

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**April 3, 2007**

The following Executive Committee Members were present:

Mike Earl	Village of Wilmette
Chief Wayne Globerger	Glenview Fire Department
Chief Jeff Caudill	Park Ridge Police Department
Chief Glenn Ericksen	Arlington Heights Fire Department
Ron Pfeiffer	Village of Lincolnwood
Jim Reynolds	Northbrook Public Works Department
Tim Wiberg	Village of Lincolnwood
Chief Joe DeLopez	Winnetka Police Department

Also present was NIPSTA Executive Director Robert Lahey and NIPSTA Administrative Assistant Phil Zaleski.

I. Call to Order

The meeting was called to order at 11:10 a.m. by NIPSTA President Mike Earl.

II. Approval of Minutes

A motion was made by Mr. Reynolds, and seconded by Chief Ericksen, to approve the Minutes of the Executive Committee meeting on March 6, 2007. The motion was unanimously approved.

III. Treasurer's Report

Treasurer Pfeiffer referenced the Quarterly Financial Report for the first three months of fiscal year 2007. He noted the following:

- Revenues in 2007 are 14% higher compared to Q1 2006;
- \$10,000 in Independent Contractor License Agreement fees have been received from Illinois MABAS; and,
- IMET interest revenue is averaging \$400 per month.

In response to inquiries by Mr. Earl and Chief DeLopez, Mr. Lahey reported that the Independent Contractor License Agreements have been reviewed by NIPSTA legal counsel and include new insurance provisions.

Mr. Pfeiffer also presented the Check Register for the month of March 2007. In response to an inquiry by Chief DeLopez, Mr. Lahey stated that payment to B&B Ideal Insurance Agency represents the annual premium for NIPSTA General Liability, Property & Casualty, and Management Liability insurance.

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

#### IV. NIPSTA Attainment Plan

##### A. Finance and Administration Committee Report

Committee Chair Wiberg stated that the Committee has not been convened since March 2, 2007. At the next meeting, two challenging issues will be addressed:

- Clarification of the NIPSTA Facility Use Fee policy as it applies to members and non-members;
- Definition of other NIPSTA member benefits.

##### B. Fire/EMS Training Committee Report

Committee Chair Ericksen reported that special rescue training has begun on the NIPSTA Campus with the first-ever Rope Operations program this week. Confined Space Operations is scheduled later this month. And Structural Collapse Operations will take place in May. Construction of the props for each of these programs is complete – or near completion.

Chief Ericksen announced that Fire/EMS Training Committee members on March 21, 2007 agreed that there is need for a new approach to staffing NIPSTA training programs. Specifically, Lead Instructors are required to assume a leadership position in the delivery of special rescue educational sessions. The individual would be compensated for his/her time in scheduling and planning for the delivery of these programs. A certain amount of technical expertise is required that current NIPSTA staff are unable to provide, especially beginning in 2007 as the NIPSTA curriculum expands. Later this year, the NIPSTA Fire/EMS Training Committee will develop a proposal that includes expenditure estimates. This information will be submitted to the Finance and Administration Committee for consideration during the development of the 2008 NIPSTA Budget.

Chief Ericksen also announced that Committee members are supportive of another application for funding from the federal Assistance to Firefighters Grant Program. The Village of Lincolnwood will again submit the application on behalf of the NIPSTA membership.

#### C. Police/Law Enforcement Training Committee Report

Committee Chair Caudill announced that progress has been made towards fulfillment of the Committee's objectives:

- Increase student attendance by 55%;
- Increase the number of training programs by 60%; and,
- Illinois Tactical Officers Association hosts an exercise at NIPSTA.

Chief Caudill also stated that plans are in place for NEMRT training programs to be offered in Glenview. A site visit is scheduled in mid-summer, with sessions to follow in the fall. In response to an inquiry by Mr. Wiberg, Chief Caudill stated that NEMRT programs will continue to be made available at local police departments, as well as on the NIPSTA Campus.

#### D. Public Works Training Committee Report

Committee Chair Reynolds reported that the 2007 Public Works Supervisors Academy has begun. The early program reviews are favorable.

Mr. Reynolds stated his intention to meet with Andy DeMonte, Director of Public Works for the Village of Morton Grove, who will succeed him as Committee Chair next month. This will ease the transition in leadership. In addition, Mr. Reynolds pledged the future support of the Northbrook Public Works Department – even in his absence.

#### E. Facilities and Grounds Committee Report

Committee Chair Globerger reported that the proposal for a new NIPSTA Campus entry sign on Patriot Boulevard was approved by the Village of Glenview Appearance Commission at its meeting on March 7, 2007. However, additional details have been requested about the quantity and species of ground cover. This information will be provided by NIPSTA staff, with input received from a local landscaping firm.

#### V. President's Report

Mr. Earl announced that a July 1, 2007 deadline has been established for consideration of a salary increase to the NIPSTA Executive Director. An email solicitation will be sent to all Executive Committee members requesting their opinion on the matter.

VI. Executive Director's Report

A. American Red Cross of Greater Chicago

Mr. Lahey referred Executive Committee members to a summary report related to a request from the American Red Cross of Greater Chicago to host its annual meeting on the NIPSTA Campus on June 19, 2007. Discussion resulted in consensus for support of the request, especially because of the opportunity that it provides to NIPSTA to showcase its mission and facilities. There was also agreement among Executive Committee members that a facility use fee should apply, estimated to be between \$500 and \$1,000. Staff was directed to negotiate a dollar amount that would be satisfactory to both parties.

B. Security/Alarm Equipment Donation by General Electric

Mr. Lahey explained that negotiations are underway with General Electric (GE) to donate more than \$10,000 in security and fire alarm equipment for installation inside the NIPSTA Education Center. This represents a tremendous cost savings. In return, GE is seeking recognition and an opportunity for dialogue with the NIPSTA membership. Discussion ensued about different options that would provide such interaction: attend a Board of Directors meeting; share tradeshow booth; schedule a Vendor Day on the NIPSTA Campus.

VII. Other Business

Mr. Zaleski summarized recent developments related to the NIPSTA Foundation:

- Completion and distribution of marketing brochure;
- Identification of NIPSTA capital improvement priorities; and
- Research of nearly two dozen funding opportunities.

Mr. Earl suggested that a special meeting of the Foundation Board of Directors be scheduled on May 1, 2007 immediately following the meeting of the NIPSTA Executive Committee. This special meeting would be for the purpose of brainstorming new fundraising activities to be sponsored by the Foundation.

VIII. Next Meeting

President Earl announced that the next meeting of the NIPSTA Executive Committee is scheduled for Tuesday, May 1, 2007 at 10:00 a.m.

IX. Adjournment

A motion to adjourn the meeting was made by Mr. Reynolds and seconded by Mr. Wiberg. The motion was unanimously approved at 12:30 p.m.

Respectfully Submitted,

Robert T. Lahey  
NIPSTA Executive Director