

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

March 6, 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
Chief Alan Wax	Highland Park Fire Department
Tim Wiberg (at 11:05 am)	Village of Lincolnwood
Al Rigoni	Village of Skokie

Also present was NIPSTA Executive Director Robert Lahey, NIPSTA Administrative Assistant Phil Zaleski, and Northfield Township Trustee (and Glenview resident) Robert Dunne (at 10:40 am).

I. Call to Order

The meeting was called to order at 10:08 a.m. by NIPSTA President Mike Earl.

II. Approval of Minutes

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

III. Treasurer's Report

A. FY 2007 Financial Report

Treasurer Pfeiffer referenced the Two-Month Financial Report and stated that there is FY 2006 year-end activity that is not reflected in the FY 2007 year-to-date report. Specifically, entries are necessary to reflect tuition fees and membership dues that were invoiced in December 2006. Treasurer Pfeiffer announced that he would make these adjustments in the near future.

Mr. Pfeiffer commented on the fact that revenues in FY 2007 compare favorably to those received during the first two months of 2006. Notable increases are evident in membership dues, firefighter candidate recruitment services, and tuition fees. Mr. Pfeiffer also reported that \$90,000 invested in IMET during 2006 remained there all year and was not needed last year to pay operating expenses. Additionally, \$9,500 in federal grant funding of NIPSTA training props has yet to be spent. That amount will be carried forward to 2007, when it will be received.

Mr. Earl inquired about the rationale for sending invoices in December prior to the beginning of the NIPSTA fiscal year instead of waiting until after many Members' new fiscal years begin in May. Mr. Lahey noted that a delay in receipt of dues payments from a few Members does not present a cash flow challenge. Discussion among Executive Committee members resulted in consensus support for continuing the current practice of sending invoices in December without strict enforcement of a due date.

A motion was made by Chief Ericksen, and seconded by Chief Wax, to approve the FY 2007 Financial Report. The motion was unanimously approved.

B. Check Register – February 2007

A motion was made by Mr. Reynolds, and seconded by Mr. Rigoni, to approve the Check Register for the month of February 2007. The motion was unanimously approved.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee Report

Mr. Lahey reported that the members of the Finance and Administration Committee met on March 2, 2007. The agenda included discussion of NIPSTA staffing its accounting/bookkeeping activities. He noted that these tasks are presently being performed on a contract basis by an individual who visits NIPSTA one day per month. However, a new hire is now required as a result of this person pursuing full-time employment elsewhere. Members of the Finance and Administration Committee have recommended that a job description and scope of services document be developed for the purpose of soliciting another individual or an accounting firm to fulfill the requirements. Mr. Earl requested that a copy of the document be provided to him, as well.

Mr. Lahey announced that NIPSTA Treasurer Pfeiffer, a member of the Finance and Administration Committee, has authorized the deposit of \$100,000 to the Illinois Metropolitan Investment Fund-Convenience Fund.

Mr. Lahey provided an update of efforts to explore how NIPSTA may secure Workers' Compensation insurance coverage for its instructors, who serve as independent contractors. Discussions are underway with the current NIPSTA insurance broker, and other similar training academies, that will provide options for future consideration by the Finance and Administration Committee.

Lastly, Mr. Lahey referenced correspondence received from NIPSTA legal counsel that concludes the matter related to delinquent property tax payments. Cooperation between NIPSTA and the Village of Glenview has resulted in the matter being resolved favorably. Therefore, NIPSTA is not liable for more than \$180,000 in past due fees. Mr. Rigoni suggested that staff remain diligent in monitoring this issue far into the future.

B. Fire/EMS Training Committee Report

Committee Chair Ericksen stated that the Fire/EMS Training Committee is scheduled to meet on March 21, 2007. There will be discussion related to the recruitment of instructors for future fire service training programs.

Chief Ericksen announced the completion of construction of the NIPSTA Vertical Training Prop. This new asset will be useful to police and fire department personnel. The four-story structure includes a liquid propane-fueled burn prop on the third floor. Stairways, balconies, doors, and windows add to the unique training opportunities now available on the NIPSTA Campus.

Chief Ericksen reported that the Fire Officer Training Program, offered in cooperation with Oakton Community College, is enjoying tremendous success in 2007. All three programs have been filled to capacity with 40 students. The remaining six programs scheduled later this year are also in high demand.

C. Police/Law Enforcement Training Committee Report

Committee Chair Caudill announced that the NIPSTA Campus is presently being utilized by the Northern Illinois Police Alarm System. Forty members of the S.W.A.T. team are participating in week-long training that addresses WMD Tactical Operations. A facility use fee of \$1,000 has been assessed.

Next month, the Illinois Tactical Officers Association will perform its first-ever Field Training Exercise at NIPSTA. Approximately \$1,000 in facility use fees will be collected from this one-day activity.

Chief Caudill reported that he is engaged in discussions with a Northbrook-based private detective agency that is proposing to rehabilitate the NIPSTA Firearms Range and return it to operating condition. He stated that the discussions are very preliminary at this point in time until the motives of the firm are better known and understood.

D. Public Works Training Committee Report

Committee Chair Reynolds reported that the Committee met last month and discussed the ambitious 2007 training calendar, which is well underway. Most notably, the Public Works Supervisors Academy begins later this month. Early registrations are favorable.

Mr. Reynolds announced that Mr. Earl has invited Mr. Andy DeMonte, Director of Public Works for the Village of Morton Grove, to succeed him as Committee Chair in mid-year 2007. This appointment will be presented for approval by the NIPSTA Board of Directors at its regularly-scheduled meeting in June. Chief Globerger noted that Mr. DeMonte is a valuable member of the NIPSTA Facilities and Grounds Committee and would be a fine addition to the NIPSTA Executive Committee.

E. Facilities and Grounds Committee Report

Committee Chair Globerger reported that the proposal for a new NIPSTA Campus entry sign on Patriot Boulevard will be considered by the Village of Glenview Appearance Commission at its meeting on March 7, 2007. The departmental review of the NIPSTA application for a variance from the Sign Code has not resulted in any difficulties or objections thus far.

Chief Globerger explained that a unique opportunity has been presented to NIPSTA from Sporting News Radio - a business located in neighboring Northbrook. The company is relocating its offices and has offered a substantial amount of office equipment, furniture, and supplies to the NIPSTA Foundation. He explained that there is no cost involved, other than the expense of moving the materials to Glenview. However, this is not budgeted in 2007. Discussion among Executive Committee members resulted in consensus support for NIPSTA staff to complete this activity in the most economical manner. Mr. Lahey reported that 80% of this material will be utilized as furniture in NIPSTA offices, classrooms, and future user areas; while the remaining 20% will be utilized in NIPSTA training simulators, such as the Structural Collapse Prop.

Chief Globerger presented a listing of capital improvements to be accomplished on the NIPSTA Campus. The priorities were compiled by the members of the Facilities and Grounds Committee. In response to an inquiry by Mr. Rigoni, Chief Globerger explained that the Committee members are focused upon improving the classroom training environment by making the video screens more easily viewed by students.

Mr. Earl stated that the listing should be shared with the NIPSTA Foundation as it continues to identify potential funding sources. Chief Ericksen added that the NIPSTA budget in the future should include more resources for capital expenditures. Mr. Earl suggested that donations of equipment and supplies from NIPSTA Members may also help the organization to achieve its goals. Chief Caudill added that federal government surplus programs should also be explored as options. Mr. Lahey reported that a formal request has been submitted to the Office of Senator Richard Durbin in the hope that one or more federal grant programs could assist NIPSTA.

V. President's Report

Mr. Earl referred to a report prepared by Mr. Lahey summarizing the mission of the NIPSTA Legislative and Public Information Committee. With the impending retirement of Committee Chair Reardon (Northbrook Fire Department), this is an opportunity to re-consider the Committee's future. Mr. Reynolds and Chief Wax noted that the work of the Committee is already being completed by the current NIPSTA staff. Therefore, the Committee's mission may no longer be relevant. Mr. Earl stated that an amendment to the NIPSTA Bylaws would be necessary to dissolve the Committee. Such an amendment requires approval from the Board of Directors.

A motion was made by Chief Wax directing the NIPSTA Finance and Administration Committee to include this Bylaws amendment with others that are being considered for proposal to the Board of Directors in 2007. The motion was seconded by Mr. Reynolds, and unanimously approved.

Mr. Rigoni suggested that future Bylaws amendments should not result in a decrease in the number of Executive Committee members. Instead, consideration should be given to adding an "at-large" member of the Executive Committee in order to preserve it as a governing body comprised of twelve persons. Mr. Earl stated that he would discuss this matter with Mr. Lahey and present a recommendation to the Finance and Administration Committee.

VI. Executive Director's Report

A. Thomas Place – Glenview, IL

Mr. Lahey reported that he delivered a presentation to the residents of Thomas Place, located adjacent to NIPSTA on Patriot Boulevard. The facility has been home to more than 100 senior citizens since November 2006. Mr. Lahey introduced them to NIPSTA and explained the nature of the public safety training activities that they could expect to witness on the NIPSTA Campus, which is located immediately to the north. The presentation was very well received. A Campus tour for the residents of Thomas Place will be scheduled in the summer 2007.

In response to an inquiry by Chief Wax, Mr. Lahey reported not having heard back from Kohl's Children's Museum following the NIPSTA proposal to share profits from the Touch-a-Truck event proposed on the NIPSTA Driver Training Pad.

B. Annual Performance Objectives – 2Q Report

Mr. Lahey presented a report that summarized progress made towards fulfillment of the performance objectives established by the NIPSTA Board of Directors in August 2006.

VII. Other Business

A. Driver Training Simulator Subcommittee Report

Mr. Zaleski reported that a 15-member Subcommittee consisting of NIPSTA Members from police, fire, and public works disciplines was convened in January and February 2007. The following project timeline has been agreed to:

- March 31, 2007: Request for Proposals Issued
- April 15, 2007: RFP Response Deadline
- May 1, 2007: Committee Meeting
- June 1, 2007: Project Award Approval by NIPSTA/Lincolnwood
- July thru September: Equipment Procurement, Location Build-Out, and Installation

Mr. Zaleski explained that preliminary interviews with prospective vendors were held last week. As a result, it was determined that the new equipment would complement the education that is currently available on the NIPSTA Driver Training Pad. The new technology is also intended to improve vehicle operators' reaction times and driving skills.

In response to an inquiry by Mr. Pfeiffer, Mr. Zaleski stated that the grant amount was not disclosed to the vendors. Nevertheless, all of the award details are a matter of public record.

In response to an inquiry by Mr. Reynolds, Mr. Zaleski explained that the training equipment will be adaptable and applicable to public works employees. The Committee includes several public works representatives.

Mr. Rigoni emphasized the value of this new technology to private businesses and public sector risk managers who can utilize the equipment for a fee at NIPSTA. Chief Globerger concurred, stating that one of the attractions of this equipment is that it is not available elsewhere in the Chicago metropolitan area.

Mr. Earl thanked Mr. Zaleski for the report, and also acknowledged the contribution of the Village of Lincolnwood as the regional grant recipient. Further, he recommended that the Committee require the vendor of choice to provide extended warranty coverage for the equipment.

B. NIPSTA News and Notes

Mr. Earl complimented NIPSTA staff on the quality of content included in the semi-monthly *NIPSTA News and Notes* electronic newsletter.

VIII. Next Meeting

President Earl announced that the next meeting of the NIPSTA Executive Committee is scheduled for Tuesday, April 3, 2007 at 11:00 a.m. The NIPSTA Board of Directors will meet immediately thereafter at 1:00 p.m.

IX. Adjournment

A motion to adjourn the meeting was made by Mr. Rigoni and seconded by Chief Caudill. The motion was unanimously approved at 11:40 a.m.

Respectfully Submitted,

Alan Wax
NIPSTA Secretary