

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

February 6, 2007

The following Executive Committee Members were present:

Mike Earl	Village of Wilmette
Chief Joseph DeLopez	Winnetka 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
Chief Alan Wax	Highland Park Fire Department
Tim Wiberg	Village of Lincolnwood

Also present was NIPSTA Administrative Assistant Phil Zaleski.

I. Call to Order

The meeting was called to order at 11:03 a.m. by NIPSTA President Mike Earl.

II. Approval of Minutes

A motion was made by Mr. Reynolds, and seconded by Mr. Pfeiffer, to approve the Minutes of the Executive Committee meeting on January 9, 2007. The motion was unanimously approved.

III. Treasurer's Report

A. FY 2006 Year-End Financial Report

Treasurer Pfeiffer referenced the Year-End Financial Report and stated that the data and related records will soon be ready for review by the auditors. He noted that the Statement of Profit and Loss indicates Net Income of \$84,700 on December 31, 2006. This is the result of federal grant funds being used to partially offset NIPSTA personnel expenses throughout the year. These grants have been extended until March 31, 2007.

B. Proposal for Financial Audit Services

Treasurer Pfeiffer presented the proposal for Financial Audit Services by Wolfe & Company. He noted that a Single Audit would be required as a result of the large amount of federal grant funds received during FY 2006. In response to an inquiry from Chief Wax, Mr. Pfeiffer stated that the professional services fees to be paid in 2007 are higher than those of previous years. Nevertheless, the expense is quite reasonable. Furthermore, NIPSTA has enjoyed a positive working relationship with Wolfe & Company in recent years.

Mr. Earl requested that the firm provide us with an opinion about a recommended amount of annual financial reserves. Then, a motion was made by Chief DeLopez, and seconded by Mr. Wiberg, to accept the proposal for services by Wolfe & Company. The motion was unanimously approved.

C. Approval of Check Register – December 2006

Treasurer Pfeiffer presented the Check Register for the month of January 2007. A motion was made by Chief Ericksen, and seconded by Chief Wax, to approve the January 2007 Check Register. The motion was unanimously approved.

D. NIPSTA Staffing

Treasurer Pfeiffer reported that the part-time bookkeeper position at NIPSTA will soon require new personnel. He suggested that consideration be given to out-sourcing these services to a professional accounting firm, even if it required paying a larger fee. Mr. Wiberg concurred, noting his desire for Mr. Pfeiffer to spend less time at NIPSTA attending to basic bookkeeping tasks. Chief DeLopez commented on the importance of NIPSTA presenting itself as a professional organization that is operated efficiently and competently.

Mr. Earl suggested that current NIPSTA staff be considered to complete as much of the workload as possible. He directed Mr. Pfeiffer (NIPSTA Treasurer) and Mr. Wiberg (Chair of NIPSTA Finance and Administration Committee) to communicate with members of the Finance and Administration Committee and the NIPSTA Executive Director in order to develop a recommendation for review by the members of the NIPSTA Executive Committee at a future meeting.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee Report

Chair Wiberg announced that the Finance and Administration Committee is scheduled to meet on March 2, 2007. The agenda items include discussion of the following:

- Financial Audit of FY 2006
- NIPSTA Staffing
- Member Benefits
- Membership Recruitment

B. Fire/EMS Training Committee Report

Chair Ericksen announced that the Fire/EMS Training Committee is scheduled to meet in mid-March. In the meantime, NIPSTA is actively promoting new Special Rescue training, including Rope, Confined Space, and Structural Collapse programs. It is hoped that NIPSTA member departments will assist in the development of a new pool of Instructors to deliver this training without involvement by the Illinois Fire Service Institute. Chief Wax requested that a follow-up notice be sent to ensure that potential Instructors are aware of the requirements to become considered for participation in the future. Mr. Wiberg acknowledged, and expressed appreciation for, the very large contribution of the Arlington Heights Fire Department and Village of Arlington Heights for their cooperation and team spirit that led to the movement of the Technical Rescue Training to NIPSTA.

Chief Ericksen reported that the NIPSTA Firefighter Candidate Recruitment Program is very active early in 2007. He named several departments that are participating in the Program, either funding it themselves or requiring their candidates to pay a fee and receive an identification card. In response to an inquiry from Chief Ericksen, Mr. Zaleski explained that candidate requests for a waiver of the fee will be referred to the NIPSTA Foundation. The Foundation Board of Directors was scheduled to meet today to discuss this issue, but the meeting was cancelled due to the lack of a quorum. Therefore, this will be addressed in the future. Mr. Earl expressed concern about the Firefighter Candidate Recruitment Program being utilized by non-members of NIPSTA.

C. Police/Law Enforcement Training Committee Report

Chair Caudill announced that he and Chief DeLopez met recently with the Executive Director of North-East Multi-Regional Training (NEMRT) for the purpose of discussing opportunities for collaboration and cooperation. The dialogue resulted in both organizations having a better understanding of each other's mission and operations. Most importantly, there was agreement that NEMRT-sponsored training programs could be hosted at NIPSTA, with the details of sharing revenues and expenses to be negotiated at a later date. Subsequent to the meeting, the NEMRT Board of Directors approved this new relationship and authorized it to begin in the third quarter of 2007. Chief Wax commented on the importance of this announcement as a means of increasing the awareness of NIPSTA within the law enforcement community. Chief DeLopez added that NIPSTA training props and classrooms will create additional training opportunities for NEMRT and NIPSTA.

Chief Caudill reported that construction of the Crime Scene Training Laboratory continues in the NIPSTA Field Training Facility. The project is scheduled to be completed no later than March 31, 2007. The curriculum for use of the training facility is currently being developed.

Chief Caudill announced that the first-ever Police Driver Training Instructor Program is scheduled at NIPSTA in March 2007. Mr. Zaleski explained that the \$2,000 tuition fee will be paid by NIPSTA for two persons selected from the NIPSTA membership to receive this training. An announcement was sent inviting police personnel to take advantage of this opportunity. Instructor candidate interviews are scheduled later this month.

D. Public Works Training Committee Report

Chair Reynolds reported that he is retiring from the Village of Northbrook in May 2007. This will require a new Committee Chair to be named by the NIPSTA President. This matter will also be discussed at tomorrow's meeting of the Public Works Training Committee.

Chair Reynolds announced that the 2007 Public Works Supervisors Academy is scheduled in March, April, and May. The same Instructor from 2006 will be utilized this year, based upon the positive feedback received last year. It is expected that the programs will be successful again, especially because participants may receive three hours of credit from Oakton Community College upon completion of 12 Academy sessions.

E. Facilities and Grounds Committee Report

In the absence of Committee Chair Globerger (Glenview), Mr. Zaleski reported on progress being made in the design and application for approval of a new NIPSTA Campus entry sign on Patriot Boulevard. In response to an inquiry from Mr. Earl, Mr. Zaleski stated that it has been recommended by the vendor that the sign be constructed to a height of five feet. As this is a variance from the Village code, approval from the Glenview Appearance Commission is required. Mr. Wiberg expressed concern about requesting such a variance.

In response to an inquiry by Chief DeLopez, Mr. Zaleski stated that he was unaware of NIPSTA facilities being used as the site of a Cook County pharmaceutical drop-off exercise. Chief Wax recommended that NIPSTA staff discuss this matter further with Deputy Chief Fay of the Glencoe Department of Public Safety, who is one of the coordinators of MABAS Division 3's Pharmaceutical Distribution Plan.

F. Legislative and Public Information Committee Report

No report. President Earl and Director Lahey will be discussing a recommendation for this committee, and in what form it will continue.

V. President's Report

Mr. Earl presented an application for membership by the Northern Illinois Fire Sprinkler Advisory Board (NIFSAB). The NIFSAB is a non-profit organization dedicated to educating and informing fire departments and the general public of the importance of fire sprinklers. Mr. Earl invited discussion from Executive Committee members about the membership application. Chief Ericksen noted that the organization is an effective lobbying group and training provider. Chief Wax commented on the popularity of NIFSAB among sprinkler companies. In response to concerns raised by Mr. Earl, Mr. Reynolds opined that a relationship with NIFSAB may assist in developing private industry relations and future NIPSTA memberships. Chief DeLopez stated that NIPSTA membership is not necessarily an endorsement of a member. The consensus was that the NIFSAB mission and goals are in keeping with the NIPSTA mission.

A motion was made by Chief Ericksen to recommend that the application for membership be approved by the NIPSTA Board of Directors at its regularly-scheduled meeting in April 2007. The motion was seconded by Chief Wax and unanimously approved. Mr. Earl requested that background information about the organization and the Executive Committee's discussion points be presented to the Board of Directors as it considers this request.

VI. Other Business

A. NIPSTA Training Council Report

As Chair of the Training Council, Chief DeLopez reported that the most recent meeting of the group was in January 2007. Their priority is to develop a training needs assessment. Feedback from NIPSTA members, and others, will be required. Mr. Earl suggested that additional cross-disciplinary training programs be developed, using the new training props on the NIPSTA Campus. Chief Ericksen commented on the need for input from police, fire, and public works personnel.

B. NIPSTA Foundation

Mr. Earl announced that today's meeting of the NIPSTA Foundation Board of Directors was canceled due to the lack of a quorum.

C. NIPSTA Website

Mr. Zaleski reported the good news that the "NIPSTA News and Notes" semi-monthly newsletter and the monthly training schedule email distributions are driving a large amount of traffic to the main NIPSTA web site that was not previously seen.

VII. Next Meeting

President Earl announced that the next meeting of the NIPSTA Executive Committee is scheduled for Tuesday, March 6, 2007 at 10:00 a.m.

VIII. Adjournment

A motion to adjourn the meeting was made by Chief Caudill and seconded by Mr. Reynolds. The motion was unanimously approved at 12:45 p.m.

Respectfully Submitted,

Alan Wax
NIPSTA Secretary