

# **NIPSTA BOARD OF DIRECTORS MEETING MINUTES**

**FEBRUARY 6, 2007**

The following Executive Committee members were present:

Mike Earl	Village of Wilmette
Director Jim Reynolds	Northbrook Public Works Department
Chief Alan Wax	Highland Park Fire Department
Tim Wiberg	Village of Lincolnwood
Chief Glenn Ericksen	Arlington Heights Fire Department
Chief Joe DeLopez	Winnetka Police Department
Chief Wayne Globerger	Glenview Fire Department

The following NIPSTA members were present:

George Coit	Deerfield-Bannockburn FPD
Chief Tom Friel	Morton Grove Fire Department
Chief Chuck Wernick	Northbrook Police Department
Chief Barry Mueller	Niles Fire Department
Chief Rick Dobrowski	North Maine Fire Protection District
Chief Ralph Czerwinski	Skokie Fire Department
Director Mikel Milks	Glencoe Public Safety
Chief Scott Smith	Winnetka Fire Department
Chief Don Gould	Prospect Heights FPD
Barb Rizzo	Oakton Community College
Lynn Seinfeld	Oakton Community College
Chief Ed Dubowski	Park Ridge Fire Department
Chief Alan Berkowsky	Evanston Fire Department

Also present were Rick Schlegel (U.S. Department of Homeland Security), NIPSTA Administrative Assistant Phil Zaleski, and NIPSTA Administrative Intern Mark Passignajen.

**I. Call to Order**

President Earl called the meeting to order at 1:07 p.m. An attendance sheet was distributed for signature by all in attendance. A quorum of members was declared present.

**II. Approval of Minutes**

A motion was made by Chief Gould and seconded by Mr. Reynolds to approve the Minutes of the December 5, 2006 meeting of the NIPSTA Board of Directors. The motion was unanimously approved.

**III. Treasurer's Report**

**A. Fiscal Year 2006 Year-End Financial Report**

In the absence of Treasurer Pfeiffer, Mr. Wiberg, Chair of the NIPSTA Finance and Administration Committee, referred Board members to the summary report of financial activity for the twelve-month period ending December 31, 2006. He noted that the Statement of Profit and Loss indicates year-end Net Income of \$84,700. Mr. Wiberg announced that the NIPSTA Executive Committee has approved a proposal for annual financial audit services to be performed later this year by Wolfe & Company.

**B. Summary of Grant Funding**

Mr. Wiberg referred to the Grant Funding Status Report – a display of the sources of more than \$2 million in awards to NIPSTA since 2004. The funds have been used to finance capital improvements on the NIPSTA Campus, and offset some operational expenses. Mr. Earl suggested that members share this information with the leadership of their organizations in order to demonstrate the significant development of NIPSTA.

**IV. Standing Committee Reports**

**A. Finance and Administration**

Mr. Wiberg, Committee Chair, announced the next meeting of the Committee on March 2, 2007. A top priority for the Committee is to address a variety of issues related to member benefits. Furthermore, it is hoped that members – and non-members - will take advantage of new training props that have been added to the Campus during the past year.

**B. Public Works Training**

Mr. Reynolds, Committee Chair, reported that he is retiring from the Village of Northbrook in May 2007. This will require a new Committee Chair to be named by the NIPSTA President. This issue, and others, will be discussed at tomorrow's meeting of the Public Works Training Committee.

Mr. Reynolds announced that the 2007 Public Works Supervisors Academy is scheduled in March, April, and May. The same Instructor from 2006 will be utilized this year, based upon the positive feedback received last year. It is expected that the programs will be successful again, especially because participants may receive three hours of credit from Oakton Community College upon completion of 12 Academy sessions. Mr. Reynolds commended the staff of Oakton Community College for their support of this new educational initiative.

#### C. Police/Law Enforcement Training

In the absence of Committee Chair Caudill (Park Ridge), Chief DeLopez announced that he and Chief Caudill met recently with the Executive Director of North-East Multi-Regional Training (NEMRT) for the purpose of discussing opportunities for collaboration and cooperation. The dialogue resulted in both organizations having a better understanding of each other's mission and operations. Most importantly, there was agreement that NEMRT-sponsored training programs could be hosted at NIPSTA, with the details of sharing revenues and expenses to be negotiated at a later date. Subsequent to the meeting, the NEMRT Board of Directors approved this new relationship and authorized it to begin in the third quarter of 2007. Mr. Earl commented on the importance of this announcement as a means of increasing the awareness of NIPSTA within the law enforcement community and with an organization that shares the NIPSTA training mission.

Chief DeLopez reported that the first-ever Police Driver Training Instructor Program is scheduled at NIPSTA in March 2007. He explained that the \$2,000 tuition fee will be paid by NIPSTA for two persons selected from the NIPSTA membership to receive this training. An announcement was sent inviting police personnel to take advantage of this opportunity. The response deadline is February 7, 2007.

#### D. Fire/EMS Training

Chief Ericksen, Committee Chair, reported that the NIPSTA Firefighter Candidate Recruitment Program is very active early in 2007. He named several departments that are participating in the Program, either funding it themselves or requiring their candidates to pay a fee and receive an identification card. In response to an inquiry by Chief Czerwinski, Chief Ericksen opined that the CPAT candidate-funded model will become more popular as departments realize its cost savings and ease of administration. Chief Mueller announced that Niles is working in cooperation with Morton Grove and Wilmette to offer the test in this manner.

Chief Ericksen announced that NIPSTA is actively promoting new Special Rescue training, including Rope, Confined Space, and Structural Collapse programs. This is being delivered by the Illinois Fire Service Institute (IFSI) in 2007, but it is hoped that NIPSTA member departments will assist in the development of a new pool of Instructors. In the future, Trench and Confined Space Technician programs will be added to the training calendar on the NIPSTA Campus.

#### E. Facilities and Grounds

Mr. Zaleski reported on progress being made in the design and application for approval of a new NIPSTA Campus entry sign on Patriot Boulevard. The proposal will be presented next month to the Village of Glenview Appearance Commission.

Mr. Zaleski also commented on efforts underway to enhance the learning environment inside the NIPSTA classrooms. Specifically, investments are being made in new technology that will improve the educational experience.

**V. President's Report**

**A. 2006 Annual Report**

Mr. Earl referred to the first-ever Annual Report of NIPSTA accomplishments. The document provides data about the number of training programs, number of students, and type of training delivered on the Glenview Campus since 2003. He encouraged members to share this information with the leadership of their organizations as evidence of the expansion of NIPSTA, especially among public works departments.

Mr. Earl noted that the Annual Report also highlights the amount of Campus activity, facility use, and visitors to the site – more than 17,500 in 2006. He commented on the value of the semi-monthly newsletter, *NIPSTA News and Notes*, as an attraction to the NIPSTA website at [www.NIPSTA.org](http://www.NIPSTA.org). This, too, is a positive indicator of the organization's growth.

**B. U.S. Department of Homeland Security Training**

Mr. Earl introduced Rick Schlegel, representing the Center for Domestic Preparedness (CDP) at the U.S. Department of Homeland Security. Mr. Schlegel expressed his appreciation for the opportunity to cooperate with NIPSTA and deliver essential federal homeland security training at the local level. He explained the role of the CDP and complimented NIPSTA for taking the initiative with the Cook County Urban Area Security Initiative to secure funding that makes training available over an extended period of time. This is especially important with the impending September 30, 2007 deadline for local jurisdictions to complete Incident Command Training for supervisory personnel. He noted that NIPSTA is the first organization in the State of Illinois to provide this training on such a large scale. He shared his vision to help make NIPSTA a national model as a "Center of Excellence" for homeland security training. Mr. Earl thanked Mr. Schlegel for his continued support.

**VI. Other Business**

There was no other business to come before the NIPSTA Board of Directors.

**VII. Next Meeting**

Mr. Earl announced that the next meeting of the Board of Directors will be held on April 3, 2007 at 1:00 p.m. on the NIPSTA Campus.

**VIII. Adjournment**

A motion was made by Chief DeLopez to adjourn the meeting. The motion was seconded by Director Milks, and unanimously approved at 1:55 p.m.

Respectfully submitted,

Alan Wax  
NIPSTA Secretary