

# **NIPSTA BOARD OF DIRECTORS MEETING MINUTES**

**JUNE 3, 2008**

The following Executive Committee members were present:

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
Diana Mikula	Village of Arlington Heights
Chief Wayne Globerger	Glenview Fire Department
Chief Ralph Czerwinski	Skokie Fire Department

The following NIPSTA member representatives were present:

Anthony Scarpelli	Skokie Police Department
Chief Barry Silverberg	Skokie Police Department
Barb Rizzo	Oakton Community College
Director Mikel Milks	Glencoe Department of Public Safety
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
Chief Tom Friel	Morton Grove Fire Department
Chief Don Gould	Prospect Heights Fire Protection District
Chief Hank Clemmensen	Palatine Rural Fire Protection District

Also present were Fire Chief Mike Nystrand (Northfield), Police Chief Bill Lustig (Northfield), Manager Stacy Sigman (Northfield), Public Works Director Howard Killian (Hanover Park), and NIPSTA Executive Director Robert Lahey.

**I. Call to Order**

President De Lopez called the meeting to order at 1:17 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 Smith and seconded by Director Milks to approve the Minutes of the April 1, 2008 meeting of the NIPSTA Board of Directors. The motion was unanimously approved.

**III. Treasurer's Report**

**A. Fiscal Year 2008 First Quarter Financial Report**

In the absence of Treasurer Van Geem, Mr. Lahey referred members of the Board of Directors to the financial reports for the three-month period ending March 31, 2008. He noted that these reports were previously presented to the Board during its meeting in April. However, a vote of approval was deferred pending a staff response to questions raised by members of the NIPSTA Executive Committee. Mr. Lahey explained that each issue was addressed satisfactorily, resulting in subsequent approval of the first quarter financial reports by the Executive Committee in May 2008. Mr. Lahey noted that total income during the first quarter is already at 47% of annual budget. Total expenses are at 28% of the annually-budgeted amount – as expected.

A motion was made by Chief Wax and seconded by Chief Czerwinski to approve the first quarter financial reports. The motion was unanimously approved.

**B. Resolution 2008-1: Ascertainning Prevailing Rate of Wages**

Mr. Lahey presented Resolution 2008-1 as recommended by NIPSTA legal counsel and required by State law to be approved by the Board of Directors. A motion was made by Chief Clemmensen and seconded by Chief Gould to approve Resolution 2008-1. The motion was unanimously approved.

**IV. Standing Committee Reports**

**A. Fire/EMS Training**

Committee Chair Czerwinski reported on the following Committee activities:

- Last month, NIPSTA hosted regional training sponsored by MABAS Division 3 on nine days. This resulted in more than 600 firefighters being trained on three specific skills. All of the training was accomplished successfully due to cooperative efforts between NIPSTA staff and several MABAS instructors.
- The 2008 Trauma/EMS Symposium was sponsored by NIPSTA on May 21<sup>st</sup> at Oakton Community College. The largest audience ever (150 persons) was in attendance and participated in a full day of training related to the continuum of care for the injured person.
- Plans are underway to prepare for the first-ever NIPSTA Firefighter II Academy to be hosted on Campus in early 2009. This new initiative follows the recently-completed Arlington Heights Winter Firefighter II Academy at NIPSTA in January/February 2008, which was a success.

## B. Public Works Training

In the absence of Committee Chair Andy De Monte (Morton Grove), Mr. Lahey reported on the following Committee activities:

- Driver training programs are more popular than ever. Five programs that were originally scheduled in 2008 have reached maximum capacity. As a result, three new training dates have been added – and two of those are already sold-out. NIPSTA will continue to add training dates in order to satisfy the student demand.
- The current series of Public Works Supervisors Academy sessions will conclude in May 2008. This marks the twelfth different topic in the training program since it was launched in 2006. Later this year, the initial topics that were offered two years ago will be presented again. Those were remarkably successful then, and a similar outcome is expected in 2008.

## C. Police/Law Enforcement Training

Committee Chair Tasch reported on the following Committee activities:

- Members have recommended distribution of a survey to NIPSTA police departments in order to learn about whether or not consideration should be given to delivery of the Illinois Peace Officer Wellness Evaluation Report (POWER) test on the NIPSTA Campus. If there is support for this proposal, then a new program would be developed to evaluate the physical fitness of police officer candidates prior to their admission to a State-certified academy. This would not only provide cost savings to NIPSTA Members, but also ease the process of recruiting and retaining employees. A similar program is already available at NIPSTA for employment candidates at local fire departments. In response to an inquiry by Chief Clemmensen, Chief Tasch explained that the POWER test is certified and validated by the Illinois Law Enforcement Standards and Training Board.
- A partnership is being negotiated with Oakton Community College that would result in new curriculum being developed for the NIPSTA driver training simulators and for firearms SIMUNITIONS training. This is a unique opportunity because Oakton Community College has offered to compensate NIPSTA instructors for their participation in this process. The process will begin this summer and be completed in the fall. Chief DeLopez commented that this is a challenging task, and support from Oakton Community College is much appreciated.

## D. Facilities and Grounds

- Committee Chair Globerger presented a summary report of the Request for Proposals (RFP) that was released by NIPSTA for the purpose of identifying a new provider of lawn-mowing and landscaping maintenance services. A new vendor is required to replace the vendor from last year that is no longer in business. The RFP process has resulted in members of the Facilities and Grounds Committee recommending that a contract be awarded to Countryside Industries (Wauconda, Illinois) at a monthly fee of \$964.00. The NIPSTA Executive Committee approved this expenditure of \$6,750 for seven months in fiscal year 2008. Chief Globerger requested approval from the Board of Directors to extend the agreement two additional years, noting that a price escalation of 3% per year would be in effect. In response to an inquiry by Ms. Sigman, Mr. Killian explained that this maintenance contract is not subject to the State of Illinois Prevailing Wage Act.

A motion was made by Chief Czerwinski and seconded by Chief Nolan to approve the three-year agreement with Countryside Industries pursuant to the contractual terms and conditions as presented by Chief Globerger. The motion was unanimously approved by a roll call vote of 13 ayes and 0 nays.

- Chief Globerger announced that the NIPSTA Executive Committee recently approved expenditures in support of NIPSTA Campus maintenance and improvements:
  - Repair of roof leaks on the NIPSTA Education Center and Crime Scene Training Laboratory; and,
  - Acquisition of new laptop computer for the NIPSTA Executive Director; and,
  - Replacement of hot water heater in NIPSTA Education Center.

## **V. President's Report**

President De Lopez presented these applicants, as recommended for approval by the NIPSTA Executive Committee, for membership:

- Village of Hanover Park
- Village of Northfield

A motion was made by Chief Gould, and seconded by Chief Dobrowski, to approve the Village of Hanover Park membership application. The motion was unanimously approved.

A motion was made by Chief Dominik, and seconded by Director Milks, to approve the Village of Northfield membership application. The motion was unanimously approved.

Chief DeLopez congratulated both municipalities, presented membership plaques, and welcomed them as the newest NIPSTA members. In response, Mr. Killian stated that he values membership with NIPSTA as one of the few reliable sources of training for public works department personnel. In addition, Ms. Sigman commented on the positive progress that NIPSTA has made since its founding as an intergovernmental agency in 2001.

## **VI. Executive Director's Report**

### **A. First Quarter Activity Report**

Mr. Lahey presented a summary report of activity on the NIPSTA Campus during the first quarter of the current fiscal year. The data included a comparison to similar activity during the first quarter of 2007. All indicators (i.e. number of programs, number of students, number of Campus visitors) demonstrate that NIPSTA is experiencing significant growth in recent months. He thanked all NIPSTA members for their support of the Academy.

### **B. Cook County Homeland Security Training**

Mr. Lahey described the valuable partnership between NIPSTA and Cook County that results in the delivery of homeland security training at various locations in the north, south, and west suburbs. To date, this partnership has provided training to more than 2,000 emergency response professionals. Furthermore, NIPSTA and Cook County are accomplishing this by utilizing certified instructors from local police and fire departments. This training delivery model is being emulated in other jurisdictions throughout the United States. Mr. Lahey then announced that the Cook County Board of Commissioners today voted to award a contract to NIPSTA in the amount of \$178,000 to continue this training until September 30, 2008.

**VII. NIPSTA Foundation**

NIPSTA Foundation President Rigoni reminded NIPSTA members about the first-ever Public Safety Awareness Day to be sponsored by the NIPSTA Foundation 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. Mr. Rigoni thanked the members of the Advisory Committee that has been assembled for the purpose of providing strategic direction to the event. This Committee is chaired by Mr. Lahey and has been responsible for recruiting volunteers and equipment to help make the day a success. Mr. Rigoni thanked all for their valuable support, and encouraged all to attend on June 8, 2008.

**VIII. Other Business**

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

**IX. Next Meeting**

Chief De Lopez announced that the next meeting of the NIPSTA Board of Directors will be held on August 5, 2008 at 1:00 p.m. on the NIPSTA Campus. The agenda will include a presentation of strategic goals established for the agency by members of the NIPSTA Executive Committee at a Goal Setting Session attended by them in February 2008.

**X. Adjournment**

A motion was made by Chief Gould, and seconded by Director Milks, to adjourn the meeting. The motion was unanimously approved at 2:16 p.m.

Respectfully submitted,

Alan Wax  
NIPSTA Secretary