



NORTHEAST ARIZONA TRAINING CENTER

“Training Emergency Professionals for Public Service”

BOARD OF DIRECTORS MEETING

Wednesday October 3, 2012

Board of Directors: Blaine Hatch –NPC, Mark Vest – NPC, Peggy Belknap – NPC

Advisory Committee: David Tenney – Navajo County; Clay Wood – NAFCA; Eric Duthie – Town of Taylor; Jerry Van Winkle - NAPA

Opening:

The regular meeting of the NORTHEAST ARIZONA TRAINING CENTER was called to order at 9:03 am on October 3, 2012 in Taylor, Arizona by Dr. Jean Swarthout.

Attendance: Dr. Jeanne Swarthout, Mark Vest, Peggy Belknap, Clay Wood, Rich Upham, Jerry Van Winkle, Gus Lundberg, Mary Jane Springer, Stuart Bishop

1. Introduction of new NPC Executive Board:

Dr. Swarthout introduced Mark Vest and Peggy Belknap who were appointed by NPC to serve on the newly formed three person Executive Board. Dr. Swarthout stated Blaine Hatch would be the third member, but was unable to make it today and she would serve as his proxy today.

Dr. Swarthout stated her intentions for the new Board was to make it as transparent as possible to the public. She requested that we post meeting minutes/agendas to where it was available to the public.

Some of the expectations of the Board were to come up with a policy/procedure manual for the Center, especially in the area of spending. Discussion was held on the current monies and it was decided that:

- try to use the NPC procedure on handling money as a guideline for the new procedure manual
- the current \$500,000 will be handled by NPC
- the current NATC money would remain in a separate account as NATC money

Dr. Swarthout stated she would like to see a press release come out about NATC and the changes, along with scheduling an open house for the Spring or Fall of next year

Final discussions were placed on getting procedures in place for the safe operation of the facility. It was agreed by all that a “Safety Officer” was mandatory for any live burn operations or any other training deemed hazardous.

2. Approval of September 5, 2012 and September 14, 2012 Meeting Minutes:

Motion made by Rich Upham to approve the September 5th and 14th meeting minutes as presented, second by Gus Lundberg, motion passed.

3. Financial Update – Gus Lundberg

a. Budget report – Gus presented the August financial report. Current balance as of August 31st was \$225,778.15. There are two current payments being made for the GADA loan and the track sealing project which will be reflected in the September report. Motion made by Mary Jane Springer to accept the financial report, second by Clay Wood, motion passed.

b. Discussion was held on getting the financial records turned over to NPC and Dr. Swarthout asked Gus to get with Maderia Ellison who would be NPC’s financial person. Dr. Swarthout also asked that NPC retain all of the past paperwork for NATC and Gus stated he had several boxes of past NATC files in his office. Stuart was directed to get with Gus to pick those items up for the College.

c. Discussion was held regarding sending out the annual dues. Dr. Swarthout asked Gus if he would be able to do this for this year since the transition is taking place. Gus and Stuart will work on getting the annual dues bills out this month to all the Users.

4. Discussion/Possible action on appointing a new Attorney to represent NATC – Dr. Swarthout

Dr. Swarthout felt that based on the new By-Laws and direction of NATC, she felt that neither NPC nor the Town of Taylor should have an Attorney that represents NATC due to a conflict of interest. Dr. Swarthout recommended having an “independent” attorney represent the group. She suggested possible having the Navajo County Attorney’s Office represent the group since they are familiar with the operations. Item was tabled pending more information to be presented at the next meeting.

5. Discussion on the role of the Advisory Committee – Dr. Swarthout

Discussion was held on what the roles of the Advisory Committee should now be. Some ideas presented were:

- to advise E-Board on wants and needs of the facility
- develop policies/procedures regarding the use of the facilities
- recommended to do a study session prior to the E-Board meeting to avoid a separate meeting date
- have a separate agenda for the study session, then another agenda for the E-Board meeting
- It was decided to send out the “Approved” meeting minutes only to all the User’s to avoid any misinformation going out.

6. Discussion/Possible action on “Facility Plan” for NATC – Dr. Swarthout

Dr. Swarthout discussed having the NPC Architectural firm to come out and do a “facility plan” for NATC to determine future needs. Once the meeting is scheduled, all users would be invited to participate in the planning of wants/needs for the facility.

7. Training Center update – Stuart Bishop.

Stuart gave a rundown on the current usage of the facility. Discussion was also held on the following requests:

- Pouring concrete around the fire hydrants – approved
- Installation of a water fountain in the building
 - Stuart was asked to get cost estimates for next meeting
- Installation of new lighting on building and burn tower
 - Stuart was asked to get cost estimates for next meeting

Stuart also briefed the Board that the NPC Fire truck completed its annual pump testing and passed. Discussion was held about contacting Catalyst to see about acquiring more land for the facility and Stuart was told to get with David Tenney who had been working on this. Stuart updated the group about the various donations of Fire equipment that have come from local fire departments.

8. Partner Reports

A. Navajo County: Mary Jane asked with the recent changes if NATC now came under compliance with the State Auditor General’s Office. Dr. Swarthout stated a letter has been sent to their Office advising we are now in compliance.

B. Town of Taylor: Gus stated he would work with Stuart to get the parking lot restriped

C. NPC: nothing to report

D. NAPA: nothing to report

E. NAFCA: nothing to report

9. Future agenda Items:

- **select E-Board Chair, discuss policies/procedures, fee schedule**

10. Next Meeting:

Due to scheduling conflicts with the new E-Board members, discussion was held to see if anyone had a conflict with moving the meeting dates to a different day. There was no opposition so the meeting dates will now be changed to the 1st Thursday of the month at 9am. The location will remain the same at NATC.

The next meeting date will be – November 1, 2012 9:00am @ NATC

10. Adjournment:

Motion made by Peggy Belknap, second by Mark Vest to adjourn the meeting. Motion passed.

Meeting adjourned at 10:40am

Minutes submitted by: Stuart Bishop

APPROVED