



## NORTHEAST ARIZONA TRAINING CENTER

*“Training Emergency Professionals for Public Service”*

### BOARD OF DIRECTORS MEETING

Tuesday, February 1, 2022

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 11:03 a.m. on February 1, 2022 by Jon Wisner.

**Attendance:** Jeremy Raisor, Brian Gardner, Jon Wisner, Mary Craig, David Huish, Amber Hill, Bill Solomon, Robert Martin

**2. Discussion of Approved Minutes:** Minutes from January 4, 2022.

#### **3. Reports:**

a. Finance Reports: It was recommended by David to take LGIP funds and place them in account so payments can be made on Phase 1, Amber recommended only moving funds that would be spent this fiscal year. Asphalt repairs were paid as follows: \$30K from NATC account and \$9K from David’s maintenance account with NPC. Amber recommended going to an on-line version of Quik Books. It was determined that there would be no problem.

b. Maintenance Projects: Nothing to report for January.

c. District Governing Board’s Needs: We have a new board chair for the Governing Board: Kristine Laughter.

d. Jon reviewed the usage of NATC: Jon reported December was active and we currently have TMFD trainings in January for their new hires. If anyone is interested in seeing the activity, they can log into the calendar on the web site.

Arizona Rangers would like to use the facilities but since they are not necessarily a law enforcement agency they would have not need to send recruits for training. They were given the hourly rate for the use of the firearms range as long as they can provide proof of insurance. They were quoted \$50 per hour for the usage. They would also have to provide their own weapons and ammunition.

#### **4. Old Business:**

a. Discussion/Action on NATC Insurance Annual Renewal – Since we don't have renewal premium yet this will be tabled until next month.

b. NATC received two bids on the Phase 1. One was \$749K and the other was more than \$200K higher. There were two alternates to the original bid request. The first was for a different type of roof on the simulator building for \$36K and the second was to install some pole lighting outside of the tiny houses. The Board decided the \$36K roof alternate was not needed but determined the lighting would be beneficial.

There was a contingency fund included in the \$749K bid for anything that needs to be addressed after contraction begins.

It was moved by David and seconded by Brian to accept this. Motion approved. Now Jeremy needs to present it to the Board for approval.

## **5. New Business:**

a. Bylaws: A discussion was held regarding purchasing. Since ownership is NATC but we are supported by NPC, we should follow their purchasing practices. We need to find where it was addressed in the Bylaws or SOGs and make a correction or addendum to address this. Amber provided the Business process document NATC approved previously in their meeting that states NATC follows NPC Purchasing procedures. Jon and Jeremy will work on drafting some language to clarify this and then bring to the group for a recommendation.

Amber sent a copy of what the Business Office provides to the NATC auditor.

This was tabled until Jeremy and Jon have an opportunity to meet and discuss this topic.

b. Discussion/Action on concrete for connex boxes: Three bids of \$17,000, \$15,000, and \$10,000. It was agreed to approve up to \$12,000 for this project. Moved by David and seconded by Brian. Approved.

## **6. Partner Reports:**

NAFCA: Nothing to report.

NAPA: Some changes to fee schedule. There will be 3 member groups: an executive level that will be a voting member, command staff membership or general membership, and then affiliate members who aren't part of the group but still want to participate.

Navajo County: Nothing to report

NPC: Approved upgrade to Winslow Campus, signage changes, audit was approved, construction moves on at WMC, EMT students, and phlebotomy status.

Town of Taylor: Nothing new at this time.

## **7. Future Agenda Items:**

a. Future By-Law changes?

b. Insurance: In the process of doing our annual renewal. Should have something next month to present.

**8. Next Regular NATC Monthly Board Meeting: March 1, 2022 @ 11:00a.m.** This will be a live meeting held at the NATC.

**9. Adjournment:**

Motion made by David Huish to adjourn meeting, seconded by Jeremy Raisor, motion passed.

Meeting adjourned at 11:55 AM. Minutes submitted by: Mary Craig

DRAFT