

NORTHEAST ARIZONA TRAINING CENTER

“Training Emergency Professionals for Public Service”

BOARD OF DIRECTORS MEETING

Wednesday April 4, 2012

Board of Directors

David Tenney, Navajo County – Chairman (absent)
Dr. Jeanne Swarthout – NPC (absent)
Eric Duthie – Town of Taylor
Jerry Van Winkle – NAPA (absent)
Clay Wood - NAFCA

Opening:

The regular meeting of the NORTHEAST ARIZONA TRAINING CENTER was called to order at 9:15 am on April, 4, 2012 in Taylor, Arizona by Stuart Bishop at the request of Eric Duthie, even though there was not a quorum..

Attendance:

Gus Lundberg	Town of Taylor
Stuart Bishop	NPC
Clay Wood	NAFCA
Eric Duthie	Town of Taylor
Jerry Mc Graw	WML FD
Webb Hogle	ACSO

1. Approval of Minutes

A. March 7, 2012 Board Meeting. There is not a quorum in attendance so Approval of Minutes was tabled until next meeting.

2. Financial Update – Gus Lundberg

A. Financial Report: Mr. Lundberg went over Balance Sheet and P & L he provided. No money collected in February. July – February there was \$18,000.00 more revenue collected over expenses. Cash as of 2/29/12 in all accounts was \$309,890.58. Mr. Lundberg noted that March APS bill is \$1,300.00 of which about half is the demand

charge. Gus will contact APS to see if anything can be done about the high bill. Mr. Bishop remarked we have done everything possible to fix the bill. Stuart explained how the heating units are set up and how the thermostats work in each room. Stuart had the heating company come and move thermostats to help eliminate some of the problems. Stuart and Gus had discussed putting up some sort of a shield around the heating units to keep the dirt out of them when the wind blows. Stuart also thought that it might work if the classrooms were re-ducted. Stuart will continue to work on getting the bill down. Mr. Bishop mentioned he would contact those with outstanding commitments to see if payments could be made.

B. FY 2011 Tax Return: Mr. Lundgren reports the tax return was signed by Chairman Tenney and filed for 2011.

3. NPC/NATC update – Stuart Bishop

President Swarthout was not able to attend this meeting. Mr. Bishop advised that the NPC District Governing Board discussed transfer of NATC to the College during their March DGB meeting and that the Chairman requested President Swarthout to contact the State and make sure the money in question was not going to be swept by the state and that it would be ok to use it and to report back to the board on 4/17/2012.

4. Fiscal Year 2012-2013 proposed budget discussion – Stuart Bishop: Discussed tentative budget and recommendations on items needed. He noted things like insurance, utilities, grounds keeping, and track maintenance, noting that Hatch Construction has been sealing the cracks. Mr. Duthie was wondering if Mr. Bishop was asking for administrative approval and to get bids on repairs of the track. Mr. Duthie mentioned that crack sealing can be assisted by the Town of Taylor if done this summer as they will be doing other work around town and that Snowflake has a pothole fixer that could be used. Mr. Wood noted it would be nice if POST could help fund the repairs. Mr. Bishop mentions available grants. Mr. Duthie asked Webb what the possibility of getting help from POST and Mr. Webb stated he would find out if any funds were available. Mr. Wood noted that costs could be included over several years' budgets.

Mr. Bishop felt portable restrooms were needed and commented that perhaps permanent ones could be considered as a capital improvement. Mr. Webb noted that he has been here when the portable restrooms had blown over and that if used they need to be strapped down.

Mr. Duthie asked if the County had been out to do any maintenance. Mr. Bishop said, not to his knowledge.

The Fire User Fees report was discussed and wanted to make sure everyone approved of the \$1,000.00/\$500.00 fee for the agencies. Mr. Duthie just wanted to make sure everyone will pay and asked about the status of SRP/TEP. He was worried about lack of unanimous approval on the payment by them. Hoped the relationship between SRP/TEP and NATC could be restored. Mr. Bishop noted that once we can offer more for the big companies he felt they would come around. He acknowledged some agencies will never

pay. Mr. Bishop will send the letters requesting payments for NATC in July for the 2012 – 2013 budget year.

Is the list ok? Mr. Duthie – OK. Mr. Webb – thinks an agencies Geographic’s will play a part in the amounts they can pay. Mr. McGraw asked what is per day user fee and if that is more for one use than the \$1000.00 yearly fee. Daily user fee is \$500.00. Mr. Wood wants to make NATC a place that people want to come to and that people can see the advantage of using this facility. McGraw stated that the same people use it all the time so it is worth it for those agencies.

Mr. Bishop will set up a packet to market NATC to the agencies Boards. Mr. Webb - include proposed ideas also. Mr. Wood thought fees for Nutrioso should be \$500.00. Mr. Bishop will adjust.

5. Sub-Committee Recommendation/Approval – Stuart Bishop

- A. Rich Upham – NAFCA Fire Representative (HOFD)
- B. Andy Ronken – NAPA Law Enforcement Representative (NCSO)
- C. Gus Lundberg – Town of Taylor
- D. Stuart Bishop – NPC

Approval of this item tabled until next meeting.

6. Partner Reports

A. Navajo County: n/a

B. Town of Taylor: Mr. Duthie and Lundberg discussed the Bond that was used of construction of NATC. Town of Taylor issued a Bond for \$500,000 for the tower, and understood the Center would pay payments of \$40,000.00 per year which has been done. The bond can be paid off in 10 years and we are in year 6. There is a balance of \$390,000 plus \$60,000.00 in interest still left to pay. They asked if the Center could put \$450,000.000 in an account with an auto payment feature to pay the yearly payment. They had asked a firm how much to set it up and were told it would cost as much in fees as the interest the account would earn. Town of Taylor is concerned about getting the bond paid for.

C. NPC- Mr. Bishop noted that the Center’s calendar is filling up and the Center is getting more and more use. He noted that in the near future NPC will be looking into the possibilities of making a couple of the classrooms into Smart Rooms with new A/V equipment.

D. NAPA: n/a

E. NAFCA: Mr. Wood reported that he discussed NATC at last NAFCA meeting and was encouraged that the lower fee received a positive response. Hoping it will create a new energy for the Center.

7. Discussion and possible action on disposal of Stove in break room.

Mr. Duthie and Mr. Wood agreed that the stove could be removed and ratification could take place at the next meeting.

8. Discussion and possible action regarding old meeting recordings.

Item tabled until next meeting.

9. Future agenda Items:

Copies of Minutes to NAPA and NAFCA

Website

10. Roundtable

Mr. Duthie stated he contacted Hunter Moore about the Counties maintenance. Mr. Moore will contact Mr. Bishop.

11. Next Meeting – May 2, 2012 9:00am NATC

12. Adjournment:

Meeting was adjourned at 10:19am by Eric Duthie.

Minutes submitted by: Laurie Letner

Approved by: [Type name here]