

NIPSTA EXECUTIVE COMMITTEE MEETING MINUTES

December 4, 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
Chief Jeff Caudill	Park Ridge Police Department
Ron Pfeiffer	Village of Lincolnwood
Chief Joe De Lopez	Winnetka Police Department

Also present were NIPSTA Executive Director Robert Lahey and NIPSTA Administrative Assistant Phil Zaleski.

I. Call to Order

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

II. Approval of Minutes

A motion was made by Mr. Wiberg, and seconded by Mr. DeMonte to approve the Minutes of the Executive Committee meeting on November 6, 2007. The motion was unanimously approved.

III. Treasurer's Report

A. FY 2007 Year-to-Date Financial Reports

Treasurer Pfeiffer referred Executive Committee members to the reports for the period ending November 30, 2007 and noted the following Balance Sheet items:

- The \$292,547 in Accounts Receivable includes \$153,000 owed to NIPSTA from Cook County for the delivery of homeland security training. In the absence of receipt of these funds, a temporary transfer of funds from IMET to the NIPSTA checking account may be necessary to satisfy to NIPSTA cash flow needs;
- The \$74,543 in Accounts Payable includes \$51,000 to the Village of Lincolnwood as the financial match required for the purchase of two driver training simulators;

Mr. Pfeiffer noted the following items in the Profit and Loss Statement:

- The \$228,028 in Facilities expenses includes \$27,000 in facility improvements in 2007;
- The \$13,653 in Other expenses is the final payment to Charter Construction Company for new training props;
- Net Ordinary Income is projected to increase from \$99,000 to almost \$130,000 at year-end.

Treasurer Pfeiffer noted that \$28,000 was received from the Village of Glenview for use of the Driver Training Pad during the August storms and for repairs to damage incurred during that use. As such, Mr. Pfeiffer moved this amount from Accounts Receivable and Property Improvements to income. Chief Globerger was to include notice of this receipt in his Building and Grounds report at the Board of Director's meeting.

B. Approval of Check Register – November 2007.

Mr. Pfeiffer presented the Check Register for November 2007 and commented that all payments were in order. In response to inquiries by Chief De Lopez, Mr. Lahey explained that the \$4,388 payment to Citi was for a variety of credit card purchases, and the \$2,037 payment to PCS International was the final installment due for the purchase of a new office computer server.

A motion was made by Chief Ericksen, and seconded by Chief De Lopez, to approve the year-to-date financial reports and the November Check Register. The motion was unanimously approved.

IV. NIPSTA Attainment Plan

A. Finance and Administration Committee

1. Accounting/Bookkeeping Services

Committee Chair Wiberg reported that eleven responses to the NIPSTA RFP for Accounting/Bookkeeping Services were received. The Committee selected three candidates for interviews. These were completed by Treasurer Pfeiffer, Mr. Lahey, and Committee Member Ed McKee (Winnetka) on November 28, 2007.

Mr. Pfeiffer presented a recommendation that the accounting firm of Zabinski Consulting Services, Inc. be contracted to perform monthly accounting/bookkeeping services at a fee of \$50 per hour. Discussion followed about the scope of services to be performed and the anticipated annual expense involved. Based upon the NIPSTA experience with its current bookkeeper, the estimated cost was calculated at \$9,000 per year.

A motion was made by Chief Wax, and seconded by Chief De Lopez, to accept the recommendation of the Finance and Administration Committee and authorize an agreement with the accounting firm of Zabinski Consulting Services, Inc. to

provide accounting/bookkeeping services for an amount not to exceed \$9,000 in Fiscal Year 2008. The motion was unanimously approved.

2. NIPSTA Intergovernmental Agreement, Contract and Bylaws

Mr. Wiberg stated that Committee efforts to review and propose changes to the NIPSTA Bylaws are now complete. The Board of Directors will be requested to approve the amended document at its meeting later in the day.

3. Fiscal Year 2008 Budget

Mr. Wiberg stated that Committee efforts to develop and propose the annual NIPSTA Budget are now complete. The Board of Directors will be requested to approve the Budget at its meeting later in the day.

4. Committee Leadership

Mr. Wiberg announced that he will not serve as Committee Chair in 2008-2009 as a result of his nomination as NIPSTA Vice President. Mr. Rigoni thanked Mr. Wiberg and all Committee members for their time and commitment during the past year.

B. Fire/EMS Training Committee

1. Firefighter II Academy

Committee Chair Ericksen announced that the first-ever Firefighter II Academy will be at NIPSTA for seven weeks beginning January 14, 2008. The Academy will be administered by the Arlington Heights Fire Academy staff. While a maximum of 30-35 participants are allowed, there are presently 14 persons enrolled. It is hoped that the unique indoor facilities at NIPSTA will make this activity successful during traditional cold-weather conditions. Chief Ericksen commented that no other training facility in the Chicago area hosts such a training opportunity in January/February.

2. Live Fire Training

Chief Ericksen reported that NIPSTA has reached agreement with Glenview firefighter Wes Crain, who is also an experienced trainer, to assume a leadership role in developing safety protocols and procedures related to the new live fire training props. This will help to limit NIPSTA's liability and ensure a safe learning environment for all. Chief Globerger endorsed the selection of one of his staff as being very capable and reliable to perform these tasks. This will result in a new set of operating guidelines that will be in place in 2008, when more frequent use of the Class A and Class B burn props is anticipated. In response to an inquiry by Chief De Lopez, Chief Globerger commented on the unique value of both props and noted that they are not readily available elsewhere in the Chicagoland area.

C. Police Training Committee

1. International Law Enforcement Educators and Trainers Association Event

Committee Chair Caudill announced that NIPSTA has been invited to serve as one of the sponsoring organizations of the annual ILEETA Training Conference and Expo, scheduled April 1-5, 2008 in Wheeling, Illinois. The ILEETA mission is to reduce law enforcement risk through the enhancement of training for criminal justice practitioners. NIPSTA staff is also in negotiations with organizers of the

Conference in an effort to host some of the Conference activities at NIPSTA. In response to an inquiry by Chief De Lopez, Chief Caudill stated that there is no cost to NIPSTA in order to serve as an event sponsor.

2. Simulated Weapons Training

Chief Caudill reported that Police Training Committee members recently met with representatives of a private business - Augmented Visual Abilities, Inc. - that provides tactical shooting training to police departments. The company has developed a large, technologically-advanced system that trains police officers' eyes to react quicker and more accurately. A demonstration of this weapons system is scheduled at no cost to NIPSTA members in January 2008. This will be on a trial basis in order to measure members' acceptance of this new training device. If it is well-received, then negotiations may continue with the company for future training opportunities. Chief De Lopez commented on this as a good opportunity to manage police department risk.

D. Public Works Training Committee

1. Northwest Municipal Conference Public Works Directors Committee

Committee Chair DeMonte reported that NIPSTA recently hosted a meeting of public works directors from the Northwest Municipal Conference. This provided an opportunity to introduce NIPSTA facilities, programs, and services to potential new members.

2. Public Works Supervisors Academy

Mr. DeMonte announced that the year-long series of half-day training topics for new supervisors was completed last week. In total, 188 persons received instruction on topics such as: Performance Evaluation, Conflicts in the Workplace, Employee Morale, Writing Basics, and more. The Academy Planning Subcommittee will meet soon to make preparations for the 2008 schedule of events.

E. Facilities and Grounds Committee

1. Driver Training Simulators

Committee Chair Globerger reported that the \$204,000 federal grant to the Village of Lincolnwood has resulted in the purchase of two simulators (with an additional \$51,000 in matching funds provided by NIPSTA). They are now both installed in a NIPSTA classroom that is set aside for their exclusive use. A group of NIPSTA instructors will receive three days of training on the new equipment later this month. Also still to come are minor facility modifications to the simulator classroom and the NIPSTA staff offices. All of this activity will result in a new NIPSTA curriculum being available early in 2008. A Letter of Agreement is being drafted by staff in order to define the relationship between NIPSTA and Lincolnwood as it relates to this new technology. It will be presented at a future meeting of the Executive Committee.

2. Summer Storm Relief at NIPSTA

Chief Globerger announced that payment has been received by NIPSTA from the Village of Glenview for costs related to NIPSTA serving as an emergency response site following the August summer storm. NIPSTA is compensated \$11,000 for reimbursement of repairs to the NIPSTA Driver Training Pad. Another \$17,000 has been received as a facility rental fee during the 28 days following the storm.

3. Committee Meeting Recap

Chief Globerger commented on other recent Committee activities:

- Request for Proposals for NIPSTA landscaping services as a result of the current provider going out of business;
- Enforcement of a NIPSTA Campus “No Smoking Policy” that is consistent with new State law on January 1, 2008. It was suggested that NIPSTA solicit the donation of a bus shelter from PACE to serve as an outdoor smoking shelter;
- Storage of a MABAS Division 3 Communications Vehicle in exchange for donation of an older vehicle;
- Donation of training equipment and supplies from Air One, Inc. and Grainger, Inc. Mr. Pfeiffer noted that any such donations should be recorded in NIPSTA financial records. Mr. Earl also suggested that NIPSTA members be solicited to make donations of surplus equipment.

V. Executive Director’s Report

A. NIPSTA Membership Roster

Mr. Lahey reported that NIPSTA has not yet received executed copies of the NIPSTA Intergovernmental Agreement from five members: City of Barrington, City of Deerfield, Village of Harwood Heights, City of St. Charles, and City of Zion. Although he has been in communication with the municipal staff at each community in order to ensure their compliance with this requirement of NIPSTA membership, these municipalities will not be permitted to vote at today’s meeting of the Board of Directors. Mr. Rigoni emphasized the importance of completing this task as soon as possible.

B. 2006/2007 Performance Objectives – Quarterly Report

Mr. Lahey presented the final progress report regarding fulfillment of the performance objectives established by the NIPSTA Executive Committee in August 2006. He noted that training attendance has been especially impressive, with a 50% increase from last year.

VI. President’s Report

A. Village of Northfield Membership

President Earl reported that communication has been received from the Northfield Village Manager inquiring about the appropriate method of calculating NIPSTA membership dues. Discussion among Executive Committee members resulted in NIPSTA staff being directed to respond to the Village Manager using

the same formula as is applicable to all other Municipal Members that are not Founding Members.

B. Audi Car Club North America

Mr. Earl distributed a copy of correspondence received from a representative of the Chicagoland Chapter of the Audi Car Club North America following last month's action by the NIPSTA Executive Committee.

C. NIPSTA Goal-Setting Session

Mr. Earl announced that an executive-level goal-setting session will be scheduled early in 2008 in order to perform long-term strategic planning for the Academy. The facilitator will be Mr. Greg Ford, The PAR Group, who also is a past president of the NIPSTA Board of Directors. NIPSTA Executive Committee members from 2007 and 2008 will be invited to participate. Mr. Earl stated that details of this session will be provided to all soon after the New Year.

VII. Other Business

A. Nominating Committee Report

Committee Chair Rigoni reported that the NIPSTA Nominating Committee has voted to amend its slate of proposed officers for 2008-2009. The nominee for NIPSTA Treasurer is George Van Geem, Niles Village Manager and former Niles Finance Director. He replaces Mr. Ron Pfeiffer, Lincolnwood Finance Director, as the nominee for NIPSTA Treasurer as a result of Mr. Pfeiffer voluntarily withdrawing his name from consideration. The amended slate of officers will be presented for approval to the NIPSTA Board of Directors at its meeting later today.

B. 2008 Meeting Schedule

President Earl presented the 2008 schedule of Executive Committee meetings. Chief De Lopez noted that all meetings will begin at 11:00 a.m. in order to avoid conflict with other meetings which he must attend on each of the scheduled days.

VIII. Next Meeting

President Earl announced that the next meeting of the NIPSTA Executive Committee is scheduled on Tuesday, January 8, 2008 at 11:00 a.m.

IX. Adjournment

A motion to adjourn the meeting was made by Chief De Lopez and seconded by Chief Ericksen. The motion was unanimously approved at 12:50 p.m.

Respectfully Submitted,

Alan Wax
NIPSTA Secretary