

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

September 9, 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
Andy De Monte	Morton Grove Public Works 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 and Assistant to the NIPSTA Executive Director Phil Zaleski.

I. Call to Order

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

II. Approval of Minutes

A motion was made by Chief Czerwinski, and seconded by Mr. Earl, to approve the Minutes of the Executive Committee meeting on August 5, 2008. The motion was unanimously approved.

III. Treasurer's Report

A. Year-to-Date Financial Reports and August Check Register

Treasurer Van Geem referred Executive Committee members to the summary report of highlights included in the eight-month Balance Sheet and Statement of Profit and Loss. He stated that the NIPSTA financial position is strong, which is a credit to the staff.

Mr. Van Geem noted that there is \$14,443 due to NIPSTA from the NIPSTA Foundation. This is related to expenses involved in the start-up of the Foundation in previous years. The amount also includes costs associated with the 2008 Public Safety Awareness Day. He recommended that the Foundation pay to NIPSTA this amount before the end of the current fiscal year. If there is a balance remaining, and it is not considered collectible, then it is his opinion that this amount should be written-off by NIPSTA.

Mr. Van Geem Lahey presented the check register report for August 2008, which includes checks written on and before August 20, 2008.

A motion was made by Mr. Earl, and seconded by Ms. Mikula, to approve the financial reports and check register. The motion was unanimously approved.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

Committee Chair Harlow reported that the Committee is scheduled to meet later today and finalize action on the NIPSTA Facility Use policy as it applies to NIPSTA members, non-members, and regional emergency response teams. The Committee will also address a request received from NORTAF to use the Crime Scene Training Laboratory. Mr. Harlow announced that the Committee will soon begin the budget preparation process for fiscal year 2009.

B. Public Works Training Committee

Committee Chair De Monte stated that he was not in attendance at the most recent meeting of the Committee. However, he reported that there are 24 different public works training sessions scheduled in September and October 2008. Negotiations are underway with the Illinois Section of the American Water Works Association for NIPSTA to host the organization's training sessions in 2009.

Mr. Zaleski presented a summary report of scheduled Snowplow Driver Training programs on September 29 and 30, 2008. He noted that both days of training are sold-out to a maximum capacity audience of 100 participants. Approximately 20 volunteer instructors are required to deliver the training, which will feature for the first time the NIPSTA driver training simulators. Executive Committee members discussed strategies to improve this very successful program:

- Increase tuition fees to non-Members of NIPSTA;
- Pay instructors for their time, as is done for other NIPSTA programs;
- Offer a NIPSTA certification upon successful completion of the program;
- Identify new audiences: school districts, park districts, private industry;
- Recruit recently-retired instructors to deliver the training;
- Offer the training on weekends and during nighttime hours.

Mr. De Monte stated that he would share these ideas with members of the Public Works Training Committee who will again plan this training in 2009.

C. Fire/EMS Training Committee

1. Acquisition of Wilmette Fire Engine

Chief Czerwinski referred to a memorandum regarding the proposed purchase of a fire engine from the Village of Wilmette. He noted that the Village is also eager to sell a ladder truck, but it is not recommended for purchase by NIPSTA at this time. The \$24,000 price represents a good value, given the excellent condition of the vehicle. Furthermore, the engine is necessary for use during the new NIPSTA Firefighter Academy in 2009.

In response to inquiries by Mr. De Monte, Chief Czerwinski stated that the annual maintenance and re-fueling of the vehicle would be accomplished by NIPSTA instructors. These costs are estimated at \$7,320 next year. Mr. De Monte expressed concern about the precedent involved in NIPSTA incurring these expenses for a single public safety discipline.

Mr. Earl inquired about the anticipated NIPSTA Fund Balance at year-end. Mr. Lahey noted estimated it to be \$300,000.

A motion was made by Chief Globerger to recommend approval of the vehicle purchase contingent upon a satisfactory third-party inspection report of the fire engine. This recommendation would be presented to the NIPSTA Board of Directors at its regularly-scheduled meeting on October 7, 2008. Ms. Mikula seconded the motion, and it was unanimously approved, although Mr. Earl abstained from voting.

2. Fire Officer Agreement

Mr. Lahey presented a DRAFT version of an Intergovernmental Agreement between NIPSTA and Oakton Community College related to the delivery of Fire Officer training on the NIPSTA Campus. The proposal calls for a two-year extension of the previous agreement, which provides education credits to students in return for a \$25 per-person fee payable by NIPSTA to the College.

A motion was made by Mr. De Monte to recommend approval of the Agreement by the NIPSTA Board of Directors at its regularly-scheduled meeting on October 7, 2008. The motion was seconded by Mr. Harlow, and unanimously approved.

E. Facilities and Grounds Committee
No report.

V. Executive Director's Report

A. Independent Contractor License Agreements

Mr. Lahey presented a summary report and a sample Independent Contractor License Agreement, along with a recommendation for their distribution prior to September 30, 2008. In total, the agreements are responsible for \$24,620 in annual revenue from other public safety training organizations that share the NIPSTA Campus. Discussion among Executive Committee members focused on these issues: term of agreement, annual cost escalators, and timeline for delivery of the documents and their related invoices. There was consensus support for the recommendation by Mr. Van Geem that the invoices be mailed out as soon as possible, while the agreements should follow soon thereafter.

B. NIPSTA Promotional Video

Mr. Lahey reported that a NIPSTA promotional video is in production by Forsythe, Inc. - a Skokie-based firm that provides business continuity planning and disaster recovery services to private industry. Chief Czerwinski introduced company executives to NIPSTA earlier this year and they expressed a willingness to support the NIPSTA training mission by helping to increase awareness about the Academy. Mr. Lahey stated his intention to share the video in its final form with all NIPSTA Members.

VI. Other Business

Mr. Lahey announced that the cooperative relationship with Oakton Community College has resulted in a new employee at NIPSTA. Ms. Mary Gipson began her part-time schedule (20 hours per week) on September 8, 2008. Mr. Lahey invited Executive Committee members to greet Ms. Gipson and welcome her as the newest member of the NIPSTA staff.

VII. Next Meetings

Mr. Van Geem announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, October 7, 2008 at 11:00 a.m. The NIPSTA Board of Directors will meet immediately thereafter.

VIII. Adjournment

A motion to adjourn the meeting was made by Chief Globerger and seconded by Mr. Earl. The motion was unanimously approved at 12:28 p.m.

Respectfully Submitted,

Robert T. Lahey
NIPSTA Executive Director