

**NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY**

JPA Board of Directors - Agenda

**Friday October 24, 2014 – 9:00 am**

2409 Dean Street, Room 124, McClellan, CA 95652

---

## **PUBLIC MEETING**

---

- I. Call to Order
- II. Pledge of Allegiance
- III. Public comment on agenda/non-agenda items
  - None scheduled
- IV. Consent Agenda
  - Approve – NCRPSTA Board Meeting Action Summary – September 24, 2014
- V. Presentations
  1. NCRPSTA – Financials for the period ending 09/30/14  
NCRPSTA – Aging Report for the period ending 09/30/14  
NCRPSTA – Statement of Cash Flows for the period ending 09/30/14
    - Receive Presentation – Ms. Kelly Rowley
  2. NIJ Grant Summary Report for the period ending 09/30/14 – FINAL REPORT
    - Receive Presentation - Mr. Mickey Bennett/Mr. Tom McMahon
  3. NCRPSTA Facilities Report
    - Receive Presentation – Mr. Rick Sargent
- VI. Action Items
  1. Approve authorized signatories for the Bank of the West accounts
    - Receive Presentation – Ms. Kelly Rowley
    - **PROPOSED ACTION:** Approve Capt. Don Davis SPD; Assistant Chief Kim Iannucci SFD; Mr. Steven Segura LRCCD; and Mr. Steve Quinn, Executive Director to be authorized signatories on the NCRPSTA Bank of the West Accounts.
- VII. Executive Directors Report
  - Quarterly Training Report
- VIII. Board Member Questions and Comments
- IX. Meeting Schedule (*color copies will be available at the meeting and in the JPA Business Office*)
  - NCRPSTA Inter-Agency Planning Team – November 3<sup>rd</sup> and 17<sup>th</sup>
  - NCRPSTA Board of Directors – November 21, 2014
- X. Adjournment

**Posted October 20, 2014 – 03:30 pm**

  
\_\_\_\_\_  
Kelly Rowley, Clerk of the Board

*NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY*

---

Action Summary - JPA Board of Directors  
**Friday September 26, 2014 – 9:00 am**  
2409 Dean Street, Room 116, McClellan, CA 95652

---

**Call to Order:** 9:05 am

**Roll Call:** Dr. Thomas Greene, (LRCCD/ARC), Deputy Chief Mike Bray (SPD), A/Deputy Chief Michael Bartley (SFD), Mr. Stephen Quinn, Executive Director, Kelly Rowley, Clerk of the Board

**Pledge of Allegiance:**

**Public Comment:** None received

**Consent Agenda**

- Approve – NCRPSTA Board Meeting Action Summary – August 29, 2014
- Receive – SPD correspondence designating Deputy Chief Mike Bray as their primary designee and Lt. Don Davis will serve as alternate, for the NCRPSTA Board of Directors.
- Receive – LRCCD correspondence designating Dr. Thomas Greene as their primary designee, Ms. Colleen Owings 1<sup>st</sup> alternate and Mr. Steven Segura as 2<sup>nd</sup> alternate for the NCRPSTA Board of Directors.

A motion to approve the consent agenda was made by Dr. Thomas Greene, seconded by Deputy Chief Bray, all in favor, motion passes.

**Presentations/Discussion:**

NCRPSTA Financial Report

- Board Members were provided the financial reports for the period ending 08/31/14.

NCRPSTA Training Report – NIJ Cooperative Agreement

- Board members were provided a summary report for the training period ending 8/31/14.
- The Board also viewed a video production summary of the Virtual Reality Training.

NCRPSTA Facilities Report

- Range 3 Improvement Project – Currently we are working on coordinating the drilling, rebar install and concrete portion of the range. The drilling of the holes is completed; we are set to pour the concrete on October 27<sup>th</sup>. The imbed plates are due next week, and the steel trusses are expected December 1<sup>st</sup>, and the rest of the steel is due November 1<sup>st</sup>.
  - Chief Bartley: When is Range 3 expected to open, and will the improvements enhance or expand the operation?
  - Quinn/Sargent: We would expect a definite expansion in the services we will be able to offer, and the improvements will definitely enhance the operation of the range, in that we will have the ability to shoot from 50 yards fixed, and 25 yards and forward. Due to open spring of 2015.
  - Chief Bray: The baffles are being installed for safety correct?
  - Quinn/Sargent: Yes, the baffles when properly using the range will provide ballistic containment at 50 yards fixed and 25 yards fixed and forward.
- We are in the process of updating our handicap spaces with new paint and sealant, as well as re-stripping the spaces, and adding the appropriate signs.
- We have installed a large screen monitor in the lobby, this will be used to advertise upcoming classes, indicate classroom assignments and showcase various video productions.
- Completed breach door repairs at the shoot house.
- Building 603 (Fire Academy Training Station) signs have been installed.

- We did a little bit of pavement patch repair on the grinder as well as having it cleaned and swept.
- The Range remediation is completed. The berm behind range 1 was moved back slightly adding additional parking spaces. We were able to obtain gravel for dirt from URS, which expands the parking area around the shoot house.
- USCG is moving forward with their IT installation, they are occupying room 135 and their IT equipment is located in the IT room. They are currently researching the ability and cost to “harden” room 135. This is for their COUP-COG Operations.

**Action Items:**

1. Authorize the executive director to expend funds in the amount of \$100,000, for certain Capital Improvements to the training campus.

**PROPOSED ACTION:** Receive Presentation; authorize the use of \$100,000 for Capital Improvement projects.

**DISCUSSION:**

- Chief Bartley: Have we obtained and estimate?
- Quinn/Sargent: No, we will concentrate on the worst areas first and do as much as possible, capping the work at \$65,000. Biondi Paving completed an estimate for a drainage issue, but not for the entire area. The unknown is what is under the 4” paving.
- Chief Bartley: If you begin the work and then discover some problems, are we then committed to make those repairs?
- Quinn: I am requesting the fixed amount of 65K for repairs within which we will get done as much as possible.
- Dr. Greene: Do we have established procurement policies in place?
- Rowley: Yes, I will get this to you in the next few days.
- Dr. Greene: In addition, if we take the Capital Improvement Plan out 3-5 years, knowing the potential for change, we as a board would be able to get a better sense of the direction we are headed with improvements.
- Dr. Greene: I’m not completely comfortable with the \$100,000 expenditure; my concern is that you open Pandora’s Box. Would you be able to use the repair funds to begin those repairs?
- Quinn: I’m bringing this to you because of the current budget deficit. With 621k from reserves already in the budget this would raise that to 721k. With regard to the “repair” budget the amount of 76k is reflective of the general maintenance and repairs that we complete in a yearly cycle.
- Dr. Greene: I’m hearing this is somewhat time sensitive?
- Quinn: Of course not on the mats, however the grinder work would have to be scheduled sooner rather than later due to the weather.
- Dr. Greene: It is my understanding that we have been at a budget deficit for a couple of years, and that we use reserves to fund the portion that we are short. It would be helpful to know the fund balances.
- Quinn: That information is provided on the “Statement of Cash Flows”, page 11.
- Chief Bartley: Definitely don’t want to micromanage you and staff, and do you feel we are able to provide appropriate guidance?
- Quinn: Guidance is important, any feedback is helpful, and perhaps I can meet with each of you to discuss vision and direction.

*NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY*

---

Action Summary - JPA Board of Directors  
**Friday September 26, 2014 – 9:00 am**  
2409 Dean Street, Room 116, McClellan, CA 95652

---

**ACTION TAKEN:** A motion to authorize the Executive Director to utilize \$100,000 for certain Capital Improvements, was made by Dr. Thomas Greene, Seconded by Deputy Chief Mike Bray, all in favor, motion passes.

**Executive Director's Report:**

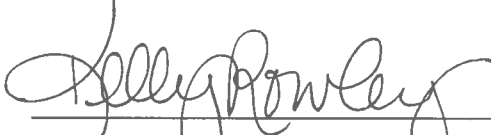
- There are tree academies currently in session, SPD with 45 recruits, Los Rios with 18 and AFD with 20.
- SPD is set to host their "Open House" on October 1<sup>st</sup>.
- I am meeting with the US Forest Service next Friday, for possible use of our facilities for their training. They are located here at McClellan as well, however at times they are not able to accommodate all divisions of their agency.
- Budget – We are continuing to try different things to increase revenue. Marketing is an important piece to generating new business. We will see a bit of salary savings from the vacancy that will be created when Rick moves. In addition increasing member agency fees is a possibility. The range project is an unknown at this point.
- There have been no more rounds found on the runway, since the July incident. We have referral to a ballistics expert, and are working on a contingency plan.
- Range – We were able to trade some "clean" dirt for gravel, this increases the parking capacity at the range.
- Audit – We are working on it, the auditors have requested several documents from us, to do their preliminary work. They will begin their fieldwork in October. The final report is scheduled to be presented in December.
- Monitor in the lobby will be used to showcase the NIJ Grant video and also list current and upcoming classes and room assignments.
- Jack working on rehabbing the handicap spaces. We received an inquiry as to whether or not we are ADA compliant.
- Sick Leave – AB1522 regarding 24 hours sick leave for all employees effective 7/1/15.

**Board Member Comments and Questions:**

The board members agreed that the Chair of the Board will rotate on an annual basis.

**Meeting Adjourned:** 10:15 am

Attested to:

  
\_\_\_\_\_  
Kelly Rowley, Clerk of the Board

NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY

Statement of Revenues and Expenditures

as of 09/30/2014

GOAL  
25%

	As of 9/30/2013	As of 9/30/2014	BUDGET	VARIANCE	%	notes
	( A )	( B )	( C )	( D )	( E )	( F )
<b>Revenues</b>						
1 CONTRIBUTIONS, GIFTS, GRANTS	\$174,569.99	\$169,295.01	677,180.09	507,885.08	25.00%	
2 CONTRIBUTIONS - SFD RANGE		\$275,210.00	941,345.62	666,135.62	29.24%	
3 CONTRIBUTIONS - IN-KIND LOS RIOS			51,000.00	51,000.00	0.00%	
4 RENTS, LEASES	22,288.75	27,232.37	82,200.00	54,967.63	33.13%	>25%
5 INTEREST, INVESTMENTS	554.98	-		-		
6 OTHER GOV'T REVENUE	8,540.79	6,867.69	19,600.00	12,732.31	35.04%	>25%
7 OTHER LOCAL REVENUE	8,791.59	5,777.84	13,000.00	7,222.16	44.44%	>25%
8	Total Revenues	\$214,746.10	\$484,382.91	1,784,325.71	1,299,942.80	27.15%
<b>Expenses</b>						
9 REGULAR SALARIES	\$63,225.63	\$65,310.88	353,955.00	288,644.12	18.45%	
10 WORKER'S COMPENSATION	1,350.75	3,966.53	8,000.00	4,033.47	49.58%	DEC
11 ALLOCATED BENEFITS	5,381.90	5,007.64	88,951.00	83,943.36	5.63%	
12 INSTRUCTIONAL - PRINTING	684.09			-		
13 NON-INSTRUCTIONAL SUPPLIES	11,727.61	4,663.98	44,000.00	39,336.02	10.60%	
14 NON-INSTRUCTIONAL PRINTING	303.98	538.88	1,600.00	1,061.12	33.68%	RANGE
15 TOOLS	552.98	10.34	4,500.00	4,489.66	0.23%	
16 CONTRACTS - PERSONAL SERVICES	8,162.85	(84.36)	21,250.00	21,334.36	-0.40%	
17 TRAVEL AND CONFERENCE	668.30	(31.94)	1,500.00	1,531.94	-2.13%	
18 DUES & MEMBERSHIPS			1,265.00	1,265.00	0.00%	
19 INSURANCE	42,098.33	33,209.45	30,000.00	(3,209.45)	110.70%	F
20 UTILITIES AND HOUSKEEPING SVCS	48,695.22	216.57	52,900.00	52,683.43	0.41%	
21 ELECTRIC	-	20,301.79	110,000.00	89,698.21	18.46%	
22 GAS	-	2,641.93	30,000.00	27,358.07	8.81%	
23 SEWER	-	2,976.57	7,200.00	4,223.43	41.34%	OCT
24 TRASH	-	582.95	3,300.00	2,717.05	17.67%	
25 PEST CONTROL	-	1,005.00	3,950.00	2,945.00	25.44%	
26 JANITORIAL SERVICES	-	9,222.17	35,160.00	25,937.83	26.23%	% INC
27 ALARM MONITORING	-	550.00	1,700.00	1,150.00	32.35%	NOV
28 WATER	-	7,774.59	29,000.00	21,225.41	26.81%	
29 LANDSCAPING SERVICES	-	5,520.00	22,080.00	16,560.00	25.00%	
30 REPAIRS	36,452.65	12,681.73	79,000.00	66,318.27	16.05%	
31 RENTS AND LEASES	1,040.78	365.32	2,701.00	2,335.68	13.53%	
32 AUDITS			15,750.00	15,750.00	0.00%	
33 POSTAGE	476.15	5.75	400.00	394.25	1.44%	
34 OTHER OPERATIONAL EXPENSES	3,223.10	2,105.99	12,000.00	9,894.01	17.55%	
35 LEASHOLD IMPROVEMENTS	-	329,738.24	1,445,325.10	1,115,586.86	22.81%	
36	Total Expenses	\$224,044.32	\$508,280.00	2,405,487.10	1,897,207.10	21.13%

Contributions - Member Agencies	169,295.01	169,295.01	
Contributions - SFD Range	275,210.00	275,210.00	Utilities and Housekeeping
Classrooms, Mat Rooms, Obstacle Course	8,652.25		Line 20 - PE 9/30/13
Tactical Village	7,687.50		\$48,695.22
Ridewell - B683	6,130.00		compare to
Range 1	2,975.12		Line 20-29 - PE 9/30/14
Soothouse	1,787.50	27,232.37	\$50,791.57
SFD - Reimbursements	342.69		
Simunitions Course T4T	2,975.00		
Tactical Village - TSO	3,550.00	6,867.69	
Canteen	115.19		
Liberty/Miwall - Brass Recycling	5,140.02		
Ridewell - B683 - reimbursements	522.63	5,777.84	

**No Calif Regional Public Safety Training**  
Customer Ledger Aging By Due Date ( Summary )

Report Date: 9/30/14

Cust ID	Name	Days Past Due							Deposits
		Current 09/30 - After	1 - 30 08/31 - 09/29	31 - 60 08/01 - 08/30	61 - 90 07/02 - 07/31	91 - 120 06/02 - 07/01	121 + Prior - 06/01	Balance	
COS001	County of Sacramento-OES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7.00)	\$0.00
COS008	Dept. of Community Developme	\$0.00	\$20,841.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,841.00	\$0.00
DEA001	Drug Enforcement Administratio	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00
DOJ002	Department of Justice	\$0.00	\$1,875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,875.00	\$0.00
DVA001	Department of Veterans Affairs	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00
DVA002	Dept. of Veterans Affairs OIG	\$6,250.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.01)	\$6,249.99	\$0.00
FBI001	Federal Bureau Investigation-H	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.76)	(\$0.76)	\$0.00
GSA002	GSA - FEMA/S&T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.16)	(\$0.16)	\$0.00
IRS002	Internal Revenue Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,014.86	\$45,014.86	\$0.00
LRC001	LRCDD	\$0.00	\$56,431.67	\$0.00	\$0.00	\$0.00	\$225,726.68	\$282,158.35	\$0.00
MPD001	Modesto Police Department	\$2,512.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,512.50	\$0.00
RIDE001	RideWell Motorcycle Training	\$2,122.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,122.63	\$0.00
SAC001	City of Sacramento - SPD	\$275,210.00	\$56,837.92	\$0.00	\$0.00	\$0.00	\$0.00	\$332,047.92	\$0.00
SAC002	City of Sacramento - SFD	\$0.00	\$56,431.67	\$0.00	\$0.00	\$0.00	\$371.31	\$56,802.98	\$0.00
SAC003	City of Sacramento-UASI	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00
SMUD01	SMUD	\$2,659.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,659.00	\$0.00
TRPD01	Twin Rivers Police Department	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00
<b>TOTALS:</b>		<b>\$290,154.13</b>	<b>\$193,117.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$271,104.92</b>	<b>\$754,376.31</b>	<b>\$0.00</b>
PERCENTAGES:		38.46%	25.60%	0.00%	0.00%	0.00%	35.94%	100.00%	

**No Calif Regional Public Safety Training**  
Statement of Cash Flows Worksheet  
For the period ended 9/30/2014

	<u>Year to Date</u>
<b><u>Cash Flows from Operating Activities</u></b>	
Change in net assets	(\$30,817.63)
<b><u>Adjustments</u></b>	
(To convert net assets to cash basis)	
Increase in Current Year Receivables	(\$467,280.01)
Decrease in Accounts Receivable-Prior Year	\$800.10
Decrease in Prepaid Expenses	\$90.00
Decrease in Prepaid Expenses	\$50.00
Decrease in Prepaid Expenses	\$50.00
Decrease in Prepaid Expenses	\$75.00
Increase in Accounts Payable Module-Vendor	\$26,744.98
Decrease in Accounts Payable-Prior Year	(\$108,701.22)
Decrease in Accounts Payable-Prior Year	(\$800.10)
Decrease in Accounts Payable-Prior Year	(\$1,381.06)
Decrease in Accounts Payable-Prior Year	(\$590.37)
Decrease in Accounts Payable-Prior Year	(\$26.35)
Decrease in Accounts Payable-Prior Year	(\$120.88)
Decrease in Accounts Payable-Prior Year	(\$11.07)
Decrease in Accounts Payable-Prior Year	(\$52.76)
Decrease in Accounts Payable-Prior Year	(\$90.68)
Decrease in Accounts Payable-Prior Year	(\$901.30)
Decrease in Accounts Payable-Prior Year	(\$13.53)
Decrease in Accounts Payable-Prior Year	(\$11,375.00)
Decrease in FSA LIABILITY ACCOUNT	(\$3,130.30)
Decrease in DEFERRED REVENUE	(\$1,050.00)
Decrease in DEFERRED REVENUE	(\$2,975.00)
<b>Total Adjustments</b>	<b>(\$570,689.55)</b>
<b>Net Cash used by Operating activities</b>	<b>(\$601,507.18)</b>
<b><u>Cash Flows from Investing Activities</u></b>	
<b>Net Cash Used by Investing Activities</b>	<b>\$0.00</b>
<b><u>Net Increase (Decrease) in Cash</u></b>	<b>(\$601,507.18)</b>
<b><u>Cash and Cash Equivalents at Beginning of Period</u></b>	<b>\$2,310,942.42</b>
<b><u>Cash and Cash Equivalents at End of Period</u></b>	<b>\$1,709,435.24</b>

## NCRPSTA CAPITAL IMPROVEMENT PROJECTS - PLANNING DOCUMENT

PRIORITY	PROJECT DESCRIPTION	TOTAL COST	REMARKS
FY 14-15	Ballistic Containment of Range 3	\$ 500,000.00	Total project cost 1.5 million, 1 million (SPD), 500k (Training Auth.)
FY 14-15	New Mats for the Large Mat Room	\$ 35,000.00	estimate obtained - Action Item 9/26/14
FY 14-15	Grinder Paving/Repairs	\$ 65,000.00	not to exceed - Action Item 9/26/14
		<b>\$ 600,000.00</b>	<b>TOTAL IMPROVEMENTS FY 14-15</b>
FY 15-16	Range 3 Lighting Solution	\$ 15,000.00	Estimate only
FY 15-16	Remodel Men's Restroom	\$ 45,000.00	Estimate only
FY 15-16	Paving	\$ 50,000.00	Estimate only
		<b>\$ 110,000.00</b>	<b>TOTAL IMPROVEMENTS FY 15-16</b>
FY 16-17	Remodel Women's Restroom	\$ 40,000.00	Estimate only
FY 16-17	Carpet Rooms 124, 137, 149	\$ 15,000.00	Estimate only
FY 16-17	Paving	\$ 55,000.00	Estimate only
		<b>\$ 110,000.00</b>	<b>TOTAL IMPROVEMENTS FY 16-17</b>
FY 17-18	Paving	\$ 55,000.00	Estimate only
FY 17-18	JPA Server upgrade - IT Upgrades	\$ 15,000.00	Estimate only
FY 17-18	Common Classrooms - Painting	\$ 5,000.00	Estimate only
FY 17-18	Modular fencing, and upgrades/rehab	\$ 25,000.00	estimate only
		<b>\$ 100,000.00</b>	<b>TOTAL IMPROVEMENTS FY 17-18</b>
FY 18-19	<i>project discussion pending</i>		
FY 18-19			
		<b>\$ -</b>	<b>TOTAL IMPROVEMENTS FY 18-19</b>
	Block Wall on Range #2	\$ 16,000.00	Estimate only. Will need a contract
	6' Fence between K-9 Area and Track	\$ 20,000.00	Approx. 700' required
	SRPSTC Spaces Carpet, Paint, etc	\$ 20,000.00	Total estimate only. Contracted and JPA staff work
	Remodel Restroom at Range	\$ 6,100.00	JPA staff. Estimate only
		<b>\$ 62,100.00</b>	<b>TOTAL OF FUTURE IMPROVEMENTS</b>



Staff Report for the Board Meeting of:  
*October 24, 2014*

To: Board of Directors  
NCRPSTC - Joint Powers Authority

### TOPIC

Signature Authority for Bank of the West Business Accounts

### BACKGROUND

In compliance with the requirements of Bank of the West, with regard to signature authority on business accounts, and updating the business files of the JPA, this report requests signature authority for Mr. Steven Segura, Asst. Chief Kim Iannucci, and Captain Don Davis, and Mr. Stephen Quinn

### DISCUSSION

Signature Authority on the JPA bank accounts requires review and includes individuals that have transferred and/or retired.

Recent staffing changes to the JPA have warranted a change in the signature authorization process.

Bank of the West policy states that changes in the signature authority would require the "business" to complete a new signature card granting those individuals authority to conduct business on behalf of the JPA.

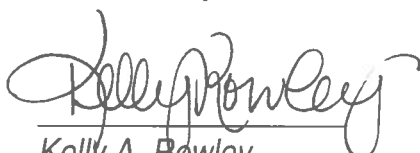
### FISCAL IMPACT

There is no fiscal impact.

### RECOMMENDATION

Review and Approve.

Submitted by:

  
Kelly A. Rowley