



NORTHEAST ARIZONA TRAINING CENTER

“Training Emergency Professionals for Public Service”

BOARD OF DIRECTORS MEETING

Tuesday, March 2, 2021

11:00p-1:00p

Board of Directors: David Huish, Brian Gardner

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 11:04 a.m. on March 2, 2021 by David Huish.

Attendance: Brian Gardner, David Huish, Jon Wisner, Jonelle Sinclair, Donna Soseman, Jim Morgan, Bill Solomon, Alden Whipple, Josh Raban, Lance Spivey, Dr. Mike Solomonson, Peggy Belknap, Robert Martin

2. Acceptance of Minutes: Minutes from February 2, 2021.

3. Reports:

a. Financial Reports were presented: Donna reviewed the financial reports. January bank statement showed an ending balance of \$210,428.82. LGIP funds for \$75,000 was received, along with additional deposits of fees due. David made clarification that the \$75,000 is what is set aside for the architectural fees. Donna commented correct. Donna would like to get with Jon regarding fees outstanding. LGIP account shows an ending balance of \$79,738.65.

b. Maintenance Projects: David mentioned maintenance was caught up at this time. David mentioned NATC will be sending work order requests for maintenance repairs.

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

d. Jon reviewed the usage of NATC: In February, NATC roughly had over 93 hours put in by agencies, which included the firing range and fire props. Snowflake/Taylor Police Department utilized the facility for its ranger training. Jon mentioned the activity at NATC is maintaining a rigorous amount of onsite training, that has not slowed down. Jon feels that the hours are going to increase over the next few months. Due to the amount of expenditures to be spent on capital improvements, David is hopeful that NATC can receive more funding through the state, as well as other sources, for NATC’s continuation of project buildouts.

4. Old Business:

a. Brainstorming Future Plans for NATC: No discussion at this time.

b. Capital Improvement Projects: David and Jon met with LEA regarding the design for the Tiny Home project and the Simulator building buildout. LEA received information from the utility locators showing location to NATC's existing utilities. The information provided will show the architects where to build the Simulator building without moving the underground utilities. David and Jon attended a ZOOM meeting with LEA to discuss the location where the architects will build the Simulator. David presented to the board the aerial view of the Master Plan showing utility and Simulator building locations. David mentioned that the location of the building will be next to the fire garage, this way trainers/trainees can have access to the garage's restroom. David questioned if the soils borings were completed. Jon commented that the soils borings testing was completed but NATC is still waiting for the results and the report to come in within the next few weeks. David mentioned there is still some determination on the Tiny Homes alignment and positioning.

5. New Business:

a. NATC annual insurance renewal: Jon reviewed the annual insurance renewal. Jon mentioned that there was a slight increase from last year's policy. The new Total Annual Premium is \$20,365. David asked Josh to explain to the board where the increase came from. Josh presented the renewal form indicating the Polaris is insured around (\$1,000) a year, increasing the premium. Having that kind of liability on the business auto is the only increase the insurance company showed over last year's premium. David questioned if the fire trucks were covered under this policy. Josh commented that the fire trucks are owned by NPC therefore covered by NPC. Brian questioned regarding building content coverage. Josh commented that all contents are owned by NPC and NPC has blanket coverage over the items. David mentioned if NATC's purchased instructional supplies for classroom usage was to get damaged, NPC's policy will cover the items as a content. NATC's policy has no content coverage. Brian questioned if there will be concerns over whether or not is covered under NPC or NATC in the near future. David feels there needs to be a discussion regarding these concerns due to concerns to insurance may arise at a later date if NATC continues to purchase an exceptional number of instructional items. Jon mentioned everything that NATC purchases is being used towards the CTE programs; AJS and Fire Science. Jon mentioned the majority of equipment has been purchased through NPC's Carl Perkins grants or additional funding. Jon indicated once the building is built, coverage for contents will need to be addressed.

Motion made by Brian Gardner to approve the proposal to renew NATC's insurance policy through Josh Raban and Hancock-Leavitt, second by David Huish, motion passed.

Jon and Josh will proceed with the renewal.

b. NATC annual budget renewal: Jon reviewed the annual budget renewal. Jon mentioned the apposed draft budget, to be approved, does not show many changes. Peggy mentioned dues stay at a reasonable price for agencies because the money brought in helps pay the cost of insurance. Jon commented that income went down on the Fire Memberships from being over (\$16,000) to now being around (\$13,000) due to the merging of fire departments and are no longer paying their dues. Private Agency Usage dues rose two years ago, from (\$2,500 to \$3,000). Law Enforcement Memberships have not changed, leaving the total at (\$15,000). Non-Membership Fees for NALETA such as Greenlee County and Hopi Resources pay (\$1,500) per recruit, estimated total of (\$6,000). Amount depends on how many recruits attend from outside the area during the semester. The Total Income combined is \$40,750. Expenses under Administration, Insurance is estimated to be around (\$23,000) with the new increase; Accounting/Audit shows (\$6,000); Office Supplies of (\$500); Misc. Expenses (\$1,000); Bank Service Fees (\$200) - Total Expenses is \$30,700. Under Maintenance, Security is (\$800). Building Maintenance/Burn Tower 2018 (\$4,250) (budgeted every five years) - Total Maintenance \$800. Conclusion of Totals; Expense Totals \$31,500 and Revenue Totals \$40,750, with an Ending Balance of \$9,250.

Motion made by Brian Gardner to accept the proposed budget as presented, second by David Huish, motion passed.

c. Partner representation: Jon introduced new members to the board. Robert Martin will replace Lance Spivey for NAPA. Alden Whipple will replace Brett Starns for Navajo County.

6. Partner Reports:

NAFCA: NAFCA held a meeting on February 18 regarding their most concerning topic, legislative season. NAFCA follows many legislative issues that may affect municipal and fire districts across the state of Arizona, along with pension being a huge issue within communities across the state. NAFCA expects to see more pension reform and changes in tax levy rates for fire districts (first time in 26 years). Levy Rate for fire districts cap would be roughly \$6.75. Today, it still stands at \$3.25. Working through the legislative processing NAFCA expects to see some relief of around \$3.50. If the governor signs, approving the bill, departments may see these changes in the new fiscal year.

NAPA: Nothing to discuss at this time for NAPA. Robert introduced NAPA's new board representatives - Ken Arend, Winslow PD, as secretary and Shane Bevington, Eagar PD, as Treasurer.

Navajo County: Nothing to discuss at this time.

NPC: Nothing to discuss at this time.

Town of Taylor: Nothing to discuss at this time.

7. Future Agenda Items:

8. Next Regular NATC Monthly Board Meeting: April 6, 2021 @ 11:00a.m.

9. Adjournment:

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

Meeting adjourned at 12:09p.m. Minutes submitted by: Jonelle Sinclair