

# **NIPSTA BOARD OF DIRECTORS MEETING MINUTES**

**AUGUST 5, 2008**

The following Executive Committee members were present:

George Van Geem	Village of Niles
Chief Paul Tasch	Morton Grove Police Department
Diana Mikula	Village of Arlington Heights
Chief Wayne Globerger	Glenview Fire Department
Chief Ralph Czerwinski	Skokie Fire Department

The following NIPSTA member representatives were present:

Jay Patrick	Gurnee Police Department
John Malcolm	Mount Prospect Fire Department
Bill Hooker	Park District Risk Management Agency
Jackie Streid	Intergovernmental Risk Management Agency
Barb Rizzo	Oakton Community College
Lynn Seinfeld	Oakton Community College
Patrick Tanner	Highland Park Fire Department
Chief Jim Quinn	Deerfield-Bannockburn Fire Protection Dist.
Ian Kazian	Deerfield-Bannockburn Fire Protection Dist.
Chief Alan Berkowsky	Evanston Fire Department
Joe Paczosa	Morton Grove Fire Department
Chief Barry Silverberg	Skokie Police Department
Chief Ed Dubowski	Park Ridge Fire Department
Director Mikel Milks	Glencoe Department of Public Safety
Chief Jim Dominik	Wilmette Fire Department
Chief Rick Dobrowski	North Maine Fire Protection District
Chief Scott Smith	Winnetka Fire Department
Chief Barry Mueller	Niles Fire Department
Drew Smith	Prospect Heights Fire Protection District
Chief Hank Clemmensen	Palatine Rural Fire Protection District

Also present were NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, and NIPSTA Administrative Interns Mark Passignajen and Jarret Byrne.

## **I. Call to Order**

In the absence of NIPSTA President Joseph De Lopez (Winnetka Police Department), NIPSTA Treasurer Van Geem called the meeting to order at 1:05 p.m. He declared a quorum of members present. A Sign-In Sheet was distributed for all to sign.

## **II. Approval of Minutes**

A motion was made by Chief Clemmensen and seconded by Chief Mueller to approve the Minutes of the June 3, 2008 meeting of the NIPSTA Board of Directors. The motion was unanimously approved.

## **III. Treasurer's Report**

### **A. Fiscal Year 2007 Audit Report**

Treasurer Van Geem referenced the Audit Report, which was sent to members of the Board of Directors in advance of the meeting. The Report and accompanying Auditor Letter and Report on Internal Control are for the twelve-month period ending December 31, 2007. Treasurer Van Geem explained that these documents and the financial audit were completed by the accounting firm of Wolf & Company, based on Oak Brook, Illinois. He stated that the year-end audit process was accomplished without incident. While there were two recommendations about best practices to be employed by NIPSTA in the future, there were no other significant deficiencies or matters identified. A motion was made by Chief Dubowski to accept the Audit Report and related documents. The motion was seconded by Chief Clemmensen, and unanimously approved.

### **B. Fiscal Year 2008 Mid-Year Financial Reports**

Treasurer Van Geem referenced a summary report of the highlights included in the six-month Balance Sheet and Statement of Profit and Loss:

- Current Assets in checking/savings total \$209,440 in First Midwest Bank and IMET;
- Accounts Receivable of \$277,113 include funds due to NIPSTA from the Cook County Judicial Advisory Council and other payees;
- Accounts Payable are at a very low amount: \$6,080;
- Income from the NIPSTA Firefighter Candidate Recruitment Program already exceeds budget after six months of the current fiscal year;
- Membership dues exceed budget as a result of four new members in 2008;
- Revenue from Other Income is not meeting budget expectations this year; and,
- Tuition Fees are at 54% of budget, while Training Expenses are at 51% of budget after six months in the current fiscal year;
- Other revenues and expenses are reasonably near to budget.

In summary, Mr. Van Geem noted that the NIPSTA financial position is strong at the mid-point of the current fiscal year. A motion was made by Chief Mueller, and seconded by Mr. Malcolm, to approve the financial reports for the period ending June 30, 2008. The motion was unanimously approved.

#### **IV. Standing Committee Reports**

##### **A. Fire/EMS Training**

Committee Chair Czerwinski reported that plans are underway to launch the first-ever NIPSTA Firefighter II Academy in January 2009. An Advisory Committee has been established to oversee this effort. The Committee hosted its inaugural meeting last month and is making plans to ready the NIPSTA Campus for this ambitious activity. The Committee will continue to meet on a monthly basis and has invited NIPSTA members to a Focus Group discussion later today in order to receive input about how best to serve their needs with this new Academy. A minimum of 16 students, and a maximum of 30 students, is required to deliver the eight-week program successfully.

Chief Czerwinski referred to a memorandum regarding the proposed purchase of two fire apparatus from the Village of Wilmette. He explained that this matter was discussed at length by the NIPSTA Executive Committee earlier today. There was a request from the Executive Committee for additional information about how to finance the purchase and pay for ongoing maintenance costs. Because these issues are still under consideration, no action is required by the Board of Directors at this time. This matter will be re-visited at the next meeting of the Board of Directors in October 2008. Chief Smith requested that detailed information about projected expenses be provided in advance of that meeting for consideration by Board members.

In response to an inquiry from Chief Clemmensen, Chief Czerwinski explained that a fire engine is necessary on the NIPSTA Campus to accomplish the objectives of a Firefighter II Academy. The apparatus that was donated to NIPSTA more than ten years ago by the Glenview Naval Air Station has no usefulness and little value today.

##### **B. Public Works Training**

In the absence of Committee Chair Andy De Monte (Morton Grove), Mr. Zaleski reported on the following Committee activities:

- Plans are underway for NIPSTA to co-sponsor educational opportunities in cooperation with the Illinois Section of the American Water Works Association. Also, a new homeland security training session is scheduled in September 2008: "Response to Weapons of Mass Destruction Incidents at Wastewater Facilities."
- The new series of Public Works Supervisors Academy sessions will begin in September and conclude in December. The topics are identical to those offered two years ago when the Supervisors Academy was originally launched. A total of twelve different sessions have been delivered to several hundred students since 2006. This program has been achieved in cooperation with Oakton Community College.

### C. Police/Law Enforcement Training

Committee Chair Tasch reported on the following Committee activities:

- Meetings are planned with leadership of both the Suburban Law Enforcement Academy (Glen Ellyn) and the Northwestern University Center for Public Safety (Evanston) in order to explore opportunities for partnership and collaboration.
- The Illinois Tactical Officers Association will schedule its annual outdoor Field Training Exercise on the NIPSTA Campus on September 25, 2008. This activity involves several different S.W.A.T. teams from throughout the Chicagoland area participating in a variety of combat drills on NIPSTA training props.

### D. Facilities and Grounds

Committee Chair Globerger announced that the Committee is preparing to issue Request for Proposal documents that will accomplish two Campus improvements in 2008:

1. Painting the Field Training Facility
2. Repair of the Driver Training Pad

Other activities directed by the Committee and completed in recent months include repair of roof leaks on the NIPSTA Education Center and Crime Scene Training Laboratory, and acquisition of new laptop computer.

### E. Finance and Administration

In the absence of Committee Chair Paul Harlow (Glencoe), Ms. Mikula reported that the Committee has made 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. Several Committee meetings have been devoted to this task. A recommended solution will be forthcoming and included in the proposed Fiscal Year 2009 Budget.

Ms. Mikula referred Board members to a proposed intergovernmental agreement with Oakton Community College that would result in Oakton personnel being assigned on a no-cost basis to NIPSTA for 20 hours per week. Mr. Van Geem noted that the increased amount of training activity at NIPSTA warrants the addition of this new staff person. Furthermore, he announced that the Board of Directors of Oakton Community College is expected to approve the agreement later this month on August 19, 2008. A motion was made by Chief Dubowski, and seconded by Chief Tasch, to approve the intergovernmental agreement. The motion was unanimously approved.

### V. Executive Director's Report

Mr. Lahey referenced the 2008 Goal Setting Session Report that was sent to members of the Board of Directors in advance of the meeting. This meeting was conducted in February 2008 by members of the NIPSTA Executive Committee. There were several themes and priorities that emerged from the strategic planning session. Mr. Lahey summarized them in a presentation to Board members and described in detail both short-term and long-term objectives that were included in the Report.

Chief Berkowsky requested that NIPSTA prepare a document that provides a listing of tangible member benefits, including cost savings, that are available to all NIPSTA members. This would be useful to departments that are required to present budgets and strategic plans to their governing bodies.

## **VI. Other Business**

### **A. Mid-Year Activity Report**

Treasurer Van Geem presented a report of NIPSTA activity during the first six months of 2008, including a comparison to 2007. The data indicates an increase in all areas: number of events, number of visitors, number of students, number of training programs, and number of visitors to the NIPSTA website at [www.NIPSTA.org](http://www.NIPSTA.org).

### **B. Public Safety Awareness Day**

Mr. Lahey reported the results of the first-ever Public Safety Awareness Day on June 8, 2008. This event was intended as a showcase of the public safety training programs, services, and equipment that are available on the NIPSTA Campus. More than 500 persons were in attendance, including 415 patrons and more than 100 volunteers. The stormy weather presented a challenge, but the event was a success nevertheless. Although the event did not return a financial profit, it did serve its intended purpose to increase awareness about the NIPSTA training mission. He thanked all NIPSTA members for their extraordinary support of this event by donating personnel and equipment for the day. He also announced plans to repeat this event in 2009 at a date yet to be determined.

### **C. Cook County Evacuation Summit at NIPSTA**

Mr. Lahey announced that NIPSTA has been selected as the venue for one of three regional Evacuation Summits scheduled throughout the region this month. He noted the event at NIPSTA is scheduled on August 19, 2008 and is the direct result of NIPSTA maintaining a cooperative relationship with the Cook County Urban Area Security Initiative (UASI). More than 70 representatives of north and northwest suburban public safety departments are expected to be in attendance. All NIPSTA members have been invited, as well.

### **D. NIPSTA Intern Staff**

Mr. Lahey announced that NIPSTA Administrative Intern Mark Pasignajen will complete his two-year experience at NIPSTA this month. Mr. Lahey thanked Mr. Pasignajen for his service to NIPSTA and introduced the new Administrative Intern, Jarret Byrne. Mr. Byrne comes to NIPSTA as a former paid-on-call firefighter in Boylston, MA with a keen interest in emergency management services.

## **VII. Next Meeting**

Treasurer Van Geem announced that the next meeting of the NIPSTA Board of Directors will be held on October 7, 2008 at 1:00 p.m. on the NIPSTA Campus.

## **VIII. Adjournment**

A motion was made by Chief Mueller, and seconded by Chief Dubowski, to adjourn the meeting. The motion was unanimously approved at 2:20 p.m.

Respectfully submitted,

Robert T. Lahey  
NIPSTA Executive Director