

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

April 1, 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
Diana Mikula	Village of Arlington Heights
Chief Ralph Czerwinski	Skokie Fire Department
Chief Wayne Globerger	Glenview Fire Department
Paul Harlow	Village of Glencoe
Chief Alan Wax	Highland Park Fire Department
Chief Paul Tasch	Morton Grove Police Department

Also present were NIPSTA Assistant to the Executive Director Phil Zaleski and Greg Ford, The PAR Group.

I. Call to Order

The meeting was called to order at 11:02 a.m. by NIPSTA President De Lopez.

II. Approval of Minutes

A motion was made by Mr. Wiberg, and seconded by Chief Tasch, to approve the Minutes of the Executive Committee meeting on February 8, 2008. The motion was unanimously approved.

A motion was made by Mr. Earl, and seconded by Mr. Wiberg, to approve the Minutes of the Executive Committee meeting on March 4, 2008. The motion was unanimously approved.

III. Treasurer's Report

A. FY 2008 First Quarter Financial Reports

In the absence of Treasurer Van Geem, President De Lopez referred Committee members to the financial reports for the three-month period ending March 31, 2008. President DeLopez noted that faster turn-around times for Accounts Receivable has been a focus of Staff, and they have been successful in this regard. Also of note is that most of the A/R is monies owed from Cook County for the DHS training.

The following inquiries were raised regarding the Balance Sheet and P & L Statement:

- Explain -\$32,395 in the “IMET-Other” line item;
- Explain \$88,890 in the “Grant Projects Retainage” line item;
- How could the Cost of Goods Sold for Training (\$85,266) be higher than the Tuition Fee Income (\$57,513) if the Tuition Fees income includes Accounts Receivables (amounts invoiced but not yet received)?

President DeLopez commented on the low amount of Police Tuition income compared to Fire/EMS and PW. Mr. Zaleski noted that much of the Police participation is in DHS Incident Command classes, and additional dollars are anticipated once the driver training classes begin. Additionally, the Fire Officer I and II classes are in big demand, and thus are extremely successful offerings. Chief Czerwinski noted that the Fire training partnership with Oakton Community College (OCC) continues to be strong and beneficial, and suggested a similar partnership for Police training could be developed. Chief Tasch indicated that he would have further discussions with the OCC Law Enforcement Curriculum representative.

In response to an inquiry regarding the Statement of Profit and Loss, Mr. Zaleski explained that there was no activity in the “Independent Contractor Agreements” line item due to the fact that invoices have not yet been issued in 2008.

President DeLopez indicated that the financial reports show that NIPSTA is overall doing very well, with good cash flow. Those areas not meeting budget projections are offset by others that exceed the budget, such as 105% in dues income thanks to new members Des Plaines Fire Department and Northfield Township Road District.

Chief De Lopez deferred approval of the First Quarter Financial Reports pending resolution of these issues.

B. Approval of Check Register

Chief De Lopez presented the Check Register for March 2008. The following inquiries were raised:

- Why the \$16,621 payment to Oakton Community College, and how/why the process provides for NIPSTA to pay OCC and then receive most of the funds back. Mr. Zaleski explained that, in order to get credit for the classes, and recognition through the State Fire Marshal’s Office, the process must be followed;
- Explain the \$29,907 payment to Volunteer Fireman’s Insurance Services for insurance, related to if this is a change from previous years, and if this amount was budgeted;

- What service Synergistic Networks provided, to which Mr. Zaleski reported they are the web site and e-mail account provider. To be explained is if the \$3,277 payment is an annual or quarterly (or other) charge;
- Explain the multiple payments to Colleen O'Toole for work performed for the NIPSTA Foundation. Mr. Zaleski indicated that Ms. O'Toole received payment from NIPSTA, however NIPSTA will be reimbursed by the Foundation;
- Explain the \$1,038 payment to Purchase Power, and who this organization is;
- Explain the payments to the United States Treasury and IDOR. Mr. Zaleski explained that these were for payroll taxes.

Chief De Lopez reminded the Committee members that he is reviewing the credit card statement monthly and following-up as needed. He deferred approval of the Check Register for March 2008 pending resolution of the above-noted issues.

C. FY 2007 Financial Audit

Chief De Lopez reported that the annual financial audit of NIPSTA activities in 2007 will be performed by Wolf & Company beginning in April 2008. The final audit report is expected to go to the Finance & Administration Committee, to the Executive Committee, and, finally, to the Board of Directors in August.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

Committee Chair Harlow reported that the first Committee meeting in 2008 is scheduled on April 16, 2008. The agenda will include discussion of NIPSTA Member Benefits and the Facility Use Policy.

Mr. Harlow also announced that an agreement has been reached with Red Roof Inn in Northbrook, Illinois in order to provide discounted overnight accommodations for NIPSTA students, guests, and visitors. This agreement provides a 10% commission to NIPSTA for all revenue derived from NIPSTA-referred guests. Reservations to these hotels can be made directly online through the NIPSTA website. Chief DeLopez also recommended discussions be held with the new Sheraton Hotel being constructed at Willow and Waukegan for a potential similar arrangement.

B. Fire/EMS Training Committee

Committee Chair Czerwinski reported on the MABAS Division 3 training that was discussed at last month's meeting of the Executive Committee. Subsequent discussions with MABAS Division 3 chiefs have resulted in re-consideration of the proposed Memorandum of Understanding with NIPSTA. It will not be presented for approval. Instead, the training will occur in May 2008 with MABAS Division 3 assuming primary responsibility, as it has in years past. The role of NIPSTA will be to provide the facilities and instructor payroll services, as it has in years past. For future training, NIPSTA may provide classes that Division 3 may take advantage of and attend. A discussion ensued related to facility use and billing, especially for multi-agency organizations that have some NIPSTA members and some non-members. The Finance & Administration Committee is already slated to look at the issue. Mr. Earl requested that the Finance & Administration Committee also look at the training fee structure and consider increasing tuition fees for non-members that participate in training.

Chief Czerwinski announced that a 2008 Fire Act Grant application is being prepared by Staff. Skokie Fire Department will be the grant applicant, but NIPSTA will write the grant for a proposed incident command simulator, which is a large-sized video system that will enable emergency personnel to engage in training exercises and practice their responses in a multi-disciplinary environment. The financial match for the grant will be borne by NIPSTA in 2009 - not 2008. The exact cost is not yet known, because staff is still preparing the application and securing cost estimates from prospective vendors. The application deadline is April 4, 2008, with award announcement in the summer.

C. Police Training Committee

Committee Chair Tasch reported that negotiations with Augmented Visual Abilities, Inc. (AVA) have resulted in the decision not to pursue a relationship with the vendor. The trial period for the AVA System has concluded. Although police personnel were impressed with the technology, the discussions with company representatives have not proceeded smoothly due to the fact that the company is a new start-up business that is experiencing growing pains. Next week, AVA will be asked to remove their equipment from the NIPSTA premises later this month. The Committee may revisit this training opportunity in the future if it is appropriate.

Chief Tasch announced that a subcommittee met last month to discuss whether or not NIPSTA should consider becoming a provider of the Illinois POWER test for police officer employment candidates. The advantages and disadvantages were debated by subcommittee members. NIPSTA staff also discussed this opportunity with the Executive Director of the Northwest Municipal Conference (NWMC), which already provides this service to local police departments. The NWMC does not object to NIPSTA getting involved. NIPSTA staff also witnessed the test being run at the Suburban Law Enforcement Academy in Glen Ellyn. Subcommittee members will soon meet again to discuss next steps.

D. Public Works Training Committee

Committee Chair DeMonte reported that public works training programs will increase in frequency now that the winter season has ended. Just yesterday, NIPSTA hosted the Electrical Safety Training and Demonstration for a sell-out crowd of more than 75 students. The event included a live demonstration of 7,200 volts of electricity. It was very well-received by attendees, which included a mix of public works, fire, and police personnel. The program was so successful that it will be hosted again by NIPSTA in November 2008. Other upcoming training that can be conducted outdoors in warmer weather conditions includes Flagger Training, Driver Training, Trench Safety, and Confined Space Entry.

Mr. De Monte announced that the 2008 Public Works Supervisors Academy begins on April 4 with a sold-out session entitled "Maximizing Computer Skills." This training is being hosted by Oakton Community College in its computer laboratory one day this week and one day next week. Other upcoming sessions are scheduled in May and June.

E. Facilities and Grounds Committee

Committee Chair Globerger reported that a Request for Proposal (RFP) for landscaping services has been released. It is for the purpose of identifying a new provider of lawn-mowing and landscaping maintenance services. This new vendor will replace the vendor from last year that is no longer in business. The RFP deadline for responses is mid-April, with a selection anticipated by May 1st.

Chief Globerger announced that a donation of equipment has been secured from Palatine Rural Fire Protection District, which is a NIPSTA Member. The District has donated to NIPSTA 12 Motorola radios that can be used on the NIPSTA Campus. The radios were declared surplus by the District as a result of their purchase of a newer model of radios. The units are in good working condition and will be useful to NIPSTA in hosting training exercises on-site.

Chief De Lopez reported that he recently hosted a representative of Motorola for a tour of the NIPSTA Campus and for discussion of opportunities for collaboration and cooperation with NIPSTA. Ms. Mikula commented on the need for funding of roof repairs on the NIPSTA Campus.

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. Ms. Mikula stated that payment will soon be received by NIPSTA from the Village of Arlington Heights.

B. Highland Park Public Works Department

Chief De Lopez referenced correspondence received from the City of Highland Park indicating that the public works department intends to withdraw its NIPSTA membership effective January 1, 2009. He reported that he met with the Mary Anderson, Director of the Public Works Department, in order to discuss this matter. She stated that the decision to withdraw membership is entirely based upon a lack of financial resources. However, Chief De Lopez stated his intentions to request additional support for NIPSTA by asking that the Skokie Village Manager discuss this matter with the Highland Park City Manager.

C. Standing Committee Appointments

Chief De Lopez presented a listing of NIPSTA members who have volunteered to serve on five standing committees. Pursuant to NIPSTA Bylaws, this listing requires Executive Committee approval each year. It was noted that any new committee appointments after today should be presented to the Executive Committee for approval later in the year. A motion was made by Mr. Earl, and seconded by Ms. Mikula, to approve the standing committee appointments as presented by Chief De Lopez. The motion was unanimously approved.

VI. Other Business

A. Goal Setting Session Summary

Chief De Lopez introduced Greg Ford, The PAR Group, who was the facilitator of the NIPSTA Executive Committee Goal Setting Session on February 8, 2008. Mr. Ford presented a listing of long-term and short-term strategies to be pursued by the Academy. This list resulted from priorities identified by Executive Committee members. The following topics were presented as "Major Themes":

- Enhance Academy revenue;
- Determine and meet the needs of members
- Improve NIPSTA marketing and awareness – "Wave the Flag";
- Grow NIPSTA membership;
- Develop relationships with other agencies, including non-traditional organizations
- Build creativity in offerings;
- Pursue grant funding opportunities;
- Maintain Campus infrastructure.

Mr. Ford stated that it was the responsibility of the NIPSTA Executive Committee to use this listing to provide direction to NIPSTA staff and to assign these tasks to one or more NIPSTA standing committees. Chief De Lopez commented that it will be easy to accomplish the more routine tasks, which may provide for some "easy successes." Mr. Earl noted that a follow-up meeting involving a few Executive Committee members should be scheduled in order to begin the process of making progress on these priorities, especially the more complex ones. A sub-committee of President DeLopez, Mr. Earl, Mr. Wiberg, Director Lahey, and Mr. Zaleski was tasked with identifying suggested assignments to address the tasks.

VII. Next Meeting

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, May 6, 2008 at 11:00 a.m.

VIII. Adjournment

A motion to adjourn the meeting was made by Chief Tasch and seconded by Mr. Wiberg. The motion was unanimously approved at 1:50 p.m.

Respectfully Submitted,

Alan G. Wax
NIPSTA Secretary