

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

November 2, 2010

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Ralph Czerwinski	Skokie Fire Department
Deputy Chief Patrick Kreis (until 1:40 p.m.)	Winnetka Police Department
David Mau	Glencoe Public Works Department
Diana Mikula (until 2:20 p.m.)	Village of Arlington Heights
Paul Harlow	Village of Glencoe
Steve Noble	Village of Northfield
Chief Alan Wax	Des Plaines Fire Department
Chief Joe De Lopez	Winnetka Police Department

Also present was NIPSTA Executive Director Robert Lahey.

I. Call to Order

NIPSTA President Wiberg called the meeting to order at 11:45 a.m.

II. Approval of Minutes

Ms. Mikula made a motion to approve the Minutes of the Executive Committee meeting on October 5, 2010. The motion was seconded by Deputy Chief Kreis and unanimously approved.

In response to an inquiry by Mr. Wiberg, Mr. Lahey reported that negotiations continue with Takeda Pharmaceuticals, Inc. regarding a cooperative agreement that would provided the company with access to the NIPSTA Education Center for training and emergency response purposes.

In response to an inquiry by Mr. Harlow, Mr. Lahey reported that a meeting is scheduled on November 17, 2010 with representatives of the North Major Regional Crimes Task Force (NORTAF). The meeting is intended to discuss proposed improvements to NORTAF facilities on the NIPSTA Campus. Chief De Lopez then announced that he had informed members of the NORTAF Executive Board that NIPSTA would not waive fees related to NORTAF use of NIPSTA training facilities during an emergency call-out.

III. Treasurer's Report

A. FY 2010 Year-to-Date Financial Reports

Treasurer Harlow presented the financial reports, including the Statement of Profit & Loss and Balance Sheet, for the ten-month period ending October 31, 2010. He noted that the revenues and expenses are within budget expectations. Furthermore, he commented on liabilities being \$59,000 less than 2009, and net assets being \$38,000 higher than last year.

In response to inquiries, Mr. Lahey noted the following:

- Payment of the \$10,000 amount shown on the NIPSTA Balance Sheet as “Due from NIPSTA Foundation” is at the discretion of the NIPSTA Foundation Board of Directors. This amount will remain on the NIPSTA Balance Sheet year-to-year until it is paid in full.
- “Commission Income” is received from three local hotels.
- “Facility Rental” revenue is below budget expectations primarily due to cancellation of several driver training programs by IRMA.

A motion was made by Chief De Lopez to approve the year-to-date financial reports. The motion was seconded by Chief Wax, and unanimously approved.

B. Check Register – September/October 2010

Treasurer Harlow presented the report of expenditures paid during September and October 2010. In response to inquiries, Mr. Lahey noted the following:

- Payments to Evanston Lumber, Inc. are related to wood supplies that are consumed during on-site training: Firefighter Academy and MABAS Division 3 Fall Drill (for which lumber MABAS Division 3 was charged).
- Payroll expenses vary each pay period as a result of staff overtime hours, which differ weekly. A detailed follow-up report for the months of September and October will be provided to the Executive Committee.
- Payments to Oakton Community College are tuition-related expenses, more than 90% of which are reimbursed to NIPSTA pursuant to an intergovernmental agreement between NIPSTA and the College.
- Payment to Citibank relates to various monthly charges on the NIPSTA credit card. These expenses are reported in detail by Mr. Lahey to Mr. Wiberg and Mr. Harlow, who approve the charges.

A motion was then made by Chief Wax to approve the Check Register. The motion was seconded by Chief De Lopez, and unanimously approved.

Executive Committee members recessed for lunch from 12:15 p.m. until 12:30 p.m.

IV. Standing Committee Reports

A. Finance and Administration Committee

Committee Chair Noble presented the preliminary version of the Fiscal Year 2011 Budget, as prepared by the Committee during two meetings in October. He noted the following:

- The projected revenues and expenses are in balance.
- There are few new programs and services proposed in 2011.
- The next year for NIPSTA will be similar to 2010, with 1% growth anticipated.
- New recordkeeping procedures will be implemented in 2011 so that training expenses may be in greater detail.

Mr. Noble led a line-by-line discussion of the Budget, including:

- Membership Dues: The Finance and Administration Committee discounted the idea of a mid-year “true-up” policy for dues assessment. Also, a summary report was requested describing those NIPSTA members who are active on standing committees.
- Tuition Fees: New partnership agreements are pending with IRMA and Cook County that will alter the delivery of training programs in 2011.
- Firefighter Academy: The Firefighter Academy will be extended from eight to nine weeks (in response to State Fire Marshal requirement changes), and a limited number of non-fire-department-rostered candidates will be allowed. It was suggested that NIPSTA be diligent in its review of non-rostered candidates requesting enrollment in the new Basic Firefighter Academy.
- License Agreements: It was noted that Illinois MABAS paid the full year’s amount despite being present for less than that, in exchange for facility use capability. Additionally, Illinois MABAS will continue to pay a stipend for periodic use of NIPSTA facilities.
- Personnel: The Finance and Administration Committee has requested a formal review of the classification of NIPSTA full-time staff as “exempt” or “non-exempt.”
- Office Expenses: It was acknowledged that these costs are well-managed by staff.
- Property Improvements: The need for a Capital Improvement Plan was discussed as a means of long-range planning for investment in Campus props and facilities. This matter was assigned as a 2011 priority to the Finance and Administration Committee and Facilities and Grounds Committee.

A motion was made by Chief De Lopez to recommend approval of the Fiscal Year 2011 Budget by the NIPSTA Board of Directors. The motion was seconded by Mr. Mau, and unanimously approved. Mr. Wiberg expressed appreciation to all members of the Finance and Administration Committee for their efforts in developing the budget in a conservative manner, which is appropriate for the current economic condition in the public sector. Chief Wax noted that both Founding and Non-Founding members now receive a dues deduction after five years of membership, and asked the Finance and Administration Committee to consider a reduction step for Non-Founding members after eight years as was implemented previously for Founding members.

Mr. Noble then presented a report of NIPSTA student enrollment since 2003. The data demonstrates that 40% of the students are employed by NIPSTA Members, while 60% are from non-Member departments. Mr. Wiberg requested additional information that quantifies the number of Member and non-Member students for those training programs to which a tuition fee applies – not simply all programs, which total includes the County’s tuition-free offerings.

B. Police/Law Enforcement Training Committee

Executive Committee members were referred to the Police/Law Enforcement Training Committee Report.

C. Fire/EMS Training Committee

Executive Committee members were referred to the Fire/EMS Training Committee Report.

D. Public Works Training Committee

Committee Chair Mau referred Executive Committee members to the Public Works Training Committee Report, and commented on the recent success of the annual Snowplow Driver Training Program. It was recommended that the frequency of training be increased, while maintaining low-cost tuition for NIPSTA Members. Mr. Mau explained that there are challenges in this due to the instructors' time being donated for this program.

E. Facilities and Grounds Committee

In the absence of the Committee Chair, Mr. Lahey presented a summary of recent correspondence between NIPSTA and the Canadian Pacific Railway related to repair of damages caused to the Driver Training Pad in November 2009. There was consensus among Executive Committee members that NIPSTA legal counsel should send notice to the Railway requesting an immediate response. A status report on this matter was requested at next month's meeting of the Executive Committee, with an option to further discuss possible legal action against the company.

Mr. Lahey reported on progress related to State-funded repairs of the NIPSTA Technical Rescue Training Prop. The repairs can only be accomplished after a structural analysis is completed by a qualified engineering firm. A proposal for this work was received from Chicago-based Thornton Tomasetti, Inc. Following discussion of the proposal, Chief Czerwinski made a motion authorizing staff to secure two additional cost estimates from local firms. Thereafter, approval to proceed may be granted by Mr. Wiberg, NIPSTA President, with a not-to-exceed amount of \$4,500. The motion was seconded by Chief De Lopez, and unanimously approved.

F. Private Industry Training Committee

Executive Committee members were referred to the Private Industry Advisory Council Report. In response to an inquiry by Mr. Wiberg, Mr. Lahey reported that he is conducting meetings with local businesses in order to learn more about their interest in utilizing NIPSTA facilities, instructors, and resources. This will be an ongoing information-gathering process, and Director Lahey was asked to provide regular briefings about the meetings.

G. Ad Hoc Safety Committee

In the absence of the Committee Chair, President Wiberg referred Executive Committee members to the Ad Hoc Safety Committee Report.

V. President's Report

Mr. Wiberg reminded all Executive Committee members of their fiduciary responsibilities in serving in leadership positions at NIPSTA. To that end, there is a need for strong financial policies, procedures, and reporting processes. This will provide protections to both the membership and the staff. Therefore, he requested that the Finance and Administration Committee engage in a thorough review of the NIPSTA Statement of Financial Policies, which was last updated in August 2006. Special attention should be provided to those matters related to approval of warrants and checks, and reimbursements for staff travel, training, and education.

Mr. Noble stated that the Finance and Administration Committee has already made it a priority to review these policies. In fact, this began last month during budget deliberations. He announced that he will request further assistance from the accounting firm that performs the annual audit of NIPSTA financial activities. Mr. Harlow suggested that the Committee also consider issuing a new Request for Proposals (RFP) for auditing services, as the current firm has been retained by NIPSTA for almost ten years.

VI. Executive Director's Report

Noting the mid-afternoon time of day, Mr. Wiberg requested that the Executive Director's Report be deferred until the next meeting of the Executive Committee.

VII. Other Business

Noting the mid-afternoon time of day, Mr. Wiberg requested that the Quarterly Activity Report be deferred until the next meeting of the Executive Committee.

Mr. Lahey announced that the NIPSTA Foundation has recently been awarded a \$100,000 Challenge Grant by the John F. and Ada L. Rice Foundation. More details will be provided at a future meeting of the Executive Committee.

VIII. Next Meetings

Mr. Wiberg announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, December 7, 2010 at 11:30 a.m. He also noted that the Board of Directors will meet immediately afterwards at 1:30 p.m.

IX. Adjournment

A motion was made by Mr. Mau to adjourn the meeting. The motion was seconded by Chief Czerwinski and unanimously approved at 2:28 p.m.

Respectfully Submitted,



Alan G. Wax
NIPSTA Secretary