



NORTHEAST ARIZONA TRAINING CENTER

“Training Emergency Professionals for Public Service”

BOARD OF DIRECTORS MEETING

Tuesday, August 3, 2021

11:00p-1:00p

Board of Directors: David Huish, Brian Gardner, Jeremy Raisor

Advisory Committee: Alden Whipple – Navajo County; Jim Morgan – NAFCA; Robert Martin – NAPA; Willie Nelson – Town of Taylor

Opening:

1. Call to Order: The NORTHEAST ARIZONA TRAINING CENTER Executive Board Meeting was called to order at 11:00 a.m. on August 3, 2021 by Jeremy Raisor.

Attendance: Jeremy Raisor, Brian Gardner, David Huish, Jon Wisner, Jonelle Sinclair, Donna Soseman, Bill Solomon, Alden Whipple, Willie, Nelson.

2. Acceptance of Minutes: Minutes from May 4, 2021.

3. Reports:

a. Financial Reports were presented: Donna reviewed the financial reports. June bank statement showed an ending balance of \$172,492.58. A \$3,000 payment was received and deposited from White Mountain Apache Tribal Fire Department for unpaid membership dues and reestablishment of partnership. Donna mentioned there were some checks clear from LEA and Hancock-Leavitt. LGIP account shows an ending balance of \$51,391.49. Donna mentioned the last check she wrote was to LEA on June 30.

b. Maintenance Projects: Jon mentioned David’s crew worked over the summer, sealing the cracks on the driving track, along with repairing the men’s urinal in the Administration Building. Maintenance recently hauled off some additional tables and chairs that were not being used. Jon appreciates all the help and excellent workmanship performed by maintenance here at NATC this summer. David questioned if NATC had its equipment inspected recently. Jon commented the equipment was inspected around the end of May, beginning of June. David mentioned the inspection reports showed NATC’s forklift needs to be repaired. David stated that Shane Holiday will be in contact with Jon regarding the repair to the forklift. During this time, David stated the forklift is not to be used until the repairs and inspection are performed.

c. District Governing Boards Needs: No discussion at this time.

d. Jon reviewed the usage of NATC: Jon mentioned agencies have been consistently scheduling trainings in both June and July. These requests are mainly from AZPOST Firearms and Rifle Instructor School, and TMFMD. AZPOST Firearms Instructor School initially started with 20 personnel and ended with 15. AZPOST Rifle Instructor School began with 12 personnel and finished with 10. NALETA orientation was held on July 14, 2021 for the AJS 102, FA21 class. NALETA 2021-2 started on July 19 with 13 recruits and graduation will be held on December 9. Jon mentioned an FBI EOD training was held on July

28, with 40 attendees, including DPS EOD trainers. August shows the calendar is becoming full due to multiple agencies scheduling the facility for the month, which includes the use of the Dirty Classroom, Driving Track, and Firearms Range. TMFMD will be utilizing the facility three times during the month of August and all of September for driving training purposes and equipment maintenance due to flooding at their facility. Total usage hours were roughly around 185 hours in June and 50 hours in July from various agencies utilizing the facility.

4. Old Business:

a. Capital Improvement Projects: David mentioned one of the engineers are having difficulties with the septic system design. David mentioned the ADEQ told him that NATC would have to expand the system due to the Tiny Houses. David commented that the Navajo county is considering classification changing of the Tiny House, to a Two Bedroom House. By changing the classification, will calculate the amount of nitrogen being created differently; if each housing unit was calculated as a two-bedroom home, the nitrogen count for the sewer system would produce an amount exceeding the limit set by ADEQ. David stated that the engineers have a concern with the County regarding compliance with ADEQ standards. David mentioned the engineers are working on the issue at hand. Without the calculation, the engineers cannot size the septic system, and without the proper size of the septic system, the civil design for the project cannot be completed. David spoke with the engineers, stating NATC can no longer wait and a decision must be made soon. David mentioned there have been multiple concerns on getting a final decision made on the septic system, all related to the decision of the Tiny Homes being classified as Two Bedroom Houses or Two Bedroom Apartments. The engineers are taking into consideration on how much time the Tiny Houses will be in operation. Recruits using the homes Monday thru Thursday, makes for a different calculation then as opposed to the Tiny Homes being occupied seven days a week. Depending on the outcome of the calculation, the Architects may need to adjust the location of the Simulator Building and/or the preexisting septic systems. Jon mentioned the Tiny Houses would need to be winterized and maintained on a regular basis. David will continue contacting the engineers in hopes of getting the project to move forward as soon as possible. David has a budget for improvements to be made at the NATC, including replacement on burn tower panels, moving the Conex boxes to begin operation on the building for instructional space (including concrete work), along with annual maintenance to the track, and property. David mentioned the Capital project installation for the panels and concrete slab need to be scheduled soon. Jon noted that according to the tile company, the tiles at this time does not need to be replaced. Jon and Bill replaced the batting behind the tiles in the burn room in May. Jon mentioned AZPOST donated NATC a metal shed that will be located at the North-East corner of the facility's track, replacing the older one, and a concrete slab will need to be poured around it once weather permits.

b. Annual Audit: Jon mentioned there are outstanding dues owed by DPS and the San Carlos Apache Tribe PD (Outside agencies are billed \$1500 per recruit to attend the academy). Jon stated that San Carlos has yet to pay for either recruit from 2019 or 2021. Even though DPS rarely utilizes the facility, DPS is looking into giving NATC an In-Kind donation to compensate for its \$1500, that may include newer training vehicles, along with providing NATC with instructors for the academy. Donna mentioned there will need to be separate votes concerning the write off and the donated vehicles. Further discussion to the Annual Audit will continue at next month's meeting.

Jon will list the audit as an agenda item to next month's board meeting to discuss write offs.

5. New Business:

a. National Bank Account: Jon discussed a need to move forward on the removal of Jessica Clark and Peggy Belknap as signers to the account. David stated that he had spoken with the bank and until documentation from a meeting is received specifying proof of change, there cannot be any change. David

would like to include Jeremy Raisor and Brian Gardner on the account as authorized signers. David mentioned having the electronic statements be emailed to Jon and/or copied and emailed to Jeremy. Jeremy questions if the bank allows for different types of involvement on its accounts such as separation with those that have access with those that have signature approval. David stated that all business for this account would be with those that are considered signers on the account. David wants to move forward on having Jon and Donna having access to the monthly statements (due to them being the bookkeepers to NATC's budget), and without Jon being a signer on the account.

Motion made by Brian Gardner to add the three board members as signers, David Huish, Brian Gardner, and Jeremy Raisor, including asking the bank to send electronic copies of NATC's monthly statements to Jon Wisner and Donna Soseman each month, if unable to do so then the statements will be sent to Jeremy Raisor and David Huish, second by David Huish, motion passed.

Both Jeremy and Brian will need to bring their NPC identification cards, along with their driver's licenses to the bank to become authorized signers on the account.

b. IGA's: Board agreed to forward IGA's to the DGB for approval.

c. NATC Summer Operations: See Usage of NATC

6. Partner Reports:

NAFCA: Nothing to discuss at this time.

NAPA: Jon spoke for Robert regarding NAPA. Jon mentioned the 911 grid system in the area will be changed to a new name, along with being updated to help prevent further power outages. Alden mentioned the state currently has three different 911 providers. Rather than dealing with three different companies across the state, the state sent out a request for proposal, across the country, to any company that would like to come in and build its own 911 database infrastructure for a statewide 911 service. Next Gen Contact 911 will be the new 911 service provider and its goal is to become live across the entire state come November, if not, then no later than March or April of 2022. This type of service will allow dispatchers to receive emergency reports through text messages, including live feed, making it easier for dispatchers to receive incidents caught on camera and forward the live information to first responders. Jon mentioned discussion was held regarding the regional SWAT team and commitments from the agencies regarding the SWAT team, and the continued support from NATC's police and other training academies.

Navajo County: Alden questioned if the staffing for NALETA was progressing. Jon briefed the board on how difficult it has been to staff the NALETA class. Over the recent years, the primary providers for staffing have included Navajo County and Show Low PD, along with the assistance of Winslow PD. Jon mentioned Show Low PD may bring in a sworn reserve to assign directly as a Sergeant or RTO to help reduce cost from their budget.

NPC: Jeremy mentioned in July there were many changes made to staffing. Jeremy is the new Dean of CTE. The new NPC's president is Dr. Chato Hazelbaker. College wide, NPC has employed 11 new faculty members. NPC will be receiving a FIPSE grant to help with programs, specifically the transition from high school students as they graduate high school and transfer on to the college level. The ground breaking for the new Skills Center will be held in Show Low at the WMC on August 17 at 8 a.m. Pam Dominguez has accepted the position as the new Assistant to the Vice President of Learning and Student Services. Tonight, David will be speaking at the City Council meeting in Show Low to go over the new Skills Center, along with speaking at the ground breaking on August 17. David mentioned that after the ground breaking, the contractor will have 385 days to finalize the build. With the concerns of

transitioning between the older Skills Center to the new one, David mentioned conversation will be held amongst NPC, CTE, and other participants to further discuss when and how the transition will take place. Due to shortage on construction supplies and building material, the cost for the Skills Center will be higher in cost than expected.

Town of Taylor: Nothing to discuss at this time.

7. Future Agenda Items:

Address write-offs on the Financial Report.

DGB comments on IGA's.

National Bank updated status.

8. Next Regular NATC Monthly Board Meeting: September 7, 2021 @ 11:00a.m.

9. Adjournment:

Motion made by Brian Gardner to adjourn meeting, second by David Huish, motion passed.

Meeting adjourned at 12:03 p.m. Minutes submitted by: Jonelle Sinclair