

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

November 6, 2007

The following Executive Committee Members were present:

Mike Earl	Village of Wilmette
Chief Wayne Globerger	Glenview Fire Department
Andy DeMonte	Morton Grove Public Works Department
Tim Wiberg	Village of Lincolnwood
Chief Alan Wax	Highland Park Fire Department
Chief Glenn Ericksen	Arlington Heights Fire Department
Al Rigoni	Village of Skokie

Also present were NIPSTA Executive Director Robert Lahey and NIPSTA Administrative Secretary Sheila Darcy.

I. Call to Order

The meeting was called to order at 10:05 a.m. by NIPSTA President Mike Earl. He introduced new NIPSTA employee, Sheila Darcy, and welcomed her as a member of the Academy staff.

II. Approval of Minutes

A motion was made by Mr. DeMonte, and seconded by Chief Ericksen, to approve the Minutes of the Executive Committee meeting on October 2, 2007. The motion was unanimously approved.

III. Treasurer's Report

A. FY 2007 Year-to-Date Financial Reports

In the absence of Treasurer Pfeiffer, Mr. Lahey referred Executive Committee members to the reports for the period ending October 31, 2007 and noted the following:

- Nearly \$253,000 of Net Income after 10 months of the year;
- Although 142% of annually-budgeted tuition revenue has been received, training expenses are at 119% of budget; and,
- 74% of operating expenses have been incurred thus far.
- \$100,000 was withdrawn from the IMET Account in October to cover payments on capital items that were previously held for punch-list completion.
- Much of the \$350,000 in Accounts Receivable is Tuition receivables, most of which was received in early November, after the report's time period.

In response to an inquiry by Mr. Earl, Mr. Lahey stated that the Membership Dues budget of \$368,431 anticipated the City of Des Plaines Fire Department as a new member in 2007. This did not occur.

A motion was made by Mr. Rigoni, and seconded by Mr. Wiberg, to approve the year-to-date financial reports. The motion was unanimously approved.

B. Approval of Check Register – October 2007

Mr. Lahey presented the Check Register for October 2007. In response to an inquiry, Mr. Lahey explained that the \$1,000 payment to Red's Body Shop, Inc. was for towing services provided in relation to the auto extrication training program. In response to another inquiry, Mr. Lahey stated that payment of \$3,087.91 to ICMA was the quarterly contribution to the ICMA 457 Retirement Plan on behalf of two NIPSTA employees.

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

IV. Finance and Administration Committee Report

A. Amendments to NIPSTA Bylaws

Committee Chair Wiberg initiated discussion related to proposed revisions to the *NIPSTA Intergovernmental Agreement, Contract and Bylaws*. As a follow-up to the discussions that were begun at last month's meeting of the Executive Committee, there was consensus support for the following amendments:

- Article V. Section 4. C. - Appointment of volunteer committee members shall occur at least annually and be subject to approval by the Executive Committee;
- Article V. Section 4. D. - Removal of the minimum number of volunteer committee members;
- Article VIII. Section 1. E. –Meetings of all NIPSTA boards and committees shall be conducted in compliance with the Illinois Open Meetings Act (the previous proposal for only the Board of Directors, Executive Committee, and Finance & Administration Committees to be subject to the Act was withdrawn upon legal counsel recommendation).
- Article VIII. Section 5. – The provision that a member may request a roll call vote on a matter that comes before the Board of Directors, Executive Committee, or Finance and Administration Committee is moved to its own sentence.
- Article X. – Upon the recommendation of NIPSTA legal counsel, several amendments regarding NIPSTA members' liability and indemnification are proposed.
- Article XI. – In the event of dissolution of the Academy, NIPSTA members' financial responsibilities, or share of any excess funds, shall be in direct proportion to the percentage of membership dues paid during the previous

two years preceding the date of dissolution. It is recognized that this will need to be amended in the future, as membership dues formulas change.

- Insertion of a Table of Contents prior to Article I.

A motion was made by Chief Ericksen to accept the Bylaws amendments as presented and discussed and, furthermore, to recommend their approval by the NIPSTA Board of Directors. The motion was seconded by Mr. DeMonte and unanimously approved.

Mr. Earl thanked Mr. Wiberg and all members of the Finance and Administration Committee for their efforts in drafting the Bylaws amendments. He requested that NIPSTA staff prepare a memorandum for the Board of Directors as a summary of the significant revisions that are being proposed.

B. Fiscal Year 2008 Budget - DRAFT

Committee Chair Wiberg reported that the 2008 Budget has been prepared as a cooperative effort involving Committee members and staff. He noted that the budget development process is less complicated now than in years past as a result of no reliance on federal grant funds to sustain NIPSTA operating expenditures. He attributed this to the work of the Staff and all NIPSTA committees that are active in growing and managing the Academy.

Mr. Wiberg also noted that, for the first time in NIPSTA history, tuition income is expected to exceed membership dues as a revenue source.

Mr. Lahey presented the 2008 Budget and provided a line-by-line description of the rationale for the financial projections. Among the discussion topics:

- 2008 membership dues to include the second year of the two-year dues formula for public works departments, as approved by NIPSTA members last year;
- Funding from Cook County UASI in the amount of \$150,000 results in an estimated \$50,000 - \$70,000 positive impact on the NIPSTA operating budget. President Earl noted that NIPSTA should plan to make-up these revenues should this funding source diminish in the future;
- Staff was directed to notify parties to NIPSTA independent contractor agreements of the impending increase in the contractor fees in 2008;
- Efforts should be taken to ensure that corporate sponsorships included in the NIPSTA Budget do not compete with fundraising efforts by the NIPSTA Foundation;
- Property improvements in the amount of \$50,000 are intended to address a series of Campus safety/security issues and training facility improvements recommended by the NIPSTA Facilities and Grounds Committee; and,
- A market-based salary adjustment is proposed for the NIPSTA Administrative Assistant position.

A motion was made by Mr. Wiberg to recommend approval of the 2008 Budget by the NIPSTA Board of Directors. The motion was seconded by Chief Globerger and unanimously approved.

C. Request for Proposals: Accounting/Bookkeeping Services

Mr. Wiberg reported that eleven responses to the RFP have been received. Treasurer Pfeiffer is cooperating with NIPSTA staff and conducting a review of the proposals received from a variety of individuals and firms. Members of the Finance and Administration Committee will meet on November 9, 2007 to further discuss options. Mr. Earl stated that one of the respondents is a part-time employee of the Village of Wilmette. He commented favorably on her performance there.

The Committee recessed from 11:45 a.m. until 11:55 a.m.

V. Executive Director's Report

A. Summer Storm Relief at NIPSTA

Mr. Lahey reported that two invoices have been submitted to the Village of Glenview related to use of the NIPSTA Campus by local communities that were involved in emergency response to severe weather in August 2007. One invoice in an amount of nearly \$17,000 was for rental of the NIPSTA Driver Training Pad for more than three weeks. The other invoice for nearly \$12,000 is for repair of the Driver Training Pad necessitated by damage to the concrete surface. Mr. Lahey noted that the status of payment of these invoices is uncertain at this time, pending a response by the Federal Emergency Management Agency.

B. Facility Uses and Requests

Mr. Lahey reported on these recent activities on the NIPSTA Campus: Explorers Safety Conference (August 2007); Northwestern University Film Production (October 2007); Thomas Place Tour (October 2007); and, Palatine and Conant High School Tours (October 2007). All of these events were hosted successfully by NIPSTA and were conducted without interfering with on-site training activities.

Mr. Lahey also presented additional information from the Chicagoland Chapter of the Audi Club North America, which has requested use of the NIPSTA Campus for a series of one-day Teen Safe Driving Clinics in 2008. Following up on the discussion at last month's meeting of the Executive Committee, members considered the pros and cons of this activity. The dialogue resulted in a motion being made by Mr. Wiberg, and seconded by Chief Globerger, to approve the request. The motion was denied by a vote of four (4) nays and three (3) ayes.

C. 2007 Quarterly Activity Report

Mr. Lahey presented a summary report of NIPSTA activity and a comparison of the first nine months in 2006 and 2007:

- 70% increase in the number of events at NIPSTA;
- 9% increase in the number of visitors to Campus;

- 125% increase in the number of NIPSTA-sponsored training programs;
- 50% increase in the number of NIPSTA students; and,
- 340% increase in traffic to the NIPSTA website.

D. Cook County Homeland Security Training

Mr. Lahey announced that a proposal has been submitted to the Cook County Board of Commissioners for NIPSTA to serve the lead role in delivering homeland security training from October 1, 2006 until March 31, 2007. A series of training topics are planned at multiple locations throughout the County at a cost of nearly \$150,000. Mr. Lahey commented that a formal vote of approval by the Cook County Board is anticipated later today (11/6/07).

E. New NIPSTA Staff

Mr. Lahey reintroduced Ms. Sheila Darcy as the NIPSTA Administrative Secretary, which is a part-time position that she assumed on November 5, 2007. Ms. Darcy commented on her past experience with other training-related organizations and expressed enthusiasm for this new opportunity.

VI. Executive Session

A motion was made by Chief Ericksen to convene an Executive Session of the NIPSTA Executive Committee in order to consider Executive Session Minutes from June 5, 2007 and address personnel matters. The motion was seconded by Mr. Wiberg and unanimously approved at 12:35 p.m.

At 1:22 p.m., the open meeting of the NIPSTA Executive Committee was reconvened.

VII. Other Business

Mr. Rigoni reported that the NIPSTA Foundation is sponsoring its first-ever activity in June 2008 as an opportunity to raise funds for NIPSTA and to increase awareness about the NIPSTA public safety training mission. A subcommittee of police, fire, and public works representatives is being led by Mr. Lahey in planning the details of this event, which will include a variety of demonstrations and activities. The first meeting of the subcommittee was in October 2007; a follow-up meeting is planned in December. Mr. Rigoni stated that more information will follow as details become available.

VIII. Next Meetings

President Earl announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, December 4, 2007 at 11:00 a.m. A meeting of the NIPSTA Board of Directors will follow immediately thereafter at 1:00 p.m.

IX. Adjournment

A motion to adjourn the meeting was made by Chief Globerger and seconded by Chief Ericksen. The motion was unanimously approved at 1:23 p.m.

Respectfully Submitted,

Alan Wax
NIPSTA Secretary