

NIPSTA BOARD OF DIRECTORS MEETING MINUTES

JUNE 5, 2007

The following Executive Committee members were present:

Mike Earl	Village of Wilmette
Chief Alan Wax	Highland Park Fire Department
Ron Pfeiffer	Village of Lincolnwood
Tim Wiberg	Village of Lincolnwood
Chief Glenn Ericksen	Arlington Heights Fire Department
Chief Joe DeLopez	Winnetka Police Department
Director Andy DeMonte	Morton Grove Public Works Department
Chief Wayne Globerger	Glenview Fire Department

The following NIPSTA members were present:

Chief Tom Friel	Morton Grove 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
Chief Jim Dominik	Wilmette Fire Department
Diana Mikula	Village of Arlington Heights
Jackie Streid	Intergovernmental Risk Management Agency
Chief Mike Hansen	Lincolnwood Fire Department
Chief Mark Nolan	Northbrook Fire Department
Chief James Quinn	Deerfield-Bannockburn Fire Protection Dist.
Chief Rick Dobrowski	North Maine Fire Protection District
Chief Hank Clemmensen	Palatine Rural Fire Protection District
Director Mikel Milks	Glencoe Department of Public Safety

Also present were NIPSTA Executive Director Robert Lahey, NIPSTA Administrative Assistant Phil Zaleski, NIPSTA Administrative Intern Mark Pasignajen, and Leonard Enz (RDG Planning and Design).

I. Call to Order

President Earl called the meeting to order at 1:03 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 Dominik and seconded by Chief Dobrowski to approve the Minutes of the April 3, 2007 meeting of the NIPSTA Board of Directors. The motion was unanimously approved.

III. Treasurer's Report

A. Fiscal Year 2006 Financial Audit

Treasurer Pfeiffer commented on efforts undertaken by the accounting firm of Wolf & Company in relation to the Financial Audit of NIPSTA activity during the twelve-month period ending December 31, 2006. The staff fieldwork was completed in April. Since then, a draft report was reviewed by the NIPSTA Finance and Administration Committee. Final presentation of the audit report is planned in August. To date, there has been no notice of any reportable conditions. Preliminary results indicate year-end Net Income of \$6,000.

IV. Standing Committee Reports

A. Finance and Administration

Committee Chair Wiberg reported:

- Workers' Compensation Insurance for NIPSTA Instructors – The NIPSTA insurance broker attended a recent meeting and informed Committee members that the appropriate level of insurance is in effect. The coverage is compliant with State statutes and commensurate with the work performed and the compensation provided to instructors and staff throughout the year.
- Bookkeeping Services - Staff has been requested to draft a formal Request for Proposals (RFP) for the purpose of outsourcing bookkeeping services. This is necessary to replace the individual who performed this work previously on a part-time, contractual basis. The RFP document will be distributed later this month to individuals and to accounting firms.

B. Facilities and Grounds

Committee Chair Globerger reported:

- Patriot Boulevard Entrance Sign - Installation is complete. Ground landscaping will follow later this month pursuant to the approval received from the Village of Glenview Appearance Commission. Board members were unanimous in their support of the new sign.
- Firefighter Candidate Testing Equipment - Because the CPAT is so popular this year compared to past years, there is a need to re-invest in firefighter testing supplies. A Stairmaster machine, weighted vests, and other pieces of equipment have been upgraded or replaced. All total, this represented an expenditure of less than \$5,000 – which is included in the NIPSTA annual budget. Chief Globerger encouraged all members to consider the NIPSTA CPAT program as a cost-effective and efficient testing process for new hires.

C. Public Works Training

Committee Chair DeMonte reported:

- The Public Works Supervisors Academy in 2007 has attracted 105 students to six sessions during the past three months. Recent topics have included: Motivating Employees, Building a Winning Team, and Performance Evaluations. The program continues to exceed expectations, thanks, in part, to the cooperation received from Oakton Community College.
- NIPSTA was a recent participant in the annual American Public Works Conference and Exposition at the Schaumburg Convention Center. An exhibit booth there provided an opportunity to showcase NIPSTA programs and services to a regional audience of several thousand public works professionals.

D. Fire/EMS Training

Committee Chair Ericksen reported:

- Later this month, NIPSTA members will receive initial training on the new NIPSTA Class B Burn Prop. A few carefully-selected local instructors will participate in order to learn how the gas-fueled equipment operates. The group is also responsible for developing safety procedures and protocol that will govern the future use of the prop at NIPSTA.
- Progress continues towards procurement of two new Driver Training Simulators. Chief Hansen was introduced in order to provide a summary report of recent accomplishments by members of the NIPSTA Advisory Committee that is responsible for this initiative. He referenced a document that was distributed to all Board members.

In response to an inquiry by Ms. Mikula, Chief Hansen explained that three competing bids were sought from reputable vendors. One was very high; the other was comparable to the bid received from the vendor recommended for approval by the Advisory Committee.

In response to an inquiry by Chief Berkowsky, Chief Hansen stated that the annual recurring cost of maintaining the equipment is \$14,000, beginning in mid-2008.

In response to an inquiry by Mr. Earl, Chief Hansen reported that procurement of the props is scheduled in September 2007 so that they may be used later this year.

Chief Hansen then made a motion to accept the Advisory Committee recommendation to purchase two simulators from MPRI, Inc. in an amount not to exceed \$247,000. The motion was seconded by Chief DeLopez and unanimously approved.

E. Police/Law Enforcement Training

In the absence of Committee Chair Caudill (Park Ridge Police Department), Mr. Lahey reported on the following upcoming events:

- A two-week Basic Narcotics Investigator School sponsored by the Metropolitan Enforcement Group and Task Force Commanders Association in mid-June.
- Firearms Simulations Training in late September.

V. President's Report

A. 2007 First Quarter Activity Report

Mr. Earl presented a summary of NIPSTA training activity during the first three months of 2007. The data demonstrated a substantial increase in the number of educational programs, student attendees, and website visitors when compared to 2006. Mr. Earl thanked the NIPSTA members for their support.

B. Membership Orientation Program

Mr. Earl announced that the next NIPSTA Membership Orientation Luncheon is scheduled June 11, 2007. This is an opportunity for NIPSTA to showcase its programs and facilities to prospective new members. Current NIPSTA members are also invited to attend this event, especially for those units of local government that have new, recently-elected officials. Mr. Earl referenced an activity announcement that was distributed to all.

VI. Executive Director's Report

Mr. Lahey referenced a memorandum summarizing action by the Cook County Board of Commissioners to approve a \$120,000 contract to NIPSTA that continues delivery of NIMS/Incident Command training mandated by the federal government. These funds will cover the expense of facility use, food and beverage, NIPSTA staff time, and local instructor compensation for 21 different training sessions at two locations in Cook County between June 1 and September 30. Mr. Lahey encouraged NIPSTA members to take advantage of these tuition-free training opportunities.

VII. Executive Session

A motion was made by Chief Wax to convene an Executive Session of the NIPSTA Board of Directors for the purpose of approving Executive Session Minutes from August 1, 2006 and addressing a personnel matter related to the salary review of the NIPSTA Executive Director. The motion was seconded by Director Milks and unanimously approved, and the meeting was adjourned to Executive Session at 1:42 p.m. At 1:46 p.m., the open meeting of the NIPSTA Board of Directors was reconvened.

VIII. Other Business

A. Northbrook Fire Department

Mr. Earl congratulated Chief Mark Nolan upon his recent appointment to the top position of the Northbrook Fire Department.

B. NIPSTA Foundation

Mr. Earl announced that the NIPSTA Foundation remains active as a federally-recognized 501(c)3 charitable organization. The primary purpose of the Foundation is to raise funds for NIPSTA. Planning is now underway for a Foundation-sponsored activity in 2008 to be led by Mr. Lahey.

C. Crime Scene Training Laboratory Tour

Mr. Lahey invited all Board members to remain on Campus for a tour of the new NIPSTA Crime Scene Training Laboratory. Mr. Leonard Enz, who served as the architect of the project, will provide commentary and answer questions related to future use of the specialized training facilities.

IX. Next Meeting

Mr. Earl announced that the next meeting of the NIPSTA Board of Directors will be held on August 7, 2007 at 1:00 p.m. on the NIPSTA Campus.

X. Adjournment

A motion was made by Chief Clemmensen to adjourn the meeting. The motion was seconded by Chief Ericksen, and unanimously approved at 1:48 p.m.

Respectfully submitted,

Alan Wax
NIPSTA Secretary