



NORTHEAST ARIZONA TRAINING CENTER

“Training Emergency Professionals for Public Service”

BOARD OF DIRECTORS MEETING

Tuesday, November 2, 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 11:07 a.m. on November 2, 2021 by Jon Wisner.

Attendance: Jeremy Raisor, Brian Gardner, David Huish, Jon Wisner, Mary Craig, Donna Soseman, Jim Morgan, Willie Nelson.

2. Discussion of Approved Minutes: Minutes from October 5, 2021.

3. Reports:

a. Finance Reports: Donna reported we had \$23,251.45 in Deposits and \$6,985.00 in Checks, which leaves a balance of \$184,591.81.

b. Maintenance Projects: David reported nothing new at this time. Jon reported there has been significant damage to the track. Insurance does not cover this and will not pay to repair the track. It has been six weeks since one contractor appraised the track but he has not submitted a bid. Two other bids have been received. One from Hatch Constructon and Paving in the amount of \$42,688 and one from Sunland Asphalt in the amount of \$39,957.70. The damage consists of a 16 ft x 21 ft crater and a 50 ft x 100 ft shifting of the asphalt. The underlay was insufficient for the use and the entire track needs to be replaced but that will have a cost of approximately \$1,000,000.00 which we do not have.

AJS needs the tract in less than 3 weeks so it was discussed whether to move forward with one of the current bids. David said he has \$40,000.00 in his NATC Track Maintenance Budget and will help pay for the repair, with NATC paying the balance.

David made a motion to move forward with the repairs an it was seconded by Brian Gardner. The motion carried. Jon will check and see when Sunland could make the repairs and get back with everyone.

c. District Governing Boards Needs: The DGB still needs the IGA's. Jon reported he is still waiting for one more corrected IGA and will forward them to the DGB for consent approval. Will discuss later in the meeting.

d. Jon reviewed the usage of NATC: Jon reported October and November have been slower, in part due to the condition of the track.

4. Old Business:

a. Capital Improvement Projects: LEA has obtained the authorization to get a permit for the Phase 1 construction and will be included in all phases of the construction. There was a discussion as to whether NPC needed to be included in the bidding process or if NATC should move forward separately. It was moved by David to move forward and seconded by Brian. Motion passed.

b. Budget Write-Offs: There was a discussion on writing off three past due accounts: San Carlos, AZ Dept of Public Safety, and Hopi Resource. David recommended writing them off but insisting that San Carlos pay up front for any further training. AZDPS would like to pay in kind and Jon stated he had no problem with that with the amount of instructors they provide and how they are working on providing four vehicles to the program. It was moved by Brian and seconded by David to write these balances off. Motion carried.

c. IGA's: Jon reported that there was still one outstanding from Eager PD and that he would followup and get it to Jeremy by end of week. Jon will attend the November 16, 2021 DGB meeting since Jeremy will be unavailable.

5. New Business:

a. Quickbooks Update: Our current version is outdated and needs to be brought current. We have a quote of \$440. Brian moved that we submit a requisition and pay from NATC, Jeremy seconded the motion and it carried.

b. Website Security: Ann Hess has reported that our NATC website is not secure. It is http and needs to be https to be secure. It leaves the NATC website at risk for security breaches. We can go under NPC or upgrade to the https with is secure.

NAFCA has no issue if we go under NPC security as long as there is a clear path to get to the NATC website via NPC's.

We will work with Ann to make this happen.

c. RFQ Bid Process: There was discussion regarding if the procedure needs to be reviewed to see if we have to follow NPC procedures (NPC procedure 2335) for guidance or if we are bound to the procedure for processing through NPC for approvals. This will be revisited next month. I

6. Partner Reports:

NAFCA: NAFCA will support appropriations in the future but can do nothing about the current. Gila River has a grant we might apply for

NAPA: Nothing to report.

Navajo County: Has committed funds to assist in repairs and updating shooting range.

NPC: Same for Spring and has been for Fall. Masks will be required in the classrooms along with social distancing David gave an update on the construction project at WMC and Holbrook Campus will have a child care facility.

Town of Taylor: Nothing new at this time.

7. Future Agenda Items:

- a. SOG's
- b. Discussion on the bid process for Phase 1 of NATC master plan.
- c. Update on the status of IGA's with partners.

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

9. Adjournment:

Motion made by Brian Gardner to adjourn meeting, second by Jeremy Raisor, motion passed.

Meeting adjourned at 12:29 p.m. Minutes submitted by: Mary Craig