

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

May 6, 2008

The following Executive Committee members were present:

Chief Joe De Lopez	Winnetka Police Department
Tim Wiberg	Village of Lincolnwood
Mike Earl	Village of Wilmette
Andy DeMonte	Morton Grove Public Works Department
Chief Ralph Czerwinski	Skokie Fire Department
Chief Wayne Globberger	Glenview Fire Department
Chief Alan Wax	Highland Park Fire Department
Chief Paul Tasch	Morton Grove Police Department
George Van Geem	Village of Niles

Also present was NIPSTA Executive Director Robert Lahey.

I. Call to Order

The meeting was called to order at 11:10 a.m. by NIPSTA President De Lopez.

II. Approval of Minutes

A motion was made by Chief Tasch, and seconded by Mr. De Monte, to approve the Minutes of the Executive Committee meeting on April 1, 2008. The motion was unanimously approved.

III. Treasurer's Report

A. FY 2008 Year-to-Date Financial Reports

Treasurer Van Geem deferred to Mr. Lahey to deliver the Treasurer's Report. Mr. Lahey summarized a memorandum that addressed inquiries resulting from the April meeting of the NIPSTA Executive Committee. Mr. Wiberg requested additional information about how the accounting/bookkeeping service provider would consolidate multiple accounts in the Illinois Metropolitan Investment Fund.

Mr. Lahey referenced the year-to-date financial reports and noted the following on the Balance Sheet and Statement of Profit and Loss:

- Total Income exceeds \$626,000 and represents 63% of the annual Budget after four months (33%) of the current fiscal year;
- Total Expense exceeds \$206,000 and represents 34% of the annual Budget after four months (33%) of the current fiscal year;

A motion was made by Mr. Wiberg, and seconded by Mr. De Monte, to approve the Year-to-Date Financial Reports. The motion was unanimously approved.

B. Check Registers – March and April 2008

Mr. Lahey presented the Check Registers for March and April 2008. The following discussion ensued:

- Mr. Earl requested that the Finance and Administration Committee review the NIPSTA insurance policy and coverage limits on an annual basis.
- Chief DeLopez requested that future check register reports include more specific information. He suggested that the report format be amended to allow for this expanded amount of detail.
- In response to an inquiry by Mr. Earl, Mr. Lahey explained that payment of \$500 to James Dominik was compensation for his role as a Lead Instructor of Fire Officer training.
- In response to an inquiry by Mr. Wiberg, Mr. Lahey reported that payment of \$11,091 to Charter Construction was the final, closeout remittance for recent remodeling work completed in the NIPSTA Education Center.

A motion was made by Chief Czerwinski, and seconded by Mr. Wiberg, to approve the March 2008 check register. The motion was unanimously approved.

A motion was made by Chief Czerwinski, and seconded by Chief Tasch, to approve the April 2008 check register. The motion was unanimously approved.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

In the absence of Committee Chair Harlow (Glencoe), Mr. Lahey reported that the Committee met on April 16, 2008. The three topics of discussion included: FY 2007 Financial Audit, NIPSTA Facility Use Policy, and NIPSTA Staffing Proposal. The Committee is scheduled to meet again on May 15, 2008.

B. Fire/EMS Training Committee

Committee Chair Czerwinski reported on the following Committee activities:

- The Village of Skokie Fire Department submitted an application on behalf of the NIPSTA membership to the 2008 Fire Act Grant Program. The application is for an Incident Command Simulator valued at \$175,000 - \$35,000 of which would be funded by NIPSTA in the FY 2009 Budget.
- The first-ever NIPSTA Firefighter II Academy will be offered in January/February 2009. A seven-month planning process begins later this month in order to prepare for the required amount of staff, equipment, supplies, and training facilities. The financial impact of these challenges will be addressed during this planning phase.
- Live fire training is now available on the NIPSTA Campus. This has required the preparation of training props, the selection of qualified instructors, and the appropriate training of instructors. All of this will be accomplished in advance of the regional MABAS Division 3 training exercises that are scheduled throughout May 2008.

C. Police Training Committee

Committee Chair Tasch reported that Committee members are working cooperatively and making progress on the following activities:

- The NIPSTA review of training resources offered by Augmented Visual Abilities, Inc. has been completed and the vendor has vacated the NIPSTA Campus without any difficulties or challenges.
- NIPSTA had an exhibit display at the 2008 Annual Conference of the International Law Enforcement Education Trainers Association in Wheeling, Illinois. More than 700 attendees from throughout the nation were in attendance. Next year, it is hoped that some of the Conference activities will be hosted on the NIPSTA Campus in Glenview.
- As NIPSTA considers whether or not to host the Illinois P.O.W.E.R. Test for local police departments, a survey of NIPSTA members is planned. This is for the purpose of measuring the potential for support of this new program. Staff has consulted with the Northwest Municipal Conference and received its endorsement to proceed with this testing process, which would be modeled after a similar test administered by NIPSTA for local fire departments.
- As NIPSTA considers the development of a curriculum for driver training simulators and firearms Simunitions, there is a need for new instructors. Staff has negotiated a partnership with Oakton Community College that will result in the College funding the expense of instructor recruitment and curriculum development. There will be other expenses, as well, especially for training equipment and supplies.

D. Public Works Training Committee

Committee Chair DeMonte reported that 22 different public works training programs are scheduled in May/June 2008. The Committee is scheduled to meet again on May 14, 2008 to consider new ideas and new opportunities. Mr. DeMonte noted that three additional driver training sessions had to be added since the initial five sessions were quickly sold-out.

E. Facilities and Grounds Committee

Committee Chair Globerger referred to a summary report and recommendation by the Committee to award a contract for landscaping services to Countryside Industries, Inc. in Wauconda, Illinois. This recommendation follows the release of a formal Request for Proposals (RFP) by NIPSTA in March 2008. This new contract is required to replace the vendor from last year that is no longer in business. Chief Globerger noted that the proposed cost is greater than the 2007 expense and 2008 budget, but can be accommodated in the FY 2008 NIPSTA Budget.

A motion was made by Mr. Van Geem, and seconded by Mr. Earl, to approve a one-year contract with an estimated expense of \$6,750 and to recommend approval of a three-year contract by the NIPSTA Board of Directors. The motion was unanimously approved.

Chief Globerger then announced that the next Committee meeting is scheduled on May 22, 2008 for further consideration of other matters related to NIPSTA facilities and grounds.

V. President's Report

A. NIPSTA Membership Retention Report

Chief De Lopez presented a 2008 Membership Retention Report, which detailed the receipt of membership dues since January 1, 2008. Five members have not yet remitted payment.

B. New Membership Applications

Chief De Lopez presented two new member applications: Village of Hanover Park and Village of Northfield. Their combined membership dues are approximately \$10,000. A motion was made by Mr. Earl, and seconded by Chief Tasch, to approve both membership applications and recommend their approval by the NIPSTA Board of Directors. The motion was unanimously approved.

Chief De Lopez reported that he has requested that the Skokie Village Manager discuss membership renewal for the Highland Park Public Works Department with the City Manager there.

Mr. Earl requested that the Finance and Administration Committee review the NIPSTA Bylaws as it relates to the membership dues formula for public works departments; specifically, whether or not it should include bus driving personnel.

VI. Executive Director's Report

A. Quarterly Activity Report

Mr. Lahey presented a report of NIPSTA activity during the first three months of 2008, including a comparison to 2007. Mr. Wiberg suggested that a targeted marketing effort be launched in order to invite use of the NIPSTA Driver Training Pad by school bus companies and taxi cab companies. In response to an inquiry by Chief Tasch, Mr. Lahey explained that outbound NIPSTA emails are sent to current members and previous students. Chief Czerwinski requested that staff prepare a report that documents the amount of tuition fees received and training facility use by each NIPSTA member.

B. Cook County Homeland Security Training

Mr. Lahey reported that the Cook County Board of Commissioners today is reviewing the NIPSTA proposal for delivery of homeland security-related training between April 1, 2008 and September 30, 2008. A positive result is anticipated.

VII. Other Business

A. NIPSTA Foundation Public Safety Awareness Day

Mr. Lahey summarized the elaborate plans that are underway in preparing for the first-ever Public Safety Awareness Day on June 8, 2008. This event is intended as a showcase of the public safety training programs, services, and equipment that are available on the NIPSTA Campus. This will increase awareness about the NIPSTA mission and help to raise funds to support the continued growth of the Academy. He encouraged all Executive Committee members to attend. Mr. Earl suggested that the leadership of the Cook County Board of Commissioners be invited, as well.

B. Northern Illinois Crime Laboratory

Chief De Lopez reported that Mr. Lahey hosted the staff of the Northern Illinois Crime Laboratory for a NIPSTA site visit and tour last month. This meeting was for the purpose of building collaborative relationships between both intergovernmental agencies. However, the Crime Lab staff acknowledged that NIPSTA lacks the appropriate type of equipment in the new Crime Scene Training Laboratory. Their suggestion is to use NIPSTA facilities for training skills related to evidence gathering. Chief De Lopez requested that the Police Training Committee develop one or more strategies that will result in better use of NIPSTA training assets.

VIII. Next Meetings

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, June 3, 2008 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. De Monte and seconded by Mr. Van Geem. The motion was unanimously approved at 1:05 p.m.

Respectfully Submitted,

Alan G. Wax
NIPSTA Secretary