

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**October 6, 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
Chief Ralph Czerwinski	Skokie Fire Department
Deputy Chief Patrick Kreis	Winnetka Police Department

Also present were NIPSTA Executive Director Robert Lahey, Phil Zaleski, Assistant to the NIPSTA Executive Director, and Jarret Byrne, NIPSTA Administrative Intern.

I. Call to Order

NIPSTA President De Lopez called the meeting to order at 11:40 a.m. He offered congratulations to Chief Wax, who was recently appointed to the position of Fire Chief at the City of Des Plaines.

II. Approval of Minutes

A motion was made by Deputy Chief Kreis to approve the Minutes of the Executive Committee meeting on September 1, 2009. The motion was seconded by Chief Czerwinski, and unanimously approved.

III. Treasurer's Report

A. FY 2009 Quarterly Financial Reports

NIPSTA Treasurer Van Geem presented the financial reports for the third quarter ending September 30, 2009. He referred Committee members to the summary memorandum prepared by NIPSTA staff. Among the highlights:

- Net Income of \$83,443 is much-improved compared to the agency's position at the same time in Fiscal Year 2008 (\$38,820);
- Total income of \$1.1 million represents 91% of the annual budget;
- Fourth quarter anticipated revenues include 25% of the annual membership dues and \$25,000 in receipts from independent contractor agreements; and,
- Fourth quarter anticipated expenditures include classroom improvements and exterior painting of the Field Training Facility.

In response to an inquiry from Mr. Harlow, Mr. Zaleski noted that tuition fees are below budget as a result of 30 different training programs cancelled thus far in 2009 due to low enrollment.

Treasurer Van Geem requested that NIPSTA staff aggressively pursue the Accounts Receivable (\$193,000) from Cook County for delivery of homeland security training programs. This amount is now more than 90 days past due.

A motion was made by Chief Wax to approve the Financial Reports. The motion was seconded by Mr. Harlow, and unanimously approved.

B. Check Register – July and August 2009

A motion was made by Chief Czerwinski to approve the Check Register. The motion was seconded by Ms. Mikula, and unanimously approved.

IV. Standing Committee Reports

A. Finance and Administration Committee

Chair Harlow reported that the Finance Committee will meet on October 7, 2009 for the purpose of completing the first draft of the Fiscal Year 2010 Budget. The document will be shared with Executive Committee members on October 15, 2009, as required in the NIPSTA Bylaws.

B. Police/Law Enforcement Training Committee

Chair Kreis reported that the next Committee meeting is scheduled October 15, 2009. Among the issues to be discussed is the formation of a new organization of north suburban police training officers who are interested in sharing information and exchanging ideas about programs and services. NIPSTA is also an active participant in this group in order to position itself to respond to any training needs or opportunities that are identified by the committee members. As a result of this involvement, more local law enforcement agencies are becoming aware of the NIPSTA training mission.

C. Fire/EMS Training Committee

Chair Czerwinski reported that the most recent Committee meeting was scheduled on September 16, 2009. Discussions were launched about two new initiatives: keynote speaker presentations and tactical training for supervisors.

Chief Czerwinski reported that plans are underway for the 2010 Firefighter Academy. The Advisory Committee met on September 25, 2009 and will meet again in November to prioritize needs for facilities and equipment, and explore methods to streamline delivery of the eight-week curriculum. Furthermore, additional input will be sought from fire chiefs of NIPSTA departments in an effort to improve the program.

In response to an inquiry from Chief De Lopez, Chief Czerwinski noted that weekly progress reports are provided to the departments that have new recruits enrolled in the Academy. In addition, a post-Academy survey is delivered to these same departments 100 days after the graduation ceremony.

Mr. Harlow requested a financial report of the Academy activity from the summer session. Chief Czerwinski commented that the report would be forthcoming, and will demonstrate the challenge in balancing the instructor's enthusiasm to teach versus the cost of doing so.

Chief Czerwinski announced that he will soon schedule a meeting with Oakton Community College for the purpose of brainstorming ideas about publishing NIPSTA lesson plans online and delivering leadership/supervisory training via the Internet. Although this may be a long-term vision for NIPSTA, there is a need to consider it now. Deputy Chief Kreis concurred.

Lastly, Chief Czerwinski announced that NIPSTA will be represented at the annual tradeshow of the Illinois Fire Chiefs Association in Peoria in mid-October.

#### D. Public Works Training Committee

In the absence of Committee Chair Andy De Monte (Morton Grove), Mr. Zaleski reported on the fall series of the Public Works Supervisors Academy. The monthly training sessions have been successful again this year.

Mr. Zaleski also commented on the recently-completed Snowplow Driver Training Program that had 100 participants in four sessions during a two-day period. More than 60 of the participants were park districts employees who also require instruction in salting, de-icing, vehicle inspection, and driver competency. The instructors are provided at no cost to NIPSTA by member public works departments. In response to an inquiry from Chief De Lopez, Mr. Zaleski noted that the training does include issues specific to wing plows and V-shaped plows.

#### E. Facilities and Grounds Committee

In the absence of Committee Chair Wayne Globerger (Glenview), Mr. Lahey reported that the exterior painting of the Field Training Facility is concluded. The project was completed on time and within budget. The work is also warranted for a two-year period.

Mr. Lahey commented on two other ongoing initiatives: MABAS Feasibility Study and NIPSTA Campus Master Plan Update. Both of these activities are progressing well, as meetings and discussions continue among members of several NIPSTA volunteer committees. He stated that the NIPSTA Executive Committee will be updated on these matters in the future. Chief De Lopez recommended that the results of the Campus Master Plan Update be shared with the Village of Glenview. Ms. Mikula concurred.

V. Executive Director's Report

A. Instructor Liability Insurance

Mr. Lahey invited discussion from Executive Committee members about a matter related to general liability insurance as it applies to NIPSTA instructors. There was dialogue about options available to ensure continuation of coverage to these independent contractors. It was explained the workers compensation coverage is assured by a policy that is different from the general liability insurance policy. NIPSTA staff was directed to address this matter in a timely fashion by consulting with legal counsel and the insurance broker.

B. Public Safety Awareness Day

Mr. Lahey reported on the recent success of Public Safety Awareness Day hosted by the NIPSTA Foundation on Sunday, September 13, 2009. This event attracted more than 1,200 attendees – young and old – to a showcase of the specialized programs and facilities available on the Glenview Campus. He thanked all of the NIPSTA member agencies that supported the wide variety of training demonstrations and interactive displays of public safety talents and tools. The event resulted in a financial surplus, with proceeds to be utilized in support of the NIPSTA training mission by the Board of Directors of the NIPSTA Foundation.

VI. President's Report

Chief De Lopez reported that efforts continue to attract the Chicago Police Department to utilize NIPSTA training facilities and programs. Training personnel attended a driver training program earlier this year, but issues related to staffing and cost are being cited as future concerns. Chief De Lopez stated that he will initiate further dialogue on this matter with the City of Chicago.

VII. Other Business

A. Nominating Committee

Ms. Mikula reported that the Nominating Committee is comprised of five members, who will meet for the first time in October. Thereafter, a follow-up report will be forthcoming to the Executive Committee in November.

B. Ad Hoc Safety Committee

Mr. Byrne reported on the progress of the Ad Hoc Safety Committee, which was launched at a meeting on September 1, 2009. Two additional meetings were held last month and another is scheduled on October 14, 2009. The ten-person group is very enthusiastic about its mission to improve on-site safety for NIPSTA employees, instructors, and students. Their most recent meeting included a site walk-thru, followed by the development of a priority listing of recommended Campus improvements. Chief De Lopez suggested that a policy manual be drafted for use by all who work at NIPSTA, both on a part-time and full-time basis.

C. Lake County Advanced Response Training Academy

Mr. Lahey reported that the Lake County Advanced Response Training hosted a ribbon-cutting ceremony last month in Russell, Illinois. Discussion among Executive Committee members reaffirmed NIPSTA support for the start-up facility.

VIII. Next Meeting

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, November 3, 2009 at 11:30 a.m.

IX. Adjournment

A motion was made by Mr. Van Geem to adjourn the meeting. The motion was seconded by Chief Wax and unanimously approved at 1:25 p.m.

Respectfully Submitted,

Alan G. Wax  
NIPSTA Secretary