

NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY

JPA Board of Directors - Agenda

Thursday December 11, 2014 – 1:00 pm

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 – October 24, 2014

V. Presentations

1. NCRPSTA – Financials for the period ending 11/30/14
NCRPSTA – Aging Report for the period ending 11/30/14
NCRPSTA – Statement of Cash Flows for the period ending 11/30/14
 - Receive Presentation – Ms. Kelly Rowley
2. NCRPSTA Facilities Report
 - Receive Presentation – Mr. Rick Sargent

VI. Action Items

None Scheduled

VII. Executive Directors Report

- 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 – January 12th & 26th

NCRPSTA Board of Directors – Thursday, January 15, 2014 – 9:00 am

X. Adjournment

Posted December 8, 2014 – 11:30 am



Kelly Rowley, Clerk of the Board

NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY

Action Summary - JPA Board of Directors

Friday October 24, 2014 – 9:00 am

2409 Dean Street, Room 116, McClellan, CA 95652

Call to Order: 9:01 am

Roll Call: Dr. Thomas Greene, (LRCCD/ARC), Deputy Chief Mike Bray (SPD), 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 – September 26, 2014

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 09/30/14.

NCRPSTA Training Report – NIJ Cooperative Agreement

- Board members were provided a final summary report for the training period ending 09/30/14.

NCRPSTA Facilities Report

- Range 3 Improvement Project – We will be starting the drilling for the concrete piers next week. We are expected to receive the structural steel on November 5th, and then we will begin the build process. The trusses are expected to be received December 1st. When the trusses are placed, then ATI will come in and hang the baffles. We are expecting an April opening.
- We have received two quotes for the asphalt work on the grinder, 48k from Sierra Asphalt and 52k from Biondi Paving. There is still some concern regarding the base. This will be a 2 day job, and they will be conducting a flood test prior to the work and we will request a flood test upon completion.
 - Chief Bartley: Is there any potential grants for these improvements? SFD is applying for grant funding for the seismic retrofit of the fire houses through FEMA.
 - Sargent: Typically there are not grants for Capital Improvements; however we can definitely look into this.

Action Items:

1. Approve authorized signatories for the Bank of the West accounts

ACTION TAKEN: A motion to approve Capt. Don Davis SPD; Assistant Chief Kim Iannucci SFD; Mr. Steven Segura LRCCD; and Mr. Steve Quinn, Executive Director as authorized signatories on the NCRPSTA Bank of the West Accounts, was made by Dr. Thomas Greene, seconded by Deputy Chief Bray, all in favor, motion passes.

Executive Director's Report:

- We are providing you with a revised Capital Improvement list, this plan takes us out through FY 16-17, of course as time goes, we may have to re-prioritize some items.
- Audit - next week the county will start their field work, we have provided them with quite a bit of information electronically. We are still on track for a December completion.
- We are doing a special promotion on the shoot house, which is the most underutilized of our facilities, it seems to be going well and we have had a few reservations, as a direct result of the marketing. If the promotion goes well we may need to look at our pricing.
 - Chief Bray: Do we advertise in any trade magazines? CATO?
 - Quinn: Not at this time, possibly for the future.
 - Chief Bartley: How are the fees set?
 - Quinn: When the original fees were set it was based on a survey of the surrounding market. There are not a lot of facilities to compare to.
- US Forest Service – The Law Enforcement branch came out for a tour of our facilities, we are in the process of working with them to host some of their training needs, that can't be held at their facilities here at McClellan. They even made reservations prior to leaving.
- I had a meeting with POST, to try and get some of their courses here either as a presenter or as a host. We currently have 2 courses POST certified. We are still in line to get some of the Fusion Center courses, which are not terrorism related.
- Ballistic rounds found on the runway – this issue has seemed to die down – I have received a couple of referrals for expert opinion. We are planning on not shooting at the range over the New Year's holiday, in an effort to bring resolution as to where they came from.
- We are trying to figure a way to host courses from private agencies, currently most vendor/presenters will offer the "hosting" agency slots, and we are going to sell these slots to recoup the rental fees of the facilities that are being used.
- Quarterly training report – overall we have seen an increase in facility use, with increases to both the Tactical Village and classroom usage, and a slight decrease in the range usage. In addition, we have signed new facility use agreements with Yuba County and CDCR – Fugitive Apprehension Division.
- All of the Member Agency Academies are going strong with Los Rios at 18, SFD at 20 and SPD holding at 43.

Board Member Comments and Questions:

Bartley: Thank you for the recent meeting with the board members. Was it a positive; is it something that we should make a regular event?

Quinn: The meetings were positive, it gave me the opportunity to get a read on what your thought processes are, which is helpful to me in the day to day operation of the Training Authority. I would like to make this a regular meeting, possibly quarterly.

Dr. Greene: Thanks for the meeting, based on this meeting, I have a couple of comments. Being new I would like to have a strategic plan, to know how I can best support you and the training authority, I am aware that one was done in the past, maybe pieces are still relevant, possibly we could dust that off and re-visit the recommendations. Secondly, in the next couple of months, we as a board could meet and begin the process of looking at the Strategic Plan and see what is valuable and still applicable. This would help prioritize our goals and objectives.

Chief Bray: I could see a scaled down version of this, with maybe 3 to 5 priorities, with some action items.

NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY

Action Summary - JPA Board of Directors

Friday October 24, 2014 – 9:00 am

2409 Dean Street, Room 116, McClellan, CA 95652

Dr. Greene: Are we constraining ourselves by limiting the projects we take on? Could there be some potential savings in completing certain projects together? (ie. Remodel of men's bathroom one year and the females the next year) we should plan projects based on need and economies of scale.

Chief Bray: Due to the deficit we need to look at whether or not we will have to raise fees in the future.

Chief Bartley: Good point, I think we are waiting on the completion of the audit to determine a fee increase for this fiscal year or possibly next fiscal year. Continuing to draw on the bank account is not a feasible way to a sustainable budget.

Chief Bartley: With the potential interest of the Sheriff's Department returning, will it take away from the resources available to the existing member agencies?

Quinn: They are a large organization, and yes the membership fee would be good, however we would have to look at balancing everyone's needs. At this time they do not seem overly eager to re-join the Training Authority, if they would want to come back that decision would come to the board for your approval.

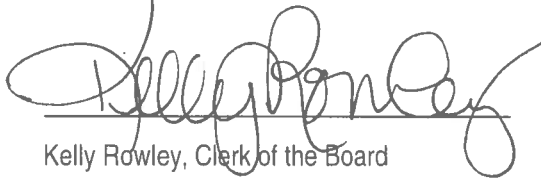
Dr. Greene: Operating at a budget deficit, I think we should attempt to figure out a way to include them, should they wish to return.

Chief Bartley: Associate memberships, do we need to re-calibrate the benefits of the associate membership?

Quinn: Possibly we need to look at different levels of membership, this is something the planning team can review and possibly come up with a plan.

Meeting Adjourned: 10:00 am

Attested to:



Kelly Rowley, Clerk of the Board

NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY
Statement of Revenues and Expenditures
as of 11/30/2014

GOAL
42%

	As of 11/30/2013			As of 11/30/2014			notes
	(A)	BUDGET (B)	VARIANCE (C)	(D)	BUDGET (E)	VARIANCE (F)	
1 CONTRIBUTIONS, GIFTS, GRANTS	\$ 343,865.00	\$ 677,180.09	\$ 333,315.09	\$ 338,590.02	\$ 677,180.09	\$ 338,590.07	50.00%
2 CONTRIBUTIONS - SPD RANGE			\$0.00	\$275,210.00	941,345.62	666,135.62	29.24%
3 CONTRIBUTIONS - IN-KIND LOS RIOS			\$0.00		51,000.00	51,000.00	0.00%
4 RENTS, LEASES	46,587.50		(\$46,587.50)	47,253.52	82,200.00	34,946.48	57.49%
5 INTEREST, INVESTMENTS	555.80		(\$555.80)	366.96		(366.96)	
6 OTHER GOV'T REVENUE	14,767.05		(\$14,767.05)	12,779.82	19,600.00	6,820.18	>42%
7 OTHER LOCAL REVENUE	9,585.89		(\$9,585.89)	37,543.65	13,000.00	(24,543.65)	>42%
8 Total Revenues	\$ 415,361.24	\$ 677,180.09	\$ 261,818.85	\$ 711,743.97	\$ 1,784,325.71	\$ 1,072,581.74	39.89%

*note in FY 13-14 \$416,925.31 of "savings" used to meet budget

	As of 11/30/2013			As of 11/30/2014			notes
	(A)	BUDGET (B)	VARIANCE (C)	(D)	BUDGET (E)	VARIANCE (F)	
9 REGULAR SALARIES	\$ 150,913.18	\$ 413,000.00	\$ 262,086.82	\$ 97,874.92	\$ 353,955.00	\$ 256,080.08	27.65%
10 WORKER'S COMPENSATION	1,350.75	4,000.00	2,649.25	3,966.53	8,000.00	4,033.47	49.58%
11 ALLOCATED BENEFITS	28,300.04	130,500.00	102,199.96	7,522.64	88,951.00	81,428.36	8.46%
12 INSTRUCTIONAL - PRINTING	1,848.09	0.00	(1,848.09)	8,737.83	44,000.00	35,262.17	19.86%
13 NON-INSTRUCTIONAL SUPPLIES	16,588.12	31,000.00	14,411.88	624.45	1,600.00	975.55	39.03%
14 NON-INSTRUCTIONAL PRINTING	2,375.64	1,150.00	(1,225.64)	411.92	4,500.00	4,088.08	9.15%
15 TOOLS	552.98	4,500.00	3,947.02	590.64	21,250.00	20,659.36	2.78%
16 CONTRACTS - PERSONAL SERVICES	14,548.25	25,000.00	10,451.75	590.64	21,250.00	20,659.36	2.78%
17 TRAVEL AND CONFERENCE	668.30	1,500.00	831.70	(31.94)	1,500.00	1,531.94	-2.13%
18 DUES & MEMBERSHIPS	1,005.00	1,500.00	495.00	1,081.00	1,265.00	184.00	85.45%
19 INSURANCE	42,619.60	45,000.00	2,380.40	33,209.45	30,000.00	(3,209.45)	110.70%
20 UTILITIES AND HOUSEKEEPING SVCS	91,222.68	270,000.00	178,777.32	1,683.35	52,900.00	51,216.65	3.18%
21 ELECTRIC	-	-	-	37,908.26	110,000.00	72,091.74	34.46%
22 GAS	-	-	-	7,316.39	30,000.00	22,683.61	24.39%
23 SEWER	-	-	-	4,961.77	7,200.00	2,238.23	68.91%
24 TRASH	-	-	-	1,017.01	3,300.00	2,282.99	30.82%
25 PEST CONTROL	-	-	-	1,340.00	3,950.00	2,610.00	33.92%
26 JANITORIAL SERVICES	-	-	-	15,427.91	35,160.00	19,732.09	43.88%
27 ALARM MONITORING	-	-	-	835.00	1,700.00	865.00	49.12%
28 WATER	-	-	-	11,293.23	29,000.00	17,706.77	38.94%
29 LANDSCAPING SERVICES	-	-	-	9,200.00	22,080.00	12,880.00	41.67%
30 REPAIRS	46,762.89	70,000.00	23,237.11	18,528.48	79,000.00	60,471.52	23.45%
31 RENTS AND LEASES	1,406.04	2,500.00	1,093.96	730.64	2,701.00	1,970.36	27.05%
32 AUDITS	476.15	33,000.00	33,000.00	5.75	15,750.00	15,750.00	0.00%
33 POSTAGE	5,799.40	750.00	273.85	3,484.68	400.00	394.25	1.44%
34 OTHER OPERATIONAL EXPENSES	-	30,417.95	24,618.55	454,546.49	12,000.00	8,515.32	29.04%
35 LEASHOLD IMPROVEMENTS	-	30,287.46	30,287.46	454,546.49	1,445,325.10	990,778.61	31.45%
36 Total Expenses	\$ 406,437.11	\$ 1,094,105.41	\$ 687,668.30	\$ 722,266.40	\$ 2,405,487.10	\$ 1,683,220.70	30.03%

FY 14-15 REVENUE DETAIL

Contributions - Member Agencies	338,590.02	338,590.02
Contributions - SPD Range	275,210.00	275,210.00
Classrooms, Mat Rooms, Obstacle Course	22,179.65	
Tactical Village	7,750.00	
Ridewell - B683	7,730.00	
Range 1	7,281.37	
Range 2	525.00	
Shoothouse	1,787.50	47,253.52
SFD - Reimbursements	429.82	
Basic SWAT Course (April 2015)	250.00	
SWAT Team Leader Course (January 2015)	2,500.00	
SWAT Update (February 2015)	1,500.00	
CNT Course	1,550.00	
Simunitions Course T4T	2,975.00	
Tactical Village - TSO	3,575.00	12,779.82
Canteen	176.36	
WAPA/SMUD Reimbursements	23,500.00	
Liberty/Miwall - Brass Recycling	12,994.02	
Ridewell - B683 - reimbursements	873.27	37,543.65

No Calif Regional Public Safety Training
Statement of Cash Flows Worksheet
For the period ended 11/30/2014

Year to Date

Cash Flows from Operating Activities

Change in net assets	_____ \$175.04
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Adjustments

<u>(To convert net assets to cash basis)</u>	
Increase in Current Year Receivables	(\$104,769.03)
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	\$97,018.68
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	(\$3,185.30)
Decrease in DEFERRED REVENUE	(\$1,050.00)
Decrease in DEFERRED REVENUE	(\$2,975.00)
Total Adjustments	_____ (\$137,959.87)

Net Cash used by Operating activities	_____ (\$137,784.83)
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Cash Flows from Investing Activities

Net Cash Used by Investing Activities	_____ \$0.00
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<u>Net Increase (Decrease) in Cash</u>	_____ (\$137,784.83)
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<u>Cash and Cash Equivalents at Beginning of Period</u>	_____ \$2,310,942.42
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<u>Cash and Cash Equivalents at End of Period</u>	_____ _____ \$2,173,157.59
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No Calif Regional Public Safety Training
Customer Ledger Aging By Due Date (Summary)

Report Date: 11/30/14

Cust ID	Name	Days Past Due							Balance	Deposits
		Current 11/30 - After	1 - 30 10/31 - 11/29	31 - 60 10/01 - 10/30	61 - 90 09/01 - 09/30	91 - 120 08/02 - 08/31	121 + Prior - 08/01			
ABC001	Dept. of Alcohol	\$1,562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,562.50	\$0.00	
COS001	County of Sacramento-OES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7.00)	(\$7.00)	\$0.00	
DCA001	Dept. of Consumer Affairs	\$1,181.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,181.25	\$0.00	
DCPD01	Daly City Police Department	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	
DFG001	Dept. of Fish and Wildlife	\$0.00	\$681.25	\$0.00	\$0.00	\$0.00	\$0.00	\$681.25	\$0.00	
DOJ002	Department of Justice	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	
DTSC01	Department of Toxic Substances	\$406.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$406.25	\$0.00	
DVA002	Dept. of Veterans Affairs OIG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.01)	(\$0.01)	\$0.00	
DVA003	Dept of Veterans Affairs OIG	\$0.00	\$375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.00	\$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	
IRS001	Internal Revenue Service	\$375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.00	\$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	LRCCD	\$0.00	\$56,431.67	\$0.00	\$56,431.67	\$0.00	\$225,726.68	\$338,590.02	\$0.00	
LVMPD1	Las Vegas Metro Police Dept	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	
OHA001	Oakland Housing Authority PD	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00	\$0.00	
SAC002	City of Sacramento - SFD	\$87.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.13	\$0.00	
SAC003	City of Sacramento-UASI	\$562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$562.50	\$0.00	
TUR001	Turlock Police Department	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$0.00	
USFS01	US Forest Service	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	
VPD001	Vacaville Police Department	\$787.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$787.50	\$0.00	
TOTALS:		\$7,887.13	\$58,612.92	\$0.00	\$56,431.67	\$0.00	\$270,733.61	\$393,665.33	\$0.00	
PERCENTAGES:		2.00%	14.89%	0.00%	14.33%	0.00%	68.77%	100.00%		