

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**May 1, 2007**

The following Executive Committee Members were present:

Mike Earl	Village of Wilmette
Chief Wayne Globerger	Glenview Fire Department
Ron Pfeiffer	Village of Lincolnwood
Andy DeMonte	Morton Grove Public Works Department
Tim Wiberg	Village of Lincolnwood
Al Rigoni	Village of Skokie

Also present was NIPSTA Executive Director Robert Lahey, NIPSTA Administrative Assistant Phil Zaleski, and NIPSTA Administrative Intern Mark Passignajen.

I. Call to Order

The meeting was called to order at 10:19 a.m. by NIPSTA President Mike Earl. Mr. Earl welcomed Mr. DeMonte as a new Committee member and Chair of the Public Works Training Committee. Mr. DeMonte offered a summary of his professional experience as a member of the Village of Morton Grove Public Works Department since 1969. He was named Department Director 3-4 years ago and is an advocate of the NIPSTA training mission.

II. Approval of Minutes

A motion was made by Mr. Wiberg, and seconded by Mr. Pfeiffer, to approve the Minutes of the Executive Committee meeting on April 3, 2007. The motion was unanimously approved.

III. Treasurer's Report

A. Year-to-Date Financial Report and Monthly Check Register

Treasurer Pfeiffer referenced the Year-to-Date Financial Report for the four-month period ending April 30, 2007. He noted the following:

- Cash Assets are \$15,000 higher compared to 2006;
- Accounts Receivable is \$25,000 higher compared to 2006;
- Membership Dues are \$43,000 higher compared to 2006; and,
- Firefighter Candidate Recruitment Program revenue is \$15,000 higher compared to 2006.

Mr. Pfeiffer stated that staff diligently pursues all Accounts Receivable that are more than 60 days past due. He has also asked staff to take advantage of the tax-exempt status that NIPSTA enjoys with its vendors.

Mr. Pfeiffer also presented the Check Register for the month of April 2007. In response to an inquiry by Mr. Wiberg, Mr. Lahey stated that payment to Charter Construction Company in the amount of \$123,000 is for construction services related to the new NIPSTA Crime Scene Training Laboratory. In response to a follow-up inquiry, Mr. Lahey explained that the Citibank credit card expense of \$9,600 is primarily attributable to a training expense of \$5,600 at a local hotel.

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

#### B. 2007 Membership Dues Report

Treasurer Pfeiffer referenced a report of membership dues payments that have not yet been received from three renewing members. These payments are expected after May 1, 2007. In the meantime, there is no financial hardship endured by NIPSTA as a result.

#### C. 2006 Financial Audit Status Report

Treasurer Pfeiffer commented on the efforts undertaken by the accounting staff of Wolf & Company. Their fieldwork was completed in April. A draft audit report will be delivered to the NIPSTA Finance and Administration Committee in May. Final approval of the audit report is will be requested during the summer months. Thus far, Mr. Pfeiffer has not received any notice of reportable conditions. Close communication between Wolf & Company and NIPSTA representatives will continue as the audit process nears its conclusion.

### IV. NIPSTA Attainment Plan

#### A. Finance and Administration Committee Report

Committee Chair Wiberg reported that the Committee is scheduled to meet in mid-May. In recent weeks, Committee members have been working cooperatively with the NIPSTA Executive Director to address challenges related to new Workers' Compensation insurance that is required as a result of the current underwriter's withdrawal from the Illinois market. Chair Wiberg referenced a summary report of activity.

Discussion among Executive Committee members focused on a recommendation from the Finance and Administration Committee that a new insurance policy for NIPSTA staff and instructors become effective May 5, 2007. A motion was made by Treasurer Pfeiffer to bind this coverage for NIPSTA staff, and engage in further dialogue with the NIPSTA insurance broker prior to providing coverage for instructors, who are independent contractors. Following a second by Mr. Wiberg, the motion was unanimously approved.

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

In the absence of Committee Chair Ericksen (Arlington Heights), Mr. Lahey reported that an application will be submitted to the federal Assistance to Firefighters Grant program later this week. The application is being developed in cooperation with the Village of Lincolnwood for procurement of an Incident Command simulation system.

Mr. Lahey also reported that new special rescue training sessions on the NIPSTA Campus are well-attended and proceeding smoothly. The programs are delivered with assistance from the Illinois Fire Service Institute on new training props.

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

In the absence of Committee Chair Caudill (Park Ridge), Mr. Lahey announced that a new group of law enforcement professionals will be training at NIPSTA next month. The Illinois Metropolitan Enforcement Group will sponsor its two-week Basic Narcotics Investigator School beginning June 11, 2007.

Mr. Lahey also reported that construction of the NIPSTA Crime Scene Training Laboratory is scheduled to be completed within 30 days. This follows a very unfortunate sequence of events in recent months when the contractor has been delinquent in making progress towards completion.

#### D. Public Works Training Committee Report

Committee Chair DeMonte reported that the Committee is scheduled to meet again on May 9, 2007 and finalize the leadership transition to him from Jim Reynolds (Northbrook).

#### E. Facilities and Grounds Committee Report

Committee Chair Globerger reported that the Committee will meet on May 24, 2007. Most recently, however, a member of the Glenview Fire Department provided pro bono CPR training services to the NIPSTA staff. This was a necessary follow-up to the installation of two AED devices on the NIPSTA Campus.

### V. President's Report

#### A. 2007 First Quarter Activity Report

Mr. Earl presented a summary of NIPSTA training activity during the first three months of 2007. The data demonstrated a substantial increase in the number of educational programs, student attendees, and website visitors when compared to 2006. Mr. Earl complimented the staff for providing this performance report, and thanked the NIPSTA members for their cooperation and support.

B. Membership Orientation Luncheon

Mr. Earl announced that the next NIPSTA Membership Orientation Luncheon is scheduled June 11, 2007. This is an opportunity for NIPSTA to showcase its programs and facilities to prospective new members.

Mr. Rigoni suggested that current NIPSTA members also be invited to attend this event, especially for those units of local government that have new, recently-elected officials. There was consensus support among Executive Committee members for this proposal.

VI. Executive Director's Report

Mr. Lahey reported that negotiations with the American Red Cross of Greater Chicago have failed to result in the organization hosting its annual meeting on the NIPSTA Campus in June 2007. A \$750 facility use fee was proposed, but deemed unacceptable. Discussion among Executive Committee members resulted in a recommendation that this opportunity be considered again in the future.

VII. Other Business

A. Driver Training Simulator Subcommittee

Mr. Zaleski summarized the activities of a NIPSTA subcommittee that is providing strategic oversight of the expenditure of more than \$200,000 in federal grant funds. This grant award will result in the addition of a Driver Training Simulator on the NIPSTA Campus.

Mr. Zaleski explained that the subcommittee has enjoyed tremendous support from the Village of Lincolnwood Fire Department, as the grant recipient, and other NIPSTA representatives of the police, fire, and public works sectors.

The Committee's work was begun in January 2007. A formal Request for Proposal (RFP) was issued in April 2007. Vendor interviews are planned in May 2007, with a recommendation anticipated to the NIPSTA Board of Directors in June 2007.

Chief Globerger recommended that the vendor assessment process consider issues related to the repair, service, and warranty of this high-tech equipment.

B. Security/Alarm Equipment Donation by General Electric

As a follow-up to discussion at last month's meeting of the NIPSTA Executive Committee, Mr. Rigoni suggested that the security and fire alarm equipment donation being contemplated by General Electric (GE) be directed to the NIPSTA Foundation. This would provide a tax advantage to the donor and credibility to the Foundation during its early stages of formation. In response to Executive Committee members' support for this proposal, NIPSTA staff was directed to negotiate this donation.

VIII. Next Meetings

President Earl announced that the next meeting of the NIPSTA Executive Committee is scheduled for Tuesday, June 5, 2007 at 11:00 a.m. The NIPSTA Board of Directors will meet immediately afterwards at 1:00 p.m.

IX. Adjournment

A motion to adjourn the meeting was made by Mr. DeMonte and seconded by Mr. Wiberg. The motion was unanimously approved at 10:54 a.m.

Respectfully Submitted,

Robert T. Lahey  
NIPSTA Executive Director