

## **NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES**

**October 7, 2008**

The following Executive Committee members were present:

Chief Joseph De Lopez	Winnetka Police Department
Mike Earl	Village of Wilmette
Chief Ralph Czerwinski	Skokie Fire Department
George Van Geem	Village of Niles
Andy De Monte	Morton Grove Public Works Department
Diana Mikula	Village of Arlington Heights
Chief Alan Wax	Highland Park Fire Department
Chief Wayne Globerger	Glenview Fire Department
Tim Wiberg	Village of Lincolnwood
Chief Paul Tasch	Morton Grove Police Department

Also present was NIPSTA Executive Director Robert Lahey and Assistant to the NIPSTA Executive Director Phil Zaleski.

I. Call to Order

The meeting was called to order at 11:03 a.m. by NIPSTA President De Lopez.

II. Approval of Minutes

A. NORTAF Facility Use Request

Chief De Lopez raised a question related to the Finance and Administration Committee Report included in the Executive Committee meeting Minutes from September 9, 2008. He inquired about the Committee response to the request by NORTAF for use of the NIPSTA Crime Scene Training Laboratory during an active criminal investigation. This request was originally made to Chief De Lopez by Northbrook Police Chief Charles Wernick.

Ms. Mikula reported that the Committee was in support of offering to NORTAF the use of NIPSTA training facilities for a fee. However, Mr. Earl opined that special consideration should be given to this request, perhaps by amending the Independent Contractor License Agreement with NORTAF, so that NIPSTA facilities would be made available at no cost as a public service that is consistent with the NIPSTA mission.

Mr. Van Geem noted that the NORTAF request is for operational – not training – purposes, and is, therefore, inconsistent with the NIPSTA mission. Chief Wax concurred, and commented that the NORTAF request is similar to other facility use requests by MABAS Division 3. He explained that the NIPSTA Finance and Administration Committee has devoted a considerable amount of time in recent months to developing a Facility Use Policy and Facility Use Fee Structure that could apply to such requests from intergovernmental agencies. This, in turn, may encourage them to become NIPSTA Affiliate Members, as well.

Mr. Lahey was directed by the Executive Committee to discuss this matter further with Chief Wernick and gather additional information about the intentions of NORTAF to utilize NIPSTA facilities. He was asked to provide a follow-up report to the Executive Committee at a later date.

#### B. NIPSTA Foundation

Mr. Wiberg inquired about the Treasurer's Report included in the Executive Committee meeting Minutes from September 9, 2008. He requested clarification from Mr. Van Geem about payment due to NIPSTA from the NIPSTA Foundation for some start-up and operational expenses. Mr. Van Geem reiterated his recommendation that the Foundation make payment to NIPSTA to the full extent possible this year. Any balance remaining, he suggested, should be written-off if it were considered to be uncollectible. He further stated that the meeting Minutes from September 9, 2008 should be amended accordingly.

During the discussion, Director Lahey noted that two grant applications for over \$85,000 in funding were submitted by the Foundation the previous week.

A motion was made by Mr. Earl, and seconded by Mr. Van Geem, to approve the meeting Minutes, as amended, from the Executive Committee meeting on September 9, 2008. The motion was unanimously approved.

### III. Treasurer's Report

#### A. Year-to-Date Financial Reports

Mr. Van Geem referred Executive Committee members to the summary report of highlights included in the nine-month Balance Sheet and Statement of Profit and Loss. He noted that the finances are in good order and close to budget expectations after 75% of the current fiscal year. A motion was made by Mr. Wiberg, and seconded by Chief Tasch, to approve the financial reports. The motion was unanimously approved.

#### B. Check Register – September 2008

Mr. Van Geem referred Executive Committee members to the record of checks written during the month of September. He commented that all payments were for normal operating expenses.

In response to inquiries by Ms. Mikula, Mr. Lahey explained that Check #5457 was for expenses incurred to repair damage sustained by the NIPSTA Vertical Training Prop caused by the Village of Skokie Police Department. By mutual agreement, this cost will be reimbursed to NIPSTA by the department. Mr. Lahey also explained that Check #5459 was for miscellaneous expenses on the NIPSTA credit card, which statement is scrutinized and approved by the NIPSTA President and Treasurer monthly.

A motion was made by Chief Czerwinski, and seconded by Ms. Mikula, to approve the September Check Register. The motion was unanimously approved.

#### IV. NIPSTA Attainment Plan

##### A. Finance and Administration Committee

In the absence of Committee Chair Harlow (Glencoe), Mr. Lahey reported that the FY 2009 Budget Work Plan is now in process. The timeline calls for preparation of the Budget in draft form and delivery to the Executive Committee by October 15, 2008. The final Budget will be presented to the NIPSTA Board of Directors for approval in December 2008.

##### B. Police/Law Enforcement Training Committee

Chief Tasch reported on a recent meeting with representatives of the Suburban Law Enforcement Academy (SLEA) at the College of DuPage. He and Mr. Lahey visited the SLEA Campus in Glen Ellyn in order to initiate dialogue about the potential for co-sponsorship of training programs at NIPSTA. Two such programs are planned in 2008, and others will be considered in 2009. Chief Tasch expressed concern that any such new partnership with SLEA could create conflict between NIPSTA and Oakton Community College; thus Director Lahey was asked to dialog with OCC to assure that this was not a problem.

Chief Tasch also announced that a meeting will soon be scheduled at NIPSTA with new leadership of the Northwestern University Center for Public Safety. A visit and tour of NIPSTA is planned later this month so that discussions may ensue about opportunities for training program collaboration and cooperation.

Lastly, Chief Tasch noted that he has directed staff to invite the National Center for Missing and Exploited Children, based in Virginia, to sponsor training programs in Glenview in 2009.

##### C. Fire/EMS Training Committee

Chief Czerwinski referred to a memorandum regarding a revised Intergovernmental Agreement between NIPSTA and Oakton Community College related to the Fire Officer Training Program, which has been delivered cooperatively on the NIPSTA Campus for the past four years. The Agreement has been amended since its approval by the Executive Committee on September 9, 2008.

The new document is intended to expand the scope of the Agreement to include the NIPSTA Firefighter Academy, scheduled for launch in January 2009. Under the terms of the Agreement, participants in the Firefighter Academy will receive twelve (12) credit hours upon successful completion of the eight-week curriculum. The College has also made a commitment to supporting the NIPSTA Firefighter Academy by identifying funding sources for the purchase of much-needed equipment and supplies.

In response to inquiries by Chief De Lopez, Chief Czerwinski explained the tuition reimbursement process that results in a \$25 per-student fee paid by NIPSTA to the College. He also stated that, instead of an automatic renewal provision, the two-year term of the Agreement was included upon the request of College administrators.

In response to an inquiry by Mr. Earl regarding whether the 12 hours of college credit was correct, Director Lahey advised that the College calculated that amount as appropriate based on the class length and curriculum.

Chief Wax stated that he had grammatical revisions and suggestions to the Agreement, but would defer those for the time being.

A motion was made by Mr. Van Geem to recommend approval of the Intergovernmental Agreement, in its amended form, by the NIPSTA Board of Directors at its meeting today. The motion was seconded by Mr. Earl and unanimously approved.

#### D. Public Works Training Committee

Committee Chair De Monte reported that the annual NIPSTA Snowplow Driver Training Program was delivered successfully last month to more than 100 participants. The following member communities were thanked for their assistance: Northbrook, Glencoe, Morton Grove, Arlington Heights, Glenview, Skokie, and Winnetka. The public works departments at each of these municipalities provided instructional support, which helped to keep the training tuition fees very affordable.

Mr. De Monte also announced that agreement has been reached with the Illinois Section of the American Water Works Association to sponsor training programs at NIPSTA in 2009. These sessions will be co-sponsored by NIPSTA, advertised at [www.NIPSTA.org](http://www.NIPSTA.org), and discussed in detail at the next Committee meeting on November 12, 2008. In response to an inquiry by Mr. Earl, Mr. De Monte stated that he will ask Committee members to also consider new training programs related to water certification that are offered by the Illinois Environmental Protection Agency.

Lastly, Mr. De Monte announced that his department staff recently provided pro bono services to NIPSTA by repairing a stormwater drain located near the Driver Training Pad. The repair was necessary to allow the training prop to be used during, and immediately after, a heavy a rain storm. The expense to NIPSTA will include only the materials and supplies required to complete the repair. Chief De Lopez expressed his appreciation to Mr. De Monte and his staff.

#### E. Facilities and Grounds Committee

Committee Chair Globerger referred to a memorandum that described two projects included in the FY 2008 Budget: Paint the Field Training Facility (\$25,000) and Repair the Driver Training Pad (\$11,700). Members of the Facilities and Grounds Committee have directed NIPSTA staff to complete these projects via a competitive bidding process following the issuance of a formal Request for Proposal (RFP) for each project.

In recent weeks, however, NIPSTA staff has become challenged in being able to direct these activities. This is the result of their lacking the requisite construction and project management skills. It has been proposed, therefore, that NIPSTA engage the services of Tactical Structures, LLC to assist NIPSTA in completing these projects by December 31, 2008. Mr. Leonard Enz is the Principal of the firm, and he has extensive experience with NIPSTA and its Campus design. He would serve as a resource to the NIPSTA staff in preparing the RFP documents and analyzing the responses received.

A motion was made by Chief Czerwinski to enter into a short-term contractual relationship with Tactical Structures, LCC in an amount equal to \$3,000. Furthermore, the motion included a waiver of the NIPSTA competitive bid policy as it relates to expenditures in excess of \$1,000. This waiver is appropriate due to the fact that professional services would be provided according to the terms of the contract proposed by Tactical Structures, LLC. The motion was seconded by Mr. Earl and unanimously approved.

### V. President's Report

#### A. Standing Committee Appointments

Pursuant to the NIPSTA Intergovernmental Agreement, Contract & Bylaws, Chief De Lopez presented a series of appointments to NIPSTA Standing Committees. All Committee members, as presented, are from among the elected officials and employees of NIPSTA Member jurisdictions, and shall serve two-year terms.

A motion to approve the appointments to the NIPSTA Finance and Administration Committee was made by Ms. Mikula and seconded by Chief Tasch. The motion was unanimously approved.

A motion to approve the appointments to the NIPSTA Facilities and Grounds Committee was made by Chief Wax and seconded by Chief Tasch. The motion was unanimously approved.

A motion to approve the appointments to the NIPSTA Fire/EMS Training Committee was made by Chief Czerwinski and seconded by Mr. Wiberg. The motion was unanimously approved.

A motion to approve the appointments to the NIPSTA Police/Law Enforcement Training Committee was made by Mr. Wiberg and seconded by Chief Tasch. The motion was unanimously approved.

A motion to approve the appointments to the Public Works Training Committee was made by Mr. De Monte and seconded by Mr. Earl. The motion was unanimously approved.

#### B. New Member Application

Chief De Lopez presented a new member application from the Village of Palatine – Department of Public Works. A motion was made by Mr. Earl, and seconded by Chief Wax, to approve the membership application and recommend its approval by the NIPSTA Board of Directors. The motion was unanimously approved.

#### C. Great Lakes Disaster Training Facility

Chief De Lopez referenced recent newspaper stories related to the proposed Great Lakes Disaster Training Center in Lake County, Illinois. The Center has recently received preliminary zoning approval from the Lake County Board of Trustees.

Chief De Lopez invited discussion about erroneous statements in the media that describe the facility as “one-of-a-kind in Illinois.” He also re-affirmed the NIPSTA philosophy to remain supportive of this venture and to assist it in any way.

Dialogue among other Executive Committee members ensued and included ideas about how to share the NIPSTA experience with Lake County officials. A site visit was encouraged so that others could have a better understanding of the NIPSTA membership and mission. Mr. Earl volunteered to work in cooperation with Mr. Wiberg and Mr. Van Geem to address this matter with the Lake County Administrator, Barry Burton. Chief De Lopez authorized them to act on behalf of NIPSTA in initiating contact with Mr. Burton.

#### VI. Executive Director's Report

Mr. Lahey introduced Mike Croy, Director of Business Development for Forsythe Solutions, Inc., which is a Skokie-based consulting firm that specializes in disaster recovery solutions for businesses. Mr. Lahey explained that he was introduced to Mr. Croy by Chief Czerwinski as an opportunity to further expand the reach of the NIPSTA training mission.

Specifically, Mr. Croy developed a promotional video that helped to showcase NIPSTA as uniquely located and uniquely qualified to serve local first responders. Mr. Croy explained that the video was shown last month to a national audience of disaster recovery professionals at an industry tradeshow and conference in California. Mr. Croy also announced his intentions to show the video on the Internet website of his firm and of NIPSTA.

Mr. Croy also stated that the video provided his private company with an opportunity to perform a public service by promoting the training programs and services available at NIPSTA. He offered to stay involved with NIPSTA and assist with its growth and development in the future.

Chief De Lopez expressed his appreciation to Chief Czerwinski and to Mr. Croy for going to such extraordinary lengths on behalf of NIPSTA. He also directed staff to distribute copies of the video to all NIPSTA members.

VII. Other Business

There was no other business to come before the Executive Committee.

VIII. Next Meetings

Chief De Lopez announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, November 4, 2008 at 11:00 a.m.

IX. Adjournment

A motion to adjourn the meeting was made by Mr. Wiberg and seconded by Mr. Earl. The motion was unanimously approved at 1:00 p.m.

Respectfully Submitted,

Alan Wax  
NIPSTA Secretary