

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**January 9, 2007**

The following Executive Committee Members were present:

Mike Earl	Village of Wilmette
Chief Alan Wax	Highland Park Fire Department
Chief Wayne Globerger	Glenview Fire Department
Tim Wiberg	Village of Lincolnwood
Chief Joe DeLopez	Winnetka Police Department
Al Rigoni	Village of Skokie
Jim Reynolds	Northbrook Public Works Department
Ron Pfeiffer	Village of Lincolnwood

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

- I. Call to Order  
The meeting was called to order at 10:05 a.m. by NIPSTA President Mike Earl.
  
- II. Approval of Minutes  
A motion was made by Mr. Rigoni, and seconded by Mr. Reynolds, to approve the Minutes of the Executive Committee meeting on December 5, 2006. The motion was unanimously approved.
  
- III. Treasurer's Report
  - A. FY 2006 Year-End Financial Activity  
Treasurer Pfeiffer reported that the year-end financial report is incomplete and not yet available for distribution to Executive Committee members. Preliminary data indicates Net Income of \$138,000 on December 31, 2006. Additional revenues and expenditures will be recorded during the month of January, and a follow-up report will be available in February. Additionally, some grants were carried-over from 2006 to 2007.

Mr. Pfeiffer also announced that for the first year ever, it was unnecessary to access financial reserves of \$100,000 in the Illinois Metropolitan Investment Fund. In addition, NIPSTA realized new revenue from hotel commissions in the amount of \$1,400 for November and December.

#### B. Approval of Check Register – December 2006

Mr. Pfeiffer presented the Check Register for the month of December 2006. In response to questions from Executive Committee members, Mr. Lahey reported the following:

- Recent payments to the United States Treasury in the amount of \$3,400 are the result of quarterly payroll reports.
- The deposit of \$47,000 is the result of collection of tuition revenue and facility use fees.
- Ms. Geri Silic, an employee of Lincolnwood, was paid \$160 as a NIPSTA Instructor during a recent Fire Officer training program.

A motion was made by Chief Wax, and seconded by Mr. Wiberg, to approve the December 2006 Check Register. The motion was unanimously approved.

#### C. November Financial Report Inquiries

In response to questions raised by Executive Committee members at their November meeting, Mr. Pfeiffer reported the following:

- Liabilities on the Balance Sheet related to “Accrued Vacation” and “Accrued Expenses” are attributable to accrued, but unused, employee benefits that would be payable to the Executive Director upon termination.
- A bookkeeping error resulted in “Accounts Payable” being shown as a negative number on the November Balance Sheet. A year-end adjustment has been made to rectify the situation.
- Two year-end budget adjustments have been made in “Contract Services” and “Facilities” to correct the misrepresentations of grant funding on the November Profit and Loss Statement.

### IV. NIPSTA Attainment Plan

#### A. Finance and Administration Committee Report

No report.

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

Mr. Lahey announced that Committee Chair Ericksen (Arlington Heights) was unable to attend today’s meeting due to a commitment to participate in Incident Command training. Mr. Lahey then reported that efforts are underway to form a Subcommittee of NIPSTA Members who will provide strategic guidance related to the procurement of the Driver Training Simulator. The group will be chaired by Lincolnwood Fire Chief Mike Hansen and include others who are familiar with the NIPSTA driver training curriculum. They will be challenged to integrate this new technology with the “real time” driving experience on the NIPSTA Driver Training Pad.

Mr. Rigoni suggested that the Subcommittee focus attention on how to advertise and promote this new, unique training asset. He also emphasized the need to significantly differentiate tuition fees between NIPSTA Members and Non-Members.

Mr. Reynolds recommended that the product hardware and software should not only accommodate firefighters, but also be applicable to police and public works personnel.

Chief DeLopez noted that the driver training simulator offers a tremendous opportunity for local public safety departments to manage their risk. He thanked the Village of Lincolnwood for its leadership in making the grant application for the project, which is budgeted at \$255,000.

In response to an inquiry by Mr. Earl, Mr. Lahey reported that discussions have been completed with the Village of Arlington Heights and the Illinois Fire Service Institute regarding the delivery of special rescue training programs in Glenview in 2007. The parties involved have been respectful of each other and committed to collaboration that is mutually beneficial. The long-term result will be better utilization of new training props on the NIPSTA Campus, even though there will be no financial benefit to NIPSTA until after this first year. Mr. Wiberg cited this as an excellent example of the NIPSTA philosophy in support of intergovernmental cooperation. He recommended that a letter of appreciation be sent from NIPSTA President Earl to the Arlington Heights Village Manager and Fire Chief.

Chief Wax announced that it has been requested by the fire department members of MABAS Division 3 that NIPSTA consider a reasonable means of responding to the challenge presented by the need to provide coverage for injuries to those who act as independent contractor instructors/test proctors on the NIPSTA Campus. Discussion among Executive Committee members resulted in a recommendation that the NIPSTA Finance and Administration Committee continue to research the matter and propose a resolution for future consideration.

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

In the absence of Committee Chair Caudill, Director Lahey announced that the next Committee meeting is scheduled January 18, 2007. In the meantime, the focus of law enforcement training continues to be the construction of the Crime Scene Training Laboratory in the NIPSTA Field Training Facility. The project is scheduled to be completed in February 2007.

#### D. Public Works Training Committee Report

Committee Chair Reynolds reported that the planning process is complete for the 2007 Public Works Supervisors Academy. New programs will be launched in March, and students will be eligible for three hours college credit from Oakton Community College upon completion of 12 half-day sessions.

#### E. Facilities and Grounds Committee Report

Committee Chair Globberger reported that the most recent Committee meeting was on December 18, 2006. The next meeting is planned on February 15, 2007. The following expenditures are complete: two AED's and emergency lighting inside the Education Center. Options are still being considered to upgrade the classroom A/V equipment and add a more prominent Campus entry sign on Patriot Boulevard. Chief Globberger distributed the artist rendering of the sign design and format. Next, the Committee plans to seek approval from the Village of Glenview Appearance Commission.

Chief Globberger stated that the Committee in 2007 is focused on those items that are included in the Annual Budget: lobby improvements, driver training simulator (Federal Grant), and a tabletop model city (funding from Oakton Community College). Furthermore, Committee members are aware of the need to improve on its budgeting and planning process going into 2008. Mr. Rigoni noted that a listing of capital improvement priorities should be prepared for presentation to local members of the state and federal legislatures. This should be complemented, in turn, with letters of support from mayors of NIPSTA member communities. Mr. Earl committed to working in cooperation with Chief Globberger and Mr. Lahey to develop a strategy for securing funding that addresses the most pressing needs of NIPSTA.

#### F. Legislative and Public Information Committee Report

Mr. Earl requested Executive Committee member consideration of the need for this Committee to continue its stated mission. He proposed that NIPSTA may be better served by a new Membership Development Committee. He suggested that this matter be a topic for future discussion by the Executive Committee.

### V. President's Report

Mr. Earl presented a draft version of the first-ever NIPSTA Annual Report, which is a summary presentation of activity during calendar year 2006. It includes data describing:

- Quantity of training programs and students;
- Number of visitors to the NIPSTA Campus;
- Amount of facility utilization;
- Online traffic at the NIPSTA website.

Discussion among Executive Committee members resulted in suggested modifications to the report prior to its delivery to the NIPSTA Board of Directors in February 2007. In all, there was support for presentation of this information in such an attractive and easy-to-read format.

VI. Executive Director's Report

A. NIPSTA Grant Funding Status Report

Mr. Lahey referred Executive Committee members to a summary report of county, state, and federal grant funds received by NIPSTA as of December 31, 2006. There was consensus among Executive Committee members that this information should be distributed to the NIPSTA Board of Directors.

B. Homeland Security Training and Education

Mr. Lahey referred Executive Committee members to a summary report of Homeland Security Training delivered by NIPSTA, with funding support from the Cook County Urban Area Security Initiative. There were 22 days of programming at three locations to 360 participants between August 21 and November 30, 2006. These positive results make it possible for NIPSTA to renew its relationship with Cook County in 2007 and deliver a new series of training programs. Discussions are presently underway. Mr. Wiberg emphasized the importance of these educational sessions, especially in the wake of recent media accounts that the Chicagoland area is ill-prepared to respond to a significant homeland security threat.

VII. Other Business

A. Membership Recruitment

Mr. Lahey reported that new member recruitment efforts are aimed at those who participated in the most recent NIPSTA Membership Orientation. However, the U.S. Coast Guard has communicated its intention not to seek membership. This is the result of the NIPSTA Campus not being able to satisfy the agency's specific need for in-water training and firearms instruction. Mr. Lahey announced that he will continue discussions with other attendees at the Orientation program. Additionally, the Finance and Administration Committee is to look at how membership of an organization such as the Lake County Sheriff's Office, a non-municipal organization with many employees in different functional divisions, would be classified (currently it would fall into the category of Affiliate Member).

B. MABAS Division 3

Chief Wax announced that it has been requested by local fire departments that NIPSTA reconsider its policy regarding facility use by MABAS Division 3. Presently, the vast majority of the Division members are also members of NIPSTA. Discussion among Executive Committee members ensued. President Earl referred the matter to the NIPSTA Finance and Administration Committee for further review.

C. NIPSTA Foundation

In response to an inquiry by President Earl, Mr. Lahey reported that there had not been any progress on development of a revenue-sharing agreement between the NIPSTA Foundation and the Glenview-based Kohl Children's Museum as it relates to the "Touch-a-Truck Family Festival" in 2007.

D. Training Program Advertising and Promotion

In response to an inquiry by President Earl, Mr. Zaleski stated that it is normal practice for NIPSTA to utilize direct mail, targeted email, and the NIPSTA website as means of encouraging student registrations to NIPSTA training programs.

E. Crime Scene Training Laboratory

President Earl stated that a formal ceremony will be planned later this year to announce completion of construction of the NIPSTA Crime Scene Training Laboratory. It is expected that Senator Durbin will participate in this event, along with elected officials representing the NIPSTA membership. Mr. Rigoni requested that the timing for this activity be announced as soon as possible in order to allow sufficient time for planning and scheduling.

VIII. Next Meeting

President Earl announced that the next meeting of the NIPSTA Executive Committee is scheduled for Tuesday, February 6, 2007 at 11:00 a.m. The NIPSTA Board of Directors will meet thereafter at 1:00 p.m. He reported that Mr. Lahey will be unable to be present.

IX. Adjournment

A motion to adjourn the meeting was made by Mr. Wiberg and seconded by Chief DeLopez. The motion was unanimously approved at 11:45 p.m.

Respectfully Submitted,

Alan Wax  
NIPSTA Secretary