

# NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

**June 3, 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
Chief Ralph Czerwinski	Skokie Fire Department
Chief Wayne Globerger	Glenview Fire Department
Chief Alan Wax	Highland Park Fire Department
Chief Paul Tasch	Morton Grove Police Department
Diana Mikula	Village of Arlington Heights
Paul Harlow	Village of Glencoe

Also present was NIPSTA Executive Director Robert Lahey.

I. Call to Order

The meeting was called to order at 11:01 a.m. by NIPSTA President De Lopez.

II. Approval of Minutes

A motion was made by Chief Czerwinski, and seconded by Mr. Harlow, to approve the Minutes of the Executive Committee meeting on May 6, 2008. The motion was unanimously approved.

III. Treasurer's Report

A. FY 2008 Year-to-Date Financial Reports

In the absence of Treasurer Van Geem, Mr. Lahey delivered the Treasurer's Report. Mr. Lahey referenced a summary report of the highlights included in the five-month Balance Sheet and Statement of Profit and Loss:

- IMET account balance of more than \$190,000 includes \$75,000 of revenues collected in 2008;
- Current assets of \$3,655 are the result of expenses incurred by NIPSTA on behalf of the NIPSTA Foundation. These expenses have not yet been repaid to NIPSTA;
- Net Income as of May 31, 2008 is \$254, 854;

- Total income after five months is 67% of the annual budget amount;
- Total expense after five months is 42% of the annual budget amount.

Mr. Wiberg inquired about the usefulness of the Balance Sheet. He acknowledged that he is unclear about conclusions that may be drawn from information included in the report. Chief DeLopez commented that the report is required by the NIPSTA Bylaws and preserves transparency in NIPSTA reporting. Mr. Lahey also commented on the staff-prepared memorandum that accompanies the report each month in order to highlight issues of significance that require the attention of Executive Committee members. Additional discussion resulted in staff being directed to amend the memorandum to include matters where significant variances exist from the Annual Budget or from the NIPSTA Statement of Financial Policies. Mr. Earl offered to share a report format that is presently in use in the Village of Wilmette.

A motion was made by Chief Wax, and seconded by Mr. Earl, to approve the financial reports for the period ending May 31, 2008. The motion was unanimously approved.

#### B. Check Register – May 2008

Mr. Lahey presented the new report format for the May 2008 check register, which includes additional detail about each transaction. There was consensus support for continuation of this format. In response to inquiries, Mr. Lahey reported:

- The \$250 payment to Village of Morton Grove was for the cost of 10 tons of gravel delivered to NIPSTA to repair the east-side access road;
- The \$7,946 payment to NICOR was for the cost of natural gas service to the NIPSTA Education Center for a preceding two-month period. Mr. Earl offered to communicate with representatives of NICOR in an attempt to secure complimentary natural gas service to NIPSTA. Mr. Wiberg suggested a similar relationship should be pursued with representatives of Commonwealth Edison, which is the provider of electric service to NIPSTA.

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

#### IV. NIPSTA Attainment Plan

##### A. Finance and Administration Committee

Committee Chair Harlow reported that the Committee is making progress on addressing the challenge of establishing a NIPSTA Facility Use policy that is equitable for NIPSTA members, non-members, and regional emergency response teams. The next Committee meeting is scheduled June 25, 2008.

Mr. Harlow then referred to an agenda report that included a proposal for the addition of part-time NIPSTA administrative support personnel. This could be accomplished with a unique relationship with Oakton Community College, which has offered to assist NIPSTA by making its staff available to NIPSTA on a no-cost basis. Discussion ensued related to the rationale for Oakton Community College to offer this unprecedented support to NIPSTA. In the end, staff was directed to work in cooperation with College administrators and develop an agreement that would commit both parties to this relationship. Furthermore, it was recommended that NIPSTA legal counsel review any such agreement prior to it being presented for approval to the NIPSTA Board of Directors.

Chief Czerwinski suggested that NIPSTA leadership pursue other opportunities for cooperation and mutual benefit with Oakton Community College. Chief De Lopez offered to initiate contact and schedule a meeting with College administrators.

#### B. Fire/EMS Training Committee

Committee Chair Czerwinski reported on the following Committee activities:

- The first-ever NIPSTA Firefighter II Academy will be offered in January/February 2009. A seven-month planning process will begin later this month in order to prepare for the required amount of staff, equipment, supplies, and training facilities. This may include the donation of a surplus fire engine to NIPSTA by the Village of Skokie Fire Department.
- Last month, NIPSTA hosted regional training sponsored by MABAS Division 3 on nine days. This resulted in more than 600 firefighters being trained on three specific skills. All of the training was accomplished successfully due to cooperative efforts between NIPSTA staff and several MABAS instructors.
- The 2008 Trauma/EMS Symposium was sponsored by NIPSTA on May 21<sup>st</sup> at Oakton Community College. The largest audience ever (150 persons) was in attendance and participated in a full day of training related to the continuum of care for the injured person.
- Structural Collapse training and Auto Extrication training were also completed in May 2008. These sessions were instructed by the Illinois Fire Service Institute and hosted by NIPSTA. More than 30 students participated in each of these courses, which utilized several NIPSTA on-site training props.
- The Fire Officer I training program was recently completed. All five sessions in the series were filled to capacity, and NIPSTA staff is considering the viability of offering these sessions again in the fall 2008. This will require consent and cooperation from Oakton Community College.
- The next meeting of the Fire/EMS Training Committee is scheduled on June 18, 2008.

### C. Police Training Committee

Committee Chair Tasch reported that NIPSTA staff has successfully negotiated a facility use agreement with the National Association of Police Work Dogs (NAPWD). The annual conference of NAPWD will be hosted at NIPSTA in June 2009. More than 300 dogs and trainers will be on-site for a four-day training and certification experience.

### D. Public Works Training Committee

In the absence of Committee Chair DeMonte, Mr. Lahey reported that the following Committee activities are underway:

- The Snowplow Training Subcommittee met yesterday for the purpose of planning for the 2008 version of snowplow driver training, which is scheduled in September 2008;
- The May meeting of the Training Committee resulted in preliminary discussion of NIPSTA strategic goals that will directly impact Committee activities and priorities in 2008/2009. Discussion is expected to continue later this year.

### E. Facilities and Grounds Committee

Committee Chair Globerger reported on the following Committee activities:

- The May meeting of the Committee resulted in preliminary discussion of NIPSTA strategic goals that will directly impact Committee activities and priorities in 2008/2009. More discussion to follow.
- Committee members recommend Executive Committee approval of the following non-budgeted financial expenditures:
  1. Education Center Roof Repairs – not to exceed \$1,700. A motion to approve this activity was made by Mr. Wiberg and seconded by Chief Czerwinski. The motion was unanimously approved.
  2. Laptop Computer Purchase – not to exceed \$1,200. A motion to approve this activity was made by Chief Globerger and seconded by Mr. Earl. The motion was unanimously approved.
  3. Hot Water Heater Replacement in Education Center – staff directed to pursue three cost estimates and implement a unit replacement at a cost that does not exceed \$5,500. A motion to approve this activity was made by Chief Wax and seconded by Chief Czerwinski. The motion was unanimously approved.
- The NIPSTA office telephone is experiencing technical difficulties that staff is attempting to resolve as quickly as possible and as economically as possible. No action is requested by Committee members at this time.

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. Four members have not yet remitted payment. Mr. Lahey then provided an update to Committee members informing them that all payments were received in the days immediately following completion of the above-referenced report.

B. Goal Setting Session Priorities

Chief De Lopez reported that he and Mr. Wiberg and Mr. Earl and Mr. Lahey met last month to review the highest priorities resulting from the NIPSTA Executive Committee Goal Setting Session in February 2008. The most pressing matters were referred to several NIPSTA standing committees for follow-up and implementation. Mr. Lahey was directed to make progress on all of these issues, with support provided by each committee chair and members. Chief De Lopez noted that some issues are short-term in nature, while others require long-term planning. He also requested that the final report from the Goal Setting Session be delivered to all NIPSTA members in advance of the August 2008 meeting of the NIPSTA Board of Directors.

Mr. Earl commented on the need for Executive Committee leadership on the strategic priority that includes "enhancing the NIPSTA revenue base." He recommended that Mr. Lahey consult with staff at the Northwest Municipal Conference in order to assess the plausibility of a State legislative initiative to fund NIPSTA operations. This may require NIPSTA to contract with a lobbyist who is familiar with the Illinois General Assembly. Mr. Earl suggested that this matter be included on the agenda for discussion at a future meeting of the Executive Committee.

VI. Executive Director's Report

A. Public Safety Awareness Day – June 8, 2008

Mr. Lahey summarized the plans that are in place 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.

VII. Other Business

A. Training Council Meeting – July 1, 2008

Mr. Wiberg announced that he will serve as Chair of a meeting of the NIPSTA Training Council on July 1, 2008. All Council members will be in attendance.

VIII. Next Meeting

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, July 1, 2008 at 11:00 a.m.

IX. Adjournment

A motion to adjourn the meeting was made by Chief Wax and seconded by Mr. Earl. The motion was unanimously approved at 12:59 p.m.

Respectfully Submitted,

Alan G. Wax  
NIPSTA Secretary