



# NORTHEAST ARIZONA TRAINING CENTER

*“Training Emergency Professionals for Public Service”*

## **BOARD OF DIRECTORS MEETING**

Thursday November 1, 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

**Executive Board Study Session Agenda:** It was decided that the board would go directly into agenda items without discussing items in a study session.

### **Opening:**

**1. Call to Order:** The NORTHEAST ARIZONA TRAINING CENTER Executive Board Meeting was called to order at 9:00 am on October 3, 2012 in Taylor, Arizona by Mark Vest.

**Attendance:** Mark Vest, Peggy Belknap, Rich Upham, Jerry Van Winkle, Gus Lundberg, Mary Jane Springer, Stuart Bishop. **Via Telephonic Conference:** Blaine Hatch and Alisa Schniebler.

### **2. Adoption of Agenda:**

Motion made by Peggy Belknap to approve the agenda format, second by Blaine Hatch, motion passed.

### **3. Call for Public Comment:**

There were no comments to record.

### **4. Selection of Board Chair:**

Motion made by Peggy Belknap to nominate Mark Vest as Board Chair, second by Blaine Hatch, motion passed.

## **5. Reports: Financial Report and Stakeholders Report:**

A. Current Financial Report was not provided by the Town of Taylor. Gus Lundberg to coordinate with Maderia Ellison on transition of Financial Records. At last look the town held \$184,119.86 in checking with \$250.00 in petty cash. Expenditures for the month of October were reimbursement of Town of Taylor debt for the months of January and August 2012 along with repaving of the NATC track. Balance of checking today should be around \$100,000.00 with petty cash remaining untouched. Current revenue for year is as follows: \$2500.00 with funds coming from White Mountain Flyers Club (\$1000.00) and The Corvette Club (\$1500.00).

B. Navajo County and Town of Taylor had nothing to report.

Northeast AZ Police Association (NAPA) is pleased with the academy and how facility is being run. They would like to see a Defensive Tactics/Weight Room, onsite gun range and physical fitness track added to the facilities in the future.

Northeastern AZ Fire Chief's Association (NAFCA) is pleased with the facility improvements. They stated it was nice to see the process of developing a Standard Operating Guide for facility. They will be using the track next week for NAFCA quarterly drills.

## **6. Consent Agenda:**

Motion made by Blaine Hatch to approve the October 3, 2012 meeting minutes as presented, second by Peggy Belknap, motion passed.

## **7. Old Business:**

A. Gus Lundberg to coordinate with Maderia Ellison on transition of Financial Records.

B. NATC past records are currently being stored onsite at NATC, due to shortage of storage a permanent storage to be located. Mark Vest to locate possible storage facilities and report at the December meeting.

C. Motion made by Peggy Belknap to approve the NPC Procurement Procedure 2335 for NATC, second by Blaine Hatch, motion passed. NATC Board to approve any expenditure over \$10,000.00 with all requisitions under \$10,000.00 to be approved by the Dean.

D. NPC Attorney to approve Standard Operating Guidelines Manual. With agencies to review and give input before December meeting. Blaine Hatch to provide Stuart Bishop a copy of facility use agreement along with any other insurance and or liability forms users of the NATC facility will need to complete.

## **8. New Business:**

A. Mary Jane Springer to speak with David Tenney on acquiring additional property from Catalist Paper to be discussed at December meeting.

B. Motion made by Blaine Hatch to adopt the 2013-2013 user fee for this physical year and look into billing by calendar year in 2014, second by Peggy Belknap, motion passed.

C. Motion made by Peggy Belknap to approve NATC brochure pending approval from NPC Marketing Department approval, second by Blaine Hatch, motion passed. Mark Vest to request that the marketing department expedite the request.

D. Executive Board to meet with architect on site, Monday November 5, 2012.

## **9. Director's Report:**

A. Link to calendar was provided on agenda. Radio equipment was donated for instructional use. ADOT/DPS will be stripping the track the week of November 5, 2012.

B. Maintenance work orders will be filled out and a building tour will be held with David Huish on Monday November 5, 2012.

## **10. Next Meeting:**

**Due to scheduling conflicts with the 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 1<sup>st</sup> Tuesday of the month at 1pm. The location will remain the same at NATC.**

**The next meeting date will be – December 4, 2012 1:00am @ NATC**

## **11. Adjournment:**

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

Meeting adjourned at 10:25am

Minutes submitted by: Danneel Elkins