

NIPSTA BOARD OF DIRECTORS MEETING MINUTES

APRIL 1, 2008

The following Executive Committee members were present:

Tim Wiberg	Village of Lincolnwood
Chief Joe DeLopez	Winnetka Police Department
Chief Paul Tasch	Morton Grove Police Department
Chief Alan Wax	Highland Park Fire Department
Paul Harlow	Village of Glencoe
Andy De Monte	Morton Grove Public Works Department
Chief Wayne Globerger	Glenview Fire Department
Chief Ralph Czerwinski	Skokie Fire Department

The following NIPSTA member representatives were present:

Chief Tom Friel	Morton Grove Fire Department
Chief Don Gould	Prospect Heights FPD
Lynn Seinfeld	Oakton Community College
Deputy Chief John Malcolm	Mt. Prospect Fire Department
Jackie Streid	Intergovernmental Risk Management Agency
Chief Jim Dominik	Wilmette Fire Department
Chief Mark Nolan	Northbrook Fire Department
Chief Rick Dobrowski	North Maine Fire Protection District
Chief Scott Smith	Winnetka Fire Department
Chief Barry Mueller	Niles Fire Department
Al Rigoni	Village of Skokie
Scott Small	Des Plaines Fire Department
Chief Alan Berkowsky	Evanston Fire Department
Ed Laudenslager	Vernon Hills Public Works Department
Deputy Chief Ian Kazian	Deerfield-Bannockburn FPD
Chief Ed Dubowski	Park Ridge Fire Department
Chief Glenn Ericksen	Arlington Heights Fire Department

Also present were Assistant to the NIPSTA Executive Director Phil Zaleski and NIPSTA Foundation Administrative Intern Colleen O'Toole.

I. Call to Order

President De Lopez called the meeting to order at 1:05 p.m. and declared a quorum of members present. A Sign-In Sheet was distributed for all to sign.

II. Approval of Minutes

A motion was made by Chief Tasch and seconded by Chief Smith to approve the Minutes of the February 5, 2008 meeting of the NIPSTA Board of Directors. The motion was unanimously approved.

III. Treasurer's Report

A. Fiscal Year 2008 Quarterly Financial Report

In the absence of Treasurer Van Geem, President De Lopez referred members of the Board of Directors to the financial reports for the three-month period ending March 31, 2008. President DeLopez noted that staff has been focused on keeping its Accounts Receivable current. He also stated that most of the Accounts Receivable monies owed to NIPSTA are the result of Cook County funding for homeland security training.

President De Lopez commented that tuition revenue from Firefighter Candidate Recruitment Services and fire/EMS training is very positive. He commended the Training Committee for its efforts and reported that the Police Training Committee is also considering a new police candidate testing program.

President De Lopez stated that the NIPSTA Executive Committee had reviewed the quarterly financial statements and raised questions about the "IMET-Other" line item and the "Grant Projects Retainage" line item included on the Balance Sheet. Staff was directed to investigate these questions. In the meantime, President De Lopez suggested that a vote of approval of the quarterly financial report be deferred until the next meeting of the Board of Directors.

B. FY 2007 Year-End Financial Audit

President De Lopez announced that the financial audit of NIPSTA activity in 2007 will be performed during the spring months. The Finance and Administration Committee is overseeing this process and expects a final report to be delivered to the NIPSTA Board of Directors at the end of the summer.

IV. Standing Committee Reports

A. Fire Officer Training

1. Committee Chair Chief Czerwinski reported that another successful year of Fire Officer training is underway. Every class this year so far has been a sell-out of 40 or more students. This curriculum meets all of the requirements established by the Illinois Office of the State Fire Marshal. Excellent cooperation and assistance is received from Oakton Community College for this program. In fact, since NIPSTA launched this program in 2004, more than 1,300 students have received instruction. At the Fire/EMS Training Committee meeting last month, Committee members requested that NIPSTA consider offering the Fire Officer I program twice per year. An assessment of student demand is necessary. In addition, consideration must be given to whether or not meeting room space is available on the NIPSTA Campus. It is possible that this new series of programs could be in place as soon as the fall 2008.

2. 2008 Assistance to Firefighters Act Grant

Chief Czerwinski announced that a 2008 Fire Act Grant application is being prepared by NIPSTA staff. Skokie Fire Department will be the grant applicant, but NIPSTA will write the grant for a proposed incident command simulator, which is a large-sized video system that will enable emergency personnel to engage in training exercises and practice their responses in a multi-disciplinary environment. The financial match for the grant will be borne by NIPSTA in 2009 - not 2008. The exact cost is not yet known, because staff is still preparing the application and securing cost estimates from prospective vendors. The application deadline is April 4, 2008, with award announcement anticipated in the summer.

3. Firefighter II Academy

Chief Ericksen reported that the recently-completed Arlington Heights Winter Firefighter II Academy at NIPSTA was a success. The seven-week program, the only winter fire academy offered in the Chicago area, was completed in February. Although all of the necessary training equipment is not yet on site at NIPSTA, Chief Ericksen announced that the Winter Firefighter II Academy in 2009 will be the sole responsibility of NIPSTA. He offered the assistance of the Arlington Heights Fire Department to provide staff and equipment support where necessary. President DeLopez expressed thanks for, and compliments to, the Arlington Heights Fire Academy and the Village of Arlington Heights for their wonderful cooperation, vision, and dedication to quality in making this important collaboration happen.

B. Public Works Training

1. Electrical Safety Training and Demonstration

Committee Chair De Monte reported that the public works training calendar will be busier now that the winter season has passed. In fact, yesterday NIPSTA hosted the Electrical Safety Training and Demonstration. It was a huge success with a sell-out crowd of more than 75 students. The event included a live demonstration of 7,200 volts of electricity. It was very well-received by attendees, which included a mix of public works, fire, and police personnel. Mr. De Monte announced that, since the program was so successful and several hopeful attendees needed to be turned-away, the class will be hosted again by NIPSTA in November 2008.

Other upcoming training that will be conducted outdoors in warmer weather conditions: Flagger Training, Driver Training, Trench Safety, and Confined Space Entry. These programs are included on the spring training calendar.

2. 2008 Public Works Supervisors Academy

Mr. De Monte stated that the 2008 sessions begin this week with a sold-out program on "Maximizing Computer Skills." Other sessions are scheduled in May ("Leading Successful Meetings and Briefings") and June ("Managing Upward with Your Supervisor"). He encouraged member public works departments to support these unique, half-day training sessions.

C. Police/Law Enforcement Training

1. International Law Enforcement Educators Training Association (ILEETA)

Committee Chair Tasch announced that NIPSTA is a sponsor of the annual ILEETA Conference, which begins today in Wheeling. NIPSTA staff was also active on the event Planning Committee and is represented at the Conference tradeshow exhibit for the purpose of marketing NIPSTA facilities and training programs to more than 700 police instructor attendees from around the country. It is hoped that this event will increase awareness of, and familiarity with, NIPSTA.

2. Public Safety Response to Autism/Mental Disorders

Chief Tasch noted that this is a new NIPSTA training program. It is made possible due to excellent cooperation received from the Glenview Police Department in hosting several educational sessions at its new headquarters facility. Good attendance is anticipated because of a new Illinois law that mandates this type of training.

D. Facilities and Grounds

1. Request for Proposals (RFP) for Landscaping Services

Committee Chair Globerger announced that a formal RFP has been released for the purpose of identifying a new provider of lawn-mowing and landscaping maintenance services. This new vendor will replace the vendor from last year that is no longer in business. The RFP deadline for responses is mid-April, with a selection anticipated by May 1, 2008.

2. Campus Maintenance: Field Training Facility and Driver Training Pad

Chief Globerger noted that the 2008 NIPSTA Budget includes two significant property improvements: painting the exterior of the Field Training Facility and repairing the Driver Training Pad from damage sustained in the wake of the August 2007 summer storms. The Facilities and Grounds Committee intends to complete both of these projects during 2008 during the warm weather seasons.

E. Finance and Administration

1. Lodging Accommodations

Committee Chair Harlow announced that the NIPSTA website now includes a listing of two local hotels with which NIPSTA has a cooperative relationship in order to provide overnight accommodations for NIPSTA students, guests, and visitors. Both properties deliver a 10% commission to NIPSTA for all revenue derived from NIPSTA-referred guests. Reservations to these hotels can be made directly online at the NIPSTA website.

2. NIPSTA Member Benefits and Facility Use Policy

Chair Harlow reported that the Committee priorities in 2008 include addressing two important strategic issues: 1.) Definition of NIPSTA Member Benefits for the purpose of specifying them and ensuring that all members understand them; and, 2.) Clarification of the NIPSTA Facility Use Policy so that training props are made available to non-members and to regional response teams in a manner that is fair and equitable to the current membership.

Chair Harlow announced that both of these issues will be discussed at the next meeting of the Finance and Administration Committee on April 16, 2008. New members are welcome to join the Committee.

V. President's Report

A. 2007 Annual Report

President De Lopez presented to the Board of Directors a *2007 Annual Report*. This document is a summary of accomplishments last year that includes data about the number of visitors to the NIPSTA Campus, the amount of training activity, the quantity of students who received training, and the popularity and effectiveness of the NIPSTA website. He invited all members to share this report with other staff and officials within their communities and organizations.

B. Committee Chair Recognition

President De Lopez presented a plaque to Chief Ericksen as the outgoing Chair of the NIPSTA Fire/EMS Training Committee. He thanked Chief Ericksen for his professionalism and for his willingness to work cooperatively with the NIPSTA staff and membership. Chief De Lopez commented on how the NIPSTA fire/EMS training curriculum had flourished during the past two years under the leadership of Chief Ericksen. Chief Ericksen expressed his thanks to all for the recognition and for all the support he received, as well as for the hard work of the Committee members. He also thanked and congratulated the incoming Committee chairman, Chief Czerwinski, and wished the Committee continued success.

VI. NIPSTA Foundation

NIPSTA Foundation President Rigoni announced the first-ever Public Safety Awareness Day to be sponsored by the NIPSTA Foundation, and distributed a packet of literature related to the event. This one-day event is scheduled on Sunday, June 8, 2008 from 11 a.m. until 3 p.m. He explained the purpose of the event is to increase awareness about the NIPSTA training mission, and to raise funds to support the Academy's growth and development. He encouraged all members to invite their elected officials and key leaders within their communities and organizations. Furthermore, he requested that members help to promote attendance to the general public. Senator Richard Durbin is expected to be present so that NIPSTA may thank him publicly for his past financial support of the Academy. NIPSTA members will also be invited to support the event by promoting sponsorships, and by providing personnel and equipment as a showcase of all that NIPSTA has to offer.

Several points and suggestions were raised by members for discussion by the group, including the topics of food offerings, event promotion, and showcasing of the crime lab by Ms. Seinfeld; and handouts and hours of the event by Chief Berkowsky. Also noted was that parking for the event will be located across the street in the parking lot of Anixter, Inc.

Mr. Malcolm suggested that publicity efforts also include an invitation to WTMX-FM Radio to perform a live broadcast from the NIPSTA Campus. He also commented on a valuable fire sprinkler demonstration unit that may be available for this event from the Northern Illinois Fire Sprinkler Advisory Board, which is a NIPSTA member.

Mr. Rigoni thanked all for their valuable input, and encouraged that more ideas be submitted to staff.

VII. Other Business

A. 2008 Membership Records

Mr. Zaleski thanked all members for their recent cooperation in providing to NIPSTA detailed information about their various department personnel. This is necessary for NIPSTA to retain accurate records about all who utilize Academy programs and services. Mr. Zaleski reminded all members that updated insurance information is required, and indicated that he would follow-up to obtain the needed information.

B. Motorola Inc.

Chief De Lopez announced that he hosted a recent site visit to NIPSTA by representatives of Motorola Inc. This meeting was intended to explore opportunities for collaboration and cooperation with NIPSTA. He also asked that other members of the Board of Directors consider similar opportunities for public-private partnerships that could prove mutually beneficial.

VIII. Next Meeting

Chief De Lopez announced that the next meeting of the NIPSTA Board of Directors will be held on June 3, 2008 at 1:00 p.m. on the NIPSTA Campus.

IX. Adjournment

A motion was made by Mr. Wiberg, and seconded by Chief Berkowsky, to adjourn the meeting. The motion was unanimously approved at 2:00 p.m.

Respectfully submitted,

Alan Wax
NIPSTA Secretary