

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

September 1, 2009

The following Executive Committee members were present:

Chief Joe De Lopez	Winnetka Police Department
Tim Wiberg	Village of Lincolnwood
Chief Alan Wax	Highland Park 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 and Phil Zaleski, Assistant to the NIPSTA Executive Director.

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 Ms. Mikula to approve the Minutes of the Executive Committee meeting on July 7, 2009. The motion was seconded by Chief Czerwinski, and unanimously approved.

A motion was made by Mr. Wiberg to approve the Minutes of the Executive Committee meeting on August 4, 2009 (at which meeting there was no quorum and, thus, no actions taken and only discussions held). The motion was seconded by Mr. Harlow, and unanimously approved.

III. Treasurer's Report

A. FY 2009 Year-to-Date Financial Reports

In the absence of the NIPSTA Treasurer, Mr. Lahey referred Committee members to the summary memorandum related to the financial reports for the eight-month period ending August 31, 2009. Among the noteworthy items in the reports:

- Cash assets of \$341,954 are in First Midwest Bank and Illinois Metropolitan Investment Fund;
- Accounts Receivable of \$227,379 includes \$153,000 due to from Cook County as reimbursement of expenses related to delivery of homeland security training;
- Accounts Payable of \$6,283 is evidence of NIPSTA being current in payment of all expenses; and,
- Total income in excess of \$1 million represents 80% of the annual budget.

In response to an inquiry from Chief De Lopez, Mr. Lahey explained that the Allowance for Doubtful Accounts (\$15,000) on the Balance Sheet was accounted for equally in the first half and second half of the fiscal year.

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

B. Check Register – July and August 2009

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

IV. Standing Committee Reports

A. Finance and Administration Committee

Chair Harlow reported that he was unavailable to attend the most recent Committee meeting, but members convened for the purpose of developing revenue line items in the 2010 NIPSTA Budget. There was discussion about the projections for next year to be more consistent with receipts in the current year. However, there would also be an expectation to exceed the budget goals. Ms. Mikula announced that the Committee will meet later this month to address expenditures anticipated in 2010.

Mr. Wiberg requested that a summary report of annual NIPSTA training prop use be prepared to assist the Committee in its deliberations. Chief Czerwinski noted that growth in facility use is likely to come from those who are not current NIPSTA Members, especially private sector businesses. Therefore, the agency should develop a strategy to attract more diverse users. Chief De Lopez stated that he and Mr. Lahey have had discussions with staff at Oakton Community College about utilizing their network of local businesses to facilitate NIPSTA expansion. There are plans to host a meeting of several targeted industries in Glenview. Similarly, NIPSTA has recently invited the Chicago Police Department and the Chicago Fire Department to see the training grounds and consider training on our Campus.

Chair Harlow reported that the Committee reviewed a preliminary report prepared at its request by the Management Association of Illinois. The report included new job descriptions for the three full-time staff at NIPSTA. Later this month, the Management Association of Illinois will benchmark these positions against other organizations in order to make salary comparisons and evaluations. This information will be shared with the Executive Committee in the future.

B. Police/Law Enforcement Training Committee

Chair Kreis reported that the most recent Committee meeting included a presentation by staff from Tactical Design Group, the NIPSTA Campus architect, about the concept of an indoor rifle range and/or other props to be added to the Academy grounds. Although funding for this has not yet been identified, it was a valuable discussion among Committee members.

Chair Kreis also commented on the completion of three new training programs that involved the use of SIMUNITIONS firearms and equipment. There were 48 students in attendance who provided very positive feedback about their training experiences. The programs will be offered again during October/November 2009 at no cost to NIPSTA members. Although these particular sessions were not financially self-sustaining due to being trial sessions of the training, Chair Kreis explained that the training is a very unique style of force-on-force instruction that allows police personnel to attend while on duty during day and night shifts. He also noted that a future challenge will be to secure liability waivers from participants who attend while off-duty and without department consent. The Executive Committee members, by consensus, determined that waivers and hold-harmless agreements are appropriate for all training at NIPSTA, and such systems should be developed.

Chair Kreis commented on recent delays in the delivery of driver simulator training for law enforcement officers. Two pilot programs were cancelled due to low enrollment, but a third session is planned in mid-October.

Chair Kreis reported that he has received a verbal legal opinion that provides NIPSTA with reasonable assurance that the Illinois P.O.W.E.R. Test is being administered properly by NIPSTA on behalf of departments that are using the Test as a condition of making an application for employment.

C. Fire/EMS Training Committee

Chair Czerwinski reported that the Firefighter Academy hosted its graduation ceremony on September 4, 2009 to an audience of more than 100 persons. The summer session was completed without injury or incident. This success has resulted in a recommendation that the Firefighter Academy frequency be doubled in 2010, with programs to be delivered during the winter, spring, summer, and fall seasons. Formal announcement of this schedule will take place at the annual conference of the Illinois Fire Chiefs Association next month. Chief Czerwinski commended Academy Director, Deputy Chief Drew Smith, for all of his hard work and success related to the Fire Academy, and also thanked Chief Gould of the Prospect Height Fire Protection District for allowing Drew to devote so much time to the success of the program.

Chair Czerwinski announced the following revenue-enhancing programs that are being considered by the Committee:

- Fire Officer I (five one-week programs) – to be offered twice in 2010, compared to once in 2009;
- Keynote Speakers – high-profile industry experts to be invited for single-topic training sessions;
- Tactical Exercises – for fire department officers;
- Emergency Operations Center - NIPSTA as a regional site and a venue for EOC operations; and,
- Disaster Assessment – training in FEMA-required documentation.

D. Public Works Training Committee

In the absence of the Committee Chair, there was no report.

E. Facilities and Grounds Committee

In the absence of the Committee Chair, Mr. Lahey reported that all repairs on the Driver Training Pad have been completed following damage due to activities after a major storm in a previous year. In response to a question by Mr. Harlow regarding if there is a policy on emergency use of NIPSTA facilities by one or more agencies during a disaster, Director Lahey replied that there is no written policy, however the Executive Committee previously agreed by Consensus that should such use be considered in the future, all members would be invited to participate, and the Executive Committee would be polled to determine if the use would occur.

Mr. Lahey presented a proposal for another budgeted improvement project: paint the exterior of the Field Training Facility. A summary report of the public bid process was provided to Executive Committee members. In addition, the Facilities and Grounds Committee recommended that the project be awarded to Cardinal Decorating in the amount of \$41,430. It was noted that, while this amount was low bid and is reasonable, it does exceed the budget for this work by \$6,430. Also, the work has been approved by the Glenview Appearance Review Commission. A motion was made by Mr. Wiberg to concur with the recommendation of the Facilities and Grounds Committee. The motion was seconded by Mr. Harlow and unanimously approved.

Mr. Lahey reported that the process of updating the NIPSTA Campus Master Plan will begin at the next meeting of the Facilities and Grounds Committee on September 11, 2009. Thereafter, input to the process will be solicited from each of the NIPSTA training committees during the fourth quarter of the year. A progress report will be provided to the NIPSTA Board of Directors in December. Chief De Lopez recommended that the results of the Campus Master Plan Update be shared with the Village of Glenview.

V. Executive Director's Report

A. Federal Stimulus Package Funding

Mr. Lahey referred Committee members to a memorandum summarizing an opportunity for NIPSTA to possibly access federal training funds in cooperation with Oakton Community College. He stated that the NIPSTA funding proposal is awaiting approval by The Workforce Board of Northern Cook County.

B. Public Safety Awareness Day

Mr. Lahey reminded Executive Committee members about the upcoming Public Safety Awareness Day hosted by the NIPSTA Foundation on Sunday, September 13, 2009. This event is aimed at the young – and the young at heart – as a showcase of the specialized programs and facilities available on the Glenview-based Campus. Scenarios will be staged and combined with interactive displays of public safety equipment and vehicles. Advertising is underway in the hope that hundreds of persons will be in attendance.

VI. President's Report

A. Member Application – Advocate Lutheran General Hospital

Chief De Lopez presented an application for NIPSTA membership by Advocate Lutheran General Hospital. Affiliate Member benefits would be applicable only to the hospital's Public Safety Department personnel. A motion was made by Chief Wax to approve the membership application and recommend its approval by the NIPSTA Board of Directors. The motion was seconded by Chief Czerwinski, and unanimously approved.

B. Harper College Correspondence

Chief De Lopez announced that Harper College is involved in an issue that is opposed by Oakton Community College, but supported by the North Suburban Chiefs of Police. The matter relates to the proposed start-up of a law enforcement training academy. Chief De Lopez stated that he will send additional information about this issue to each member of the Executive Committee.

VII. Other Business

A. Nominating Committee

Ms. Mikula reported that the Nominating Committee will include five members, although four are confirmed: Ms. Mikula, Chief De Lopez, Andy De Monte (Morton Grove Public Works), and Jim Dominik (Wilmette Fire Department). She intends to recruit one additional member and then schedule Committee meetings via telephone conference calls in September/October 2009. A follow-up report will be forthcoming to the Executive Committee in November.

B. Ad Hoc Safety Committee

Chief De Lopez announced that this new Committee will meet today at 1:30 p.m. to begin developing safety protocols and policies for the NIPSTA Campus.

C. NIPSTA Instructor Agreement

Mr. Harlow inquired about the status of the NIPSTA Instructor Agreement as a result of the recent notice received regarding liability insurance being unavailable to these individuals. Chief De Lopez requested that this matter be resolved by NIPSTA staff as soon as possible.

VIII. Next Meetings

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, October 6, 2009 at 11:30 a.m. The NIPSTA Board of Directors will immediately thereafter at 1:30 p.m.

IX. Adjournment

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

Respectfully Submitted,

Alan G. Wax
NIPSTA Secretary