business

A. Nominating Committee

Committee Chair Mikula presented a report on behalf of the Nominating Committee. She thanked all Committee members for their participation in the process which resulted in the following slate of officers for 2010-2011:

- President – Tim Wiberg, Village of Lincolnwood
- Vice President – Chief Ralph Czerwinski, Skokie Fire Department
- Secretary – Chief Alan Wax, Des Plaines Fire Department
- Treasurer – Paul Harlow, Village of Glencoe

A motion was made by Chief Globerger to recommend approval of the slate of officers by the NIPSTA Board of Directors. The motion was seconded by Deputy Chief Kreis, and unanimously approved.

B. Train Derailment

Mr. Lahey announced that a freight train derailment occurred in the Village of Northbrook on November 1, 2009 near the intersection of Willow and Shermer Roads - less than one mile from the NIPSTA Campus. The resulting multi-agency response required immediate access to the NIPSTA Driver Training Pad as a staging area for emergency vehicles. Officials later confirmed that there were no personal injuries, nor any release of hazardous materials. Recovery crews continue to utilize NIPSTA in their ongoing efforts to remove derailed train cars and debris from the scene. Chief De Lopez stated that use of the Driver Training Pad should not interfere with NIPSTA training, or present any safety issues on the NIPSTA Campus.

A motion was made by Mr. Wiberg to authorize Mr. Lahey to pursue a formal agreement with the Union Pacific Railroad Company for restitution to NIPSTA for use of the Driver Training Pad during this emergency situation. The motion was seconded by Deputy Chief Kreis, and unanimously approved.

VII. Executive Session

Although not included on the agenda, Mr. Wiberg made a motion to adjourn to Executive Session for the purpose of discussing a personnel matter. The motion was seconded by Mr. Harlow, and unanimously approved at 2:33 p.m. The Committee met in Executive Session, and then reconvened the open meeting at 2:50 p.m.

VIII. Next Meetings

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

IX. Adjournment

A motion was made by Chief Wax to adjourn the meeting. The motion was seconded by Deputy Chief Kreis and unanimously approved at 2:52 p.m.

Respectfully Submitted,

Alan G. Wax  
NIPSTA Secretary