

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

August 7, 2007

The following Executive Committee Members were present:

Mike Earl	Village of Wilmette
Chief Glenn Ericksen	Arlington Heights Fire Department
Ron Pfeiffer	Village of Lincolnwood
Chief Joe DeLopez	Winnetka Police Department
Tim Wiberg	Village of Lincolnwood
Al Rigoni	Village of Skokie
Chief Alan Wax	Highland Park Fire 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 11:02 a.m. by NIPSTA President Mike Earl.

II. Approval of Minutes

A motion was made by Mr. Wiberg, and seconded by Chief Wax, to approve the Minutes of the Executive Committee meeting on July 10, 2007. The motion was unanimously approved.

III. Treasurer's Report

A. FY 2007 Financial Report

Treasurer Pfeiffer referenced the report, which included data for the seven-month period ending July 31, 2007. Among the highlights in the Statement of Profit & Loss and the Balance Sheet:

- \$195,000 is owed in Accounts Payable, including \$171,000 to one vendor, who will be paid upon final completion of all outstanding punch-list items on training props;
- \$113,000 is due in Accounts Receivable, including \$57,000 for Cook County-financed homeland security training;
- 80% of annually-budgeted revenues have been received; and,
- 54% of annually-budgeted expenses have been incurred.

Mr. Pfeiffer noted one anomaly in the data: training expenses are higher than budgeted after seven months of the year. However, training revenue is exceeding budget in a corresponding manner.

Mr. Pfeiffer also announced that during the final two quarters of the fiscal year, the NIPSTA cash flow situation will likely require that funds in IMET be accessed.

Mr. Pfeiffer then presented the Check Register for July 2007. In response to an inquiry by Chief DeLopez, Mr. Lahey stated that a \$4,000 expense paid to Robert Muszynski (Skokie Fire Department) was for the purpose of constructing a Tabletop Model City Training Prop. This expense will be reimbursed to NIPSTA by the Oakton Community College Educational Foundation later in the year.

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

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee Report

Committee Chair Wiberg (Lincolnwood) reported that the Committee recently met to discuss the following:

- Bylaws Review – Committee members completed the difficult task of reviewing the Bylaws and proposing amendments that will result in the language being consistent with current NIPSTA practices. There was much discussion by Committee members throughout the review process. NIPSTA legal counsel will be called upon to assist in the interpretation of some issues. The proposed revisions are expected to be summarized and ready for presentation to the NIPSTA Board of Directors in December. It was noted that, per the current Bylaws, approval of changes must be made by unanimous vote of all voting members.
- Fiscal Year 2008 Budget Work Plan
Committee members discussed the multi-month schedule of activity required to compile the Budget document and request its subsequent approval. The Work Plan, as proposed, was approved, as Committee members did not anticipate any major challenges in meeting the deadlines included in it.
- Bookkeeping Services - Staff has been requested to finalize and distribute a formal Request for Proposals (RFP) for the purpose of outsourcing bookkeeping services beginning January 1, 2008.

Follow-up conversation ensued regarding the proposed NIPSTA Bylaws.

Mr. Rigoni suggested that the Finance and Administration Committee meet for the purpose of recommending whether each NIPSTA member must individually approve the Bylaws amendments, or whether the approval can be accomplished by the NIPSTA membership as a whole.

B. Fire/EMS Training Committee Report

Committee Chair Ericksen (Arlington Heights) announced that a historical event occurred at NIPSTA on July 31, 2007: Live Fire Training. The training was accomplished under the direction of 15 experienced firefighters who are also committed to developing safety procedures and protocol that will govern the future use of the live fire training props at NIPSTA.

Chief Ericksen also stated that preliminary discussions have begun with Mr. Lahey that may result in future Arlington Heights Firefighter Academy classes being held at NIPSTA. The NIPSTA facility can accommodate it, and local instructors are supportive of the idea. He commented that more details will be shared with Executive Committee members as they become available.

C. Police/Law Enforcement Training Committee Report

In the absence of Committee Chair Caudill (Park Ridge), Mr. Lahey announced that discussions continue with staff from North East Multi Regional Training (NEMRT). This is for the purpose of planning for the cooperative delivery of law enforcement training programs at NIPSTA. Chief DeLopez commented on the need for negotiations to proceed slowly until all details are agreed upon. Mr. Rigoni concurred and cautioned not to allow the pursuit of this partnership to detract from NIPSTA being able to attract police departments as new NIPSTA members.

D. Facilities and Grounds Committee Report

In the absence of Committee Chair Globerger (Glenview), Mr. Lahey reported on the following:

- Driver Training Simulators – Staff has identified an ideal location for the two simulators to be installed later this year. There is \$8,000 available in grant funding to offset any costs associated with rehabilitation and/or remodeling of the NIPSTA Education Center in order to accommodate this equipment. The Facilities and Grounds Committee members meet next week in order to review the site recommendation and related expense projections.
- Campus Infrastructure Improvements – In recent months, the following activities have been accomplished: overhead door repair on Field Training Facility; new security and access control system on the Field Training Facility; and, near completion of construction of the Crime Scene Training Laboratory.

V. Executive Director's Report

A. Membership Dues Proposal - Northfield

Mr. Lahey referenced a memorandum and recommendation of an appropriate membership dues fee to be paid by the Village of Northfield as a prospective new NIPSTA member. There was discussion of various membership dues formula options based upon the unique staffing of Northfield public safety departments, especially its fire and public works departments.

Mr. Earl suggested that an invitation be extended to the new Village Manager of Northfield in order for her to see first-hand the extraordinary value in NIPSTA training facilities and programs. Mr. Lahey agreed to host such a meeting on the NIPSTA Campus.

B. 2007 Mid-Year Activity Report

Mr. Lahey presented a report of training activity at NIPSTA during the first six months of the current year. This activity was compared to the first six months of 2006. The expansion is obvious: an 86% growth in the number of on-site events; a 300% increase in the number of training programs; and a 90% increase in the number of students receiving training. Members of the Executive Committee complimented staff for this robust performance.

C. Annual Performance Objectives – Quarterly Report

Mr. Lahey summarized a detailed status report related to performance objectives that were established by the Executive Committee in August 2006. The report demonstrated significant progress towards fulfillment of the NIPSTA mission.

VI. Other Business

A. Senator Durbin Visit

Mr. Lahey announced that he is in communication with staff from the Office of Senator Richard Durbin in order to schedule his return visit to the NIPSTA Campus. This would be for the purpose of dedicating the new Crime Scene Training Laboratory, construction of which was funded by a federal grant received with his assistance.

Recognizing the Senator's contribution, Chief Wax suggested that the new training room be named in honor of Senator Durbin. Chief DeLopez commented that a plaque be installed at the entryway as a sign of appreciation.

On a related matter, Chief Wax commented that similar recognition should be extended to the Village of Glenview as thanks for its generous role as the host community of NIPSTA. Mr. Rigoni concurred, and noted that this could be accomplished at the first-ever Public Safety Demonstration Day in 2008.

B. Lake County Sheriff's Department

Mr. Lahey reported that there is an expressed interest in NIPSTA membership by the Lake County Sheriff's Department. Mr. Earl suggested that the NIPSTA membership dues formula be reconsidered in light of the large size of the staff of this county-wide organization. He directed Mr. Lahey to ascertain additional information about the number of sworn police personnel compared to the number of correctional officers employed by the County. This information would allow for a rational discussion about the agency becoming a new NIPSTA member. There was consensus support among Executive Committee members for such a notable addition to the NIPSTA membership.

C. Facility Use Request – Northwestern University

Mr. Lahey referred to a summary report of a request for use of NIPSTA facilities by the Northwestern University School of Communication in October 2007. This would be for the purpose of producing a student film entitled "Hangar No. 5." This short, independent movie is funded by the University's student-run production company, Studio 22, which seeks use of an airplane hangar - a venue that is difficult to locate due to increased security and operational concerns at local public airports. Therefore, the NIPSTA Field Training Facility is proposed as the background setting for production of several computer-generated images on a "green screen."

The request prompted an extensive dialogue among Executive Committee members, who deliberated on the following topics:

- The appropriateness of using the NIPSTA Campus for this purpose;
- The impact on other on-Campus organizations and NIPSTA staff;
- The prospect of interference with the NIPSTA training mission;
- The opportunity for new revenue;
- An equitable rental fee;
- Compliance with Village of Glenview ordinance(s);
- The precedent-setting nature of approving such a request;
- The not-for-profit status of the requesting party; and,
- The impact on the tax-exempt status of NIPSTA.

Following this discussion, Mr. Wiberg made a motion to approve the Northwestern University request under these conditions: net revenue to be received by NIPSTA shall be in an amount no less than \$2,400 for the proposed six days of filming; reimbursement shall be to NIPSTA for any out-of-pocket expenses incurred; NIPSTA shall voluntarily relocate MABAS vehicles from inside the Field Training Facility; NIPSTA shall pay a 10% fee to the independent contractor who acts as a liaison between NIPSTA and Studio 22; and the NIPSTA Field Training Facility shall NOT be available in the event of an emergency response involving the North Regional Major Crimes Task Force. The motion was seconded by Chief Ericksen, and approved by a vote of 5 "ayes" and 2 "nays."

D. NIPSTA Foundation

Mr. Earl commented that he attended a meeting of the Board of Directors of the NIPSTA Foundation earlier in the day. He was pleased to report that there was significant activity being accomplished by the group. All NIPSTA Members will soon be receiving a notice of invitation to support this important charitable organization.

VII. Next Meeting

President Earl announced that the next meeting of the NIPSTA Executive Committee is scheduled for Tuesday, September 11, 2007 at 10:00 a.m.

VIII. Adjournment

A motion to adjourn the meeting was made by Chief Wax and seconded by Mr. Wiberg. The motion was unanimously approved at 1:58 p.m.

Respectfully Submitted,

Alan Wax
NIPSTA Secretary