



NORTHEAST ARIZONA TRAINING CENTER

“Training Emergency Professionals for Public Service”

Board of Directors Meeting

Wednesday, March 7, 2012

9:00 A.M.

Board of Directors
 David Tenney, Chairman
 Clay Wood
 Dr. Jeanne Swarthout
 Eric Duthie
 Jerry Van Winkle

Attendance:

<u>Name</u>	<u>Agency</u>
Gus Lundberg	Town of Taylor
Mary Jane Springer	Navajo County
Dr. Jeanne Swarthout	NPC
Kathy Hancock	Town of Taylor
Stuart Bishop	NPC
Blaine Hatch	NPC
Rich Upham	HOFD

1. **Approval of Minutes**

- a. February 1, 2012 Board Meeting

Motion made by Gus Lundberg, seconded by Jeanne Swarthout to approve the minutes as read. Motion Passed.

- b. February 1, 2012 Work Session

Motion made by Gus Lundberg, seconded by Jeanne Swarthout to approve the minutes as read. Motion Passed.

2. **Financial update- Gus Lundberg**

- a. Budget report—Mr. Lundberg wanted to reported on what he found concerning the funds and grants that NATC has. We have just over \$300,000 in our checking and savings account. There was talk about the \$279,000 that came from Northern Arizona Vocational Institute of Technology (NAVIT), so it's safe to say that money is still there. The NAVIT IGA that came with the money said “the money’s may be used generally in the completion of ground improvements, operations and maintenance and any other needs as dedeed necessary by NATC’s Board. He believes this is the bulk of the money that is in our operating accounts right now. He also included info on an IGA with the

County for a Peace Officer Training Grant for \$35,000 which was to install modular buildings. We assume that money has been spent. Also included in the packet is a Balance Sheet from fiscal year 2005-2011. There are some pretty good backup details from these numbers if you have any questions.

The current year Financial Statement shows there has been \$34,000 brought in since July 1, 2011 and to date \$13,000 has been spent with a surplus of \$21,000. This shows that our efforts of reaching out to the Fire Districts that have not paid in the past are working.

We have done some things to help Stuart Bishop here at the center. There are some HVAC problems that we are addressing, we've purchased a vacuum and we are working on getting our electric bill down. The account balance as of today is just under \$146,000 in checking and \$166,000 in savings. The bulk of this money is NAVIT but we're not quite sure what the breakout is between the two accounts. As of January 31, 2012 we have \$312,894.18 including petty cash. Mr. Bishop suggested that we include this as an agenda item each month.

Motion made by Merry Springer, seconded by Jeanne Swarthout to accept financials as presented. Motion passed.

- b. FY 2011 Tax Return—Mr. Lundberg has been in contact with the CPA that has done the financials for the last few years and has given him the financials for fiscal year 2011. He would like the Board to approve Chairman Tenney to be able to sign the tax return.

Motion made by Jeanne Swarthout, seconded by Merry Springer to have Chairman David Tenney approve and sign this tax return. Motion Passed.

3. **Fiscal Year 2013 budget and user fee discussion--Stuart Bishop**—In the past we have sent out bills to the Fire Departments based on a formula depending on their budgets which ranged from \$400 to \$6,000. Fire Chiefs and Police Departments have tight budgets so we are trying to determine what they need to put in. He asked the Board how they would feel about a user's fee of \$1,000 from everyone. If all of the police and fire departments contributed it would be roughly \$30,000 to \$40,000. We have had some very positive feedback with this idea. We don't have a set budget yet but looking back on what we've done this should cover our operating expenses. If we can approve this \$1,000 user fee, we could send out letters to the departments now so they can include it in their budgets. This is Mr. Bishop's recommendation to the Board. Right now we are probably getting over fifty percent of the agencies cooperating. With this we at least have some money coming in and it might be a lot more palatable to everyone, including those that have not paid in the past. The Fire Chiefs Association felt this was a lot more reasonable. We may have to adjust this fee for the really small departments such as Concho, Alpine and Greer to \$500. Mr. Bishop will meet with the Police Chief's Organization tomorrow to pitch this and he is also working on Apache County's participation. This would be like a membership fee; if they don't pay, they don't use. Dr. Swarthout suggested that we should call this a "membership fee" rather than a "user's fee" and set it at \$1,000 for all but those three small departments which will be \$500. We will send out emails right away saying the fee is due by October 1, 2012 which is the Fire Districts fiscal year

Motion made by Jeanne Swarthout to set an annual membership fee of \$1,000 except for the very small departments which will be \$500. Motion seconded by Mary Springer.

Motion Passed. Private agencies like APS and SRP pay a \$500 per day fee. It was suggested that they should also pay a membership fee.

4. **NATC Agreements update from NPC- Jeanne Swarthout**—NPC attorney Don Peters is working on IGA's, MOU's and bylaws with Sterling Solomon but we don't have a report yet. She is not sure if the attorneys have been in contact with County Attorney Brad Carlyon but does not think we will have the IGA'S signed by next month's meeting. NPC's attorney is anxious to move this along and get it resolved. Also, we can use the \$500,000 as soon as things are settled with the Auditor General to put back into NATC. We all have resources involved so we need work together. The Town of Taylor is hanging out the most because of the GADA loan but the Auditor General's attorney said that is not NPC's problem, but it is still a collaborative problem.

Mr. Lundberg said the GADA is the overriding concern for the Town. He has been in contact with the financial consultant that helped the town acquire the GADA Bond and is waiting to find specific details on how we can set this up so the payment is not really a factor if there is money available to pay it off. We could possibly put it in an escrow account assigned to pay off the GADA; that might be a good place for the NAVIT money. Dr. Swarthout said that there have been mixed responses on the \$500,000 being available to pay the GADA loan. Mr. Lundberg replied saying the money from the first \$1,000,000 went to pay some of the GADA payments and there was no finding of inappropriate spending of those funds. Dr. Swarthout added that at minimum we could escrow the NAVIT money. The principal amount on the loan is \$290,000 but there is possibly a 10 year call option on this bond and we have about 3 years left. If that 10 year call option is in place, we could pay the loan off at that time. At least this would give the Town some protection.

The Town is working with Mr. Bishop and will gradually be worked out of the day to day operations. Dr. Swarthout needs a ruling from NPC's board. There is not complete ease with her board so they are going to do a Conversation Study Session at their next board meeting to try and get a sense of what they are willing to take on. This meeting is March 20, 2012 at 9:00. Dr. Swarthout would encourage Taylor to be there if they want too. Mary Springer said we need to have a good budget plan that makes this place self-sustaining and it might help create more of a comfort level if NPC's Board knows there is a budget plan and we are living within our means.

Stuart Bishop said he and Gus would like to propose a budget at the next meeting so they can go to the Fire and Police boards showing operating costs and improvements. NPC's Board is ultimately the decision maker and they are aware of the compliance order from the Auditor's General Office but Dr. Swarthout is not sure how much they are willing to look at this entity not as a money pit, but an entity that can be successful. Mr. Lundberg said it seems like the NPC Board's decision is do we want to pay a \$1,000,000 back to the state or do we want to take this on.

5. **Moodle discussion board update- Stuart Bishop**—Mr. Bishop explained that "Moodle" is like instant messaging on the internet. You can send a message to a group on a discussion board then anyone's comments are just added to the bottom of the last message. He set this up after the last board meeting and wanted to remind everyone that it is out there.
6. **Sub-Committee Creation—Stuart Bishop**—Different organizations have executive boards and subcommittees. We are trying to fix and get things moving and would like to recommend to the

board the possibility of organizing a subcommittee that might include someone from the fire and police departments and include Mr. Bishop and Mr. Lundberg. This committee could do things such as day to day operations and develop plans for the future, then make recommendations to the board. Mr. Bishop still assumes that Gus is in charge and looks to him before he does anything. He also asked if there is a spending limit on day to day operations before they have to get board approval. For example, we have a Carl Perkins grant that can be used to purchase props and if he had a subcommittee, he could ask committee members that represent fire and police what props they think would be the most important and have that information to present to the board.

Dr. Swarthout suggested calling this a “User’s Committee”. She said to go ahead and pick their team and have fun with it. She feels very comfortable with a User’s Committee and they should have a right to spend. Mr. Bishop said the Town controls the money right now and he looks to Gus for everything and they have an excellent relationship. He will continue this way until the college decides what they are going to do.

Motion made by Jeanne Swarthout to establish a User’s Subcommittee with the authorization to spend up to \$1,000 without NATC or NPC’s Board approval. Motion seconded by Mary Springer. Motion passed. Those expenditures will be brought as a report to the board meetings.

7. **SWOT Analysis Review- Stuart Bishop**—We are in a holding pattern right now but we have recognized our weaknesses as well as threats. We already have goals for next fall’s semester. Both NAVIT classes will be here under one roof and this will help with the user’s fees. On Tuesdays, Thursdays and Saturdays the Police Academy will be here. Mr. Bishop and Chief Upham’s deputy chief will offer classes that will be taught here. Most of this came out of our SWOT Analysis. Maybe we should include an NATC User’s report as part of the minutes in the future.
8. **Partner reports**—Mr. Bishop reported that he has been here for almost 3 months and wanted to thank Gus for his help. There is always maintenance and upkeep that needs to be done; we pay the NAVIT kids \$100 to help with this. Some things for the future that he would like to put in the budget are wind generators and solar power. We have some major problems with our garage that house’s the fire truck and confined space trailer. The building is sinking and we have a garage door that doesn’t work so we had a specialist come to fix it; he finally determined that it could not be fixed. Another thing is landscaping which may need to be added to the budget or that may be something the subcommittee could do. We wondered why our electric bill is about \$1,400 per month and found that the filters, which are on top of the roof had not been changed for a couple of years. The furnace wasn’t working well so a space heater was being used. We also found major issues with the way the thermostats are set up and how they heat and cool the building. We are working hard to cut our electric bill.

We now have control of all of the card locks and who has keys. We also control when the keys work which will help us save power by not having the gate open and shut all the time.

This building is moving, the garage is sinking and the tarmac needs to be resealed. This is our home and we want to make some changes and clean this place up.

Mr. Bishop mentioned that the Town requested the Sports Car Club of America be approved to use the facility for a couple of weekends in the summer. Gus said he had not heard any complaints about them and asked if there would still be interest in having them come out. Economically this is great for the Town and the Center. They paid \$700 for 2 days and they provide their own insurance. Dr. Swarthout said if it doesn't conflict with anything she is fine with it.

9. Future Agenda Items—

- a. Proposed 2012-2013 budgets.
- b. Users group recommendation.
- c. NAPA report and how they feel about participation.
- d. Standing report on the Training Center and who has been using it.

Mr. Bishop introduced his assistant, Lori and said she is now doing the scheduling and he is very appreciative of all she has done. Mary Springer thanked Gus and Stuart for all they do.

10. Next Meeting

- a. April 4, 2012 at 9:00 am

11. Adjournment

**Motion made by Gus Lundberg, seconded by Jeanne Swarthout, to adjourn the meeting.
Motion passed**

Meeting adjourned at 10:25 a.m.