

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

August 5, 2008

The following Executive Committee members were present:

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

Also present was NIPSTA Executive Director Robert Lahey, Assistant to the NIPSTA Executive Director Phil Zaleski, and NIPSTA Administrative Intern Jarret Byrne.

I. Call to Order

The meeting was called to order at 11:06 a.m. by NIPSTA Immediate Past President Earl, who announced that he will lead the meeting in the absence of the NIPSTA President and Vice President.

Mr. Lahey introduced Jarret Byrne as the new NIPSTA Administrative Intern. Mr. Byrne explained that his participation in the Northern Illinois University MPA program requires a two-year internship experience. Mr. Byrne comes to NIPSTA as a former paid-on-call firefighter in Boylston, MA with a keen interest in emergency management services. He stated that he very much looks forward to his assignment at NIPSTA.

II. Approval of Minutes

A motion was made by Ms. Mikula, and seconded by Chief Tasch, to approve the Minutes of the Executive Committee meeting on July 1, 2008. The motion was unanimously approved.

III. Treasurer's Report

A. Year-to-Date Financial Reports

Treasurer Van Geem deferred the delivery of reports to Mr. Lahey. Mr. Lahey referenced a summary report of highlights included in the seven-month Balance Sheet and Statement of Profit and Loss:

- Current Assets in checking/savings total \$263,567 in First Midwest Bank and IMET;

- Accounts Receivable of \$266,358 does not include the past due amount of more than \$69,000 from the Cook County Judicial Advisory Council. This amount was recently received;
- Accounts Payable are at a very low amount: \$6,080;
- Income from the NIPSTA Firefighter Candidate Recruitment Program continues to exceed budget estimates for the entire fiscal year;
- Membership dues are now shown in the financial reports as being spread equally during the twelve months of the fiscal year;
- Tuition receipts are at 74% of budget, while Training expenses are at 51% of budget, after seven months of the current fiscal year; and,
- Insurance expenses are not yet shown in the reports as being spread equally during twelve months of the fiscal year.

In response to an inquiry from Mr. Earl, Mr. Lahey explained that new NIPSTA members in 2008 include: Village of Northfield, Village of Hanover Park, City of Des Plaines, and Northfield Township Road District.

A motion was made by Chief Globerger, and seconded by Chief Czerwinski, to approve the financial reports for the period ending July 31, 2008. The motion was unanimously approved.

B. Check Register – July 2008

Mr. Lahey presented the report for July 2008, which includes checks written on and before July 30, 2008. Ms. Mikula requested that additional detail be included on those payments that only reflect an account number.

Mr. Lahey explained that the purpose of the payment (\$518.99) to Purchase Power was the postage meter refill. Mr. Lahey also explained that the purpose of the payment (\$7,264.65) to La Pasta-Ria was for lunch catering.

Mr. Earl stated that he would initiate contact with Comcast to request complimentary service or another service barter relationship that would be mutually beneficial.

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

C. FY 2007 Financial Audit – Internal Control Report

Mr. Lahey referred Executive Committee members to the document prepared by the accounting firm of Wolf & Company as part of the Financial Statements and Independent Auditor's Report for the fiscal year ended December 31 2007. Mr. Harlow stated that there were no concerns about this document from members of the Finance and Administration Committee.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

Committee Chair Harlow 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 in recent months. A recommended solution will be forthcoming as the Committee also considers issues related to the NIPSTA tuition fee structure. These matters will be combined and included in the first draft of the FY 2009 Budget, which will be delivered to the Executive Committee no later than October 15, 2008.

Mr. Harlow referred Executive Committee 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. A motion was made by Chief Czerwinski, and seconded by Mr. Harlow, to recommend approval of the intergovernmental agreement by the NIPSTA Board of Directors. The motion was unanimously approved.

B. Police/Law Enforcement Training Committee

Committee Chair Tasch noted that the following activities were accomplished during the July meeting of the Committee:

- Illinois Power Test – A survey to NIPSTA members will be distributed this month in order to gauge the level of interest in NIPSTA offering this service to local departments;
- Police Partnerships – Chief Tasch and Mr. Lahey are planning to meet with leadership of both the Suburban Law Enforcement Academy and Northwestern University Center for Public Safety in order to explore opportunities for collaboration; and,
- Curriculum Development – A meeting is scheduled next week to launch a cooperative effort with Oakton Community College that may result in new training curricula related to the driver training simulators and SIMUNITIONS training.

In response to an inquiry from Mr. Earl, Mr. Lahey explained that efforts are underway to increase utilization of the NIPSTA Crime Scene Training Laboratory. These include outreach to the Northern Illinois Crime Lab, Northwestern University, and the Midwest Association of Forensic Scientists. A recent request was also received from the North Regional Major Crimes Task Force (NORTAF) to utilize the facility. Mr. Lahey recommended that this matter be referred to the Finance and Administration Committee for further consideration.

C. Fire/EMS Training Committee

Committee Chair Czerwinski reported on the following Committee activities:

- One new goal of the Committee is to schedule quarterly training sessions that are targeted at senior levels of the fire service and include well-known, respected guest speakers being hosted at NIPSTA.

- The NIPSTA Firefighter II Advisory Committee hosted its inaugural meeting last month for the purpose of beginning the planning process and readying the NIPSTA Campus for this ambitious activity. The Committee will continue to meet on a monthly basis until the Academy is launched in January 2009.

Chief Czerwinski referred to a memorandum regarding the proposed purchase of two fire apparatus from the Village of Wilmette. Discussion among Executive Committee members addressed the following:

1. Condition of the vehicles;
2. Value proposition of the proposal;
3. The need for 1 or 2 vehicles;
4. Annual maintenance costs;
5. Life expectancy of the vehicles;
6. Anticipated frequency of use; and,
7. Method of payment.

Chief Czerwinski commented that the addition of at least one vehicle is necessary for the successful delivery of the Firefighter II Academy curriculum. Even more, these vehicles present an opportunity for NIPSTA to diversify its fire training programs to include multi-company exercises. At the same time, however, instructors would need to be assigned to the vehicles on a regular basis in order to keep them mechanically maintained and functioning properly. He distributed a report of estimated expenses of annual maintenance costs.

Mr. Earl recommended further consideration of this proposal before formal action is taken. He requested that Mr. Van Geem, Mr. Harlow, Chief Globerger, and Chief Czerwinski meet to consider these issues:

- Method of payment options: lump sum vs. training credit vs. financing?
- Are the vehicles available to the NIPSTA Foundation?
- Are the vehicles available to other NIPSTA Members?

Chief Globerger expressed his support for this opportunity and noted that this is just one of many issues that NIPSTA leadership will need to consider as training programs and facilities continue to expand.

E. Facilities and Grounds Committee

Committee Chair Globerger reported that the Committee is scheduled to meet later this month to discuss two Requests for Proposal to be issued: painting of the NIPSTA Field Training Facility and repair of the NIPSTA Driver Training Pad. It is expected that both of these tasks will be completed this year while warm weather conditions prevail.

Chief Globerger commented that the new Firefighter II Academy is going to strain NIPSTA facilities in a way that has not been experienced to-date. Because the Academy represents a rare opportunity to make a good first impression upon local departments, it is essential that all of the necessary equipment and supplies be on-site in order to facilitate a successful delivery. It is likely that this will require a substantial commitment of financial resources in fiscal year 2009. He requested that the Finance and Administration Committee consider this during the budget formulation process for next year.

V. Executive Director's Report

A. Mid-Year Activity Report

Mr. Lahey 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. In response to an inquiry from Mr. Earl, Mr. Zaleski explained that "public administration" students include those who are elected officials and employed in local government administrative positions.

B. 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 this event 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.

VI. Other Business

A. Great Lakes Disaster Training Center

Mr. Lahey referenced a recent newspaper story related to the proposed Great Lakes Disaster Training Center in Lake County, Illinois receiving preliminary zoning approval. Mr. Lahey stated that NIPSTA remains supportive of this initiative and has offered to assist the planning process in any way.

B. Oakton Community College

Chief Czerwinski introduced and welcomed Barb Rizzo and Lynn Seinfeld, representatives of Oakton Community College. He explained that a meeting with them and NIPSTA representatives was hosted on the College campus last month. This was for the purpose of exploring opportunities for cooperation and mutual benefit. Eight specific ideas resulted from the meeting:

1. Administrative Support Services;
2. Training Resource Library;
3. Distance Learning;
4. Curriculum Development;

5. Training in Unified Municipal Command;
6. Grant Writing and Research;
7. Facilities Management and Operations; and,
8. Private Sector Training.

Ms. Rizzo and Ms. Seinfeld explained how their commitment to NIPSTA dates back several years because both organizations share a training mission. Their support is consistent with other types of assistance that is provided to other agencies and organizations located within the College district. This includes staffing, curriculum development, and co-sponsorship of professional education. In return, the College receives reimbursement from the State of Illinois two years after the conclusion of training programs.

In response to an inquiry by Chief Czerwinski, Ms. Seinfeld offered to share a listing of private industry disciplines that the College offers certificate training programs. Chief Czerwinski noted that this is a good strategic fit for NIPSTA, which is also interested in developing relations with the business sector. Ms. Mikula concurred, noting that this partnership with Oakton Community College presents many different opportunities to accomplish common objectives.

VII. Next Meeting

Mr. Earl announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, September 9, 2008 at 11:00 a.m.

VIII. Adjournment

A motion to adjourn the meeting was made by Chief Czerwinski and seconded by Ms. Mikula. The motion was unanimously approved at 12:57 p.m.

Respectfully Submitted,

Robert T. Lahey
NIPSTA Executive Director