



**TRAINING & EDUCATION COMMITTEE**  
**Conference Call Meeting Minutes**

**Wednesday, November 2, 2011**  
**1:30 p.m.**

**PRESENT:** Sharon Peterson, Chair  
Barb Weber  
Don Lay  
Joe DeVito  
Julia Cedillo  
Jessica Frances  
Phil Zaleski

**ALSO PRESENT:** Larry Bush  
Donna Sluis  
Jackie Streid

**ABSENT:** Mark Nolan  
Mark Erickson

**I. CALL TO ORDER**

Peterson called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared.

**II. APPROVAL OF MINUTES**

A motion was made by Frances and seconded by DeVito to approve the meeting minutes of September 13, 2011. The motion carried.

**III. SUBCOMMITTEE REPORTS**

**A. Police Chiefs Liaison – Mark Erickson, Morton Grove**

No report.

**B. Fire Chiefs Liaison –Mark Nolan, Northbrook**

Streid reported that the next meeting is November 17<sup>th</sup> and they will have a speaker coming in to talk about the automated cot. They will be developing a model policy for Ladder Truck Operations, because of an incident that occurred with one of our members.

**C. Public Works Liaison – Joe DeVito, Mundelein**

DeVito reported that the attendance at the last meeting was above average. Dan LeTourneau gave a presentation on Contract Language, which included some common contract language to avoid and some insurance requirements to include. There was a presentation from Dave Wiegiers on Lead Content of Water Meters Regulation. He gave an overview of various types of meters on the market and reviewed the grounding requirements when installing a meter. Included in the packet was the ballot for the Nomination of the Secretary position, the proposed 2012 Meeting dates, 2011 IRMA Public Works Department Claims Analysis Report, 2010 IRMA Best Risk Management/Safety Initiative Award Winners and a report showing those members who had Zero Accidents, which were Hillside, Indian Head Park, Northfield, Prospect Heights and West Dundee.

**D. Parks & Recreation Liaison – Sharon Peterson, Countryside**

No report.

**IV. TRAINING/EDUCATION – RISK MANAGEMENT SERVICES REPORT**

Streid reported the Training Monthly Report and the Risk Management Services Report are for information only.

**V. FINAL 2012 BUDGET**

Streid reported that a copy of the final budget was emailed out to the committee. Training was adjusted to reflect increased costs for IAPD/NAPD driver training and changes to the number of trainings that will be offered. Also, the accreditation grants increased due to two additional grant requests from members prior to the preliminary budget. The committee had previously discussed removing the Discussion Board and it has been removed from the budget. A motion was made by Peterson and seconded by Frances to approve the changes to the revised 2012 Budget. The motion carried.

**VI. FOLLOW-UP TO SURVEY COMMENTS**

Streid reported that there was not enough time to focus on the comments from survey questions #7 and #10 at the last meeting so they were included again in this packet. Streid hoped that everyone had a chance to look them over. The last item that staff would like input on is topics for the 2012 Loss Prevention Workshop. In regards to the workshop, Peterson commented that she liked Post Offer Pre-Employment Testing, Sidewalk Inspection and Back Safety. DeVito seconded the Back Safety and also liked Work Zone Setup. Lay commented that he would like something on Contractual Risk Transfer. Zaleski stated that on question #7 from the survey, the one comment that stood out to him was the last bullet “focusing on mandated requirements.” Classes still going strong at NIPSTA are those required for employees to attend either because of state certification or compliance with OSHA regulations. The attendance numbers have slowly dropped over the last couple of years. Streid felt that this is an accurate statement and that mandated training would be something to look at going forward. Streid mentioned if committee members think of any other topics for the workshop to email them to her.

**VII. 2012 MEETING SCHEDULE**

Peterson mentioned the 2012 Meeting Schedule was in the packet for those who will be remaining on the committee. Streid mentioned that a form went out by Mary Henzler requesting anyone still interested in remaining on the committee, to fill out the form and send it in.

**VIII. EXECUTIVE SESSION**

A motion was made by Frances and seconded by DeVito to move into Executive Session to discuss the Executive Director Performance Review. A voice vote was taken and the motion carried.

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A motion was made by Frances and seconded by DeVito to move out of Executive Session and back into the regular meeting. A voice vote was taken and the motion carried.

**IX. ADDITIONS TO AGENDA**

None.

**X. CONFIRMATION OF NEXT MEETING**

The next meeting of the Training & Education Committee is scheduled for Wednesday, February 15, 2012, at 1:30 p.m., at the IRMA office.

**XI. ADJOURNMENT**

At 1:50 p.m., a motion was made by Frances and seconded by Lay to adjourn the meeting. The motion carried.

**SUBMITTED BY:**

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Jackie Streid  
Director of Training & Education

**APPROVED BY:**

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Sharon Peterson  
Training & Education Committee Chair