



# NORTHEAST ARIZONA TRAINING CENTER

*“Training Emergency Professionals for Public Service”*

## **BOARD OF DIRECTORS MEETING**

Tuesday, May 7, 2013

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

**Advisory Committee:** David Tenney – Navajo County; Clay Wood – NAFCA; Clint Burden – Town of Taylor; Larry Parks – NAPA

### **Opening:**

**1. Call to Order:** The NORTHEAST ARIZONA TRAINING CENTER Executive Board Meeting was called to order at 1:08 pm on May 7, 2013 in Taylor, Arizona by Mark Vest.

**Attendance:** Mark Vest, Peggy Belknap, Blaine Hatch, Clay Wood, Danneel Elkins, Clint Burden, Maderia Ellison, Bill Solomon, Larry Parks and Stuart Bishop.

### **2. Approval of Minutes:**

Motion made by Peggy Belknap to approve the April 2, 2013 Board Meeting Minutes, second by Blaine Hatch, motion passed.

### **3. Financial Update:**

NATC financial reports were presented for review.

Maderia Ellison gave a presentation with the quotes provided by various companies to perform an annual audit on the NATC funds. The reason for this request was that an audit has never been conducted on NATC funds and was needed. After some discussion a motion made by Peggy Belknap to contract with Nordstrom & Associates, P.C. to conduct the NATC audit, second by Blaine Hatch, motion passed. Audit report anticipated due date is September 30, 2013. Discussion of preliminary report will be placed on the October 1, 2013 NATC agenda.

### **4. Facility Plan:**

NPC’s Governing Board **will be asked** to discuss the NATC facility in June board meeting. Facility Plan to be placed on the NATC August agenda with potential action item for dirty classroom. Motion to support moving forward with research/general scope of dirty classroom and operational budget for added square feet made by Blaine Hatch, second by Peggy Belknap, motion passed.

## 5. Training Center Update:

Motion made by Peggy Belknap to approve NPC rental agreement of NATC facilities, at a rate of \$24,000 annually with NPC also covering the additional costs for custodial fees and telephone fees for the 2012-2013 fiscal year and annual rent of \$24,000 along with custodial and telephone fees for the upcoming 2013-2014 fiscal year, second by Blaine Hatch, motion passed.

Discussion was held as to how to raise funding to pay for the annual 2013-2014 fiscal year operating costs, however after much discussion it was decided that User fees would remain the same for 2013-2014 fiscal year based on each department's budget already having been set. Discussion of increased user fees for future years will be held at August 6th future meetings.

Motion made by Peggy Belknap to approve renewal of NATC VFIS Insurance Policy for 2013-2014, second by Blaine Hatch, motion passed.

Stuart Bishop advised the Board on a bid received by WHP to inspect the burn tower as required every five years. Motion made by Mark Vest for Stuart Bishop to contract with inspection agency for inspection of burn tower, contract not to exceed \$3850.00, second by Peggy Belknap, motion passed.

## 7. Partner Reports:

Navajo County – no one present to give report

Town of Taylor – Clint Burden to speak with town manager regarding current water service costs.

NPC – had nothing additional to report.

NAPA – looking forward to NALETA Class 2. DPS has assigned Clay Hensley to be an RTO for Class 2 and has assigned Brian Swanty to be a section lead.

NAFCA – had nothing to report.

## 11. Future Agenda Items and Other Items of Business:

NATC Audit placed on the October agenda, discussing Audit Report.

Facility Plan to be placed on the August agenda.

User Fees to be placed on August future agendas for discussion.

**June and July meetings have been cancelled.**

## 12. Adjournment:

Motion made by Blaine Hatch, second by Peggy Belknap to adjourn the meeting. Motion passed. Meeting adjourned at 3:35pm, Minutes submitted by: Danneel Elkins

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