

**NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY**

JPA Board of Directors - Agenda

**Thursday February 12, 2015 – 9:00 am**

2409 Dean Street, Room 124, McClellan, CA 95652

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## **PUBLIC MEETING**

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- 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 – January 15, 2015
- V. Presentations
  1. NCRPSTA Final Audit for FY 12/13 and FY 13/14
    - Receive Presentation – Mr. Andy Yu
  2. NCRPSTA – Financials for the period ending 01/31/15  
NCRPSTA – Aging Report for the period ending 01/31/15  
NCRPSTA – Statement of Cash Flows for the period ending 01/31/15
    - Receive Presentation – Ms. Kelly Rowley
  3. NCRPSTA Facilities Report
    - Receive Presentation – Mr. Rick Sargent
- VI. Action Items
  1. Correspondence to the IRS regarding their outstanding invoice of \$45,000.
    - Receive Presentation, determine action – Mr. Steve Quinn
- VII. Executive Directors 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 – February 23<sup>rd</sup>, March 9<sup>th</sup>
  - NCRPSTA Board of Directors – Thursday, March 26, 2014 – 9:00 am
- X. Adjournment

**Posted February 9, 2015 – 9:00 am**

  
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Kelly Rowley, Clerk of the Board

*NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY*

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Action Summary - JPA Board of Directors  
**Thursday January 15, 2015 – 9:00 am**  
2409 Dean Street, Room 149, McClellan, CA 95652

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**Call to Order:** 9:04 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 – December 11, 2014
- Approve – NCRPSTA Fee Schedule and New Associate Membership Levels

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

**Presentations/Discussion:**

NCRPSTA Audit Presentation for FY 12-13 and FY 13-14

- Mr. Andy Yu was present to give the Board an update of the status of the audit and present the Training Authority's draft financial statements.

NCRPSTA Financial Report

- Board Members were provided the financial reports for the period ending 12/31/14.

NCRPSTA Facilities Report

- The new mats have been received, we are planning on installing them next month, it will be a 2-2 ½ day job. The newer mats will be installed in the small mat room.
- Range 3 – We have had two weeks with no rain – all of the trusses have been staged and bolted, one of the trusses has been welded. We have a meeting with the crane driver and will discuss the installation of the trusses. We expect this to be completed in the middle part of February.
  - Chief Bartley: Is this an additional cost?
  - Sargent: Yes, however for safety reasons and to expedite the process, having “steel erector company” complete this portion of the project was determined to be in the best interest of the training authority.
  - Chief Bartley: What is the status of the asphalt repairs?
  - Sargent: Right now our priority has been the range, we should be able to schedule in the near future, barring any weather set-backs.
  - Quinn: The range crew has done an amazing job, so special recognition and thank you to Jack, Rick, Jay Bob and Steve.
  - Dr. Greene: Where are we at with the restrooms renovations?
  - Quinn: Restroom renovations are part of the CIP, which we still have to figure out the appropriate level of funding. I am hoping to have funding for the CIP built into the budget for FY 15-16.

**Action Items:**

None Scheduled

Action Summary - JPA Board of Directors  
**Thursday January 15, 2015 – 9:00 am**  
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**Executive Director's Report/Training Report:**

- Campus facility use hours, we have increased usage in all areas, with an overall increase of 45% compared to last year.
- Newark PD, Placer County, and Brentwood are new users for the Training Authority. In addition, we have a private company run by Anthony Kastros, which will offer training for the Firefighter Assessment Testing.
- Recently, the Fire Department graduated 19 recruits, and is expecting to start another academy in March. The Police and Los Rios recently started recruit academies with 51 and 45 respectively.
- We had the opportunity to walk the McClellan Flight line, to look for any possible stray rounds, none were found.
- Our website was created and maintained by a retired Sac PD officer, who has since become incapacitated. We are going to research how to go forward from here.
  - Dr. Greene: Do you need any help?
  - Quinn: Yes, we may. The first step is to figure out how to regain control.
- POST Contract – Now that we are recognized as a presenter, I have a meeting in the next couple of weeks to discuss other courses that we may be able to offer under a POST Contract.
- Modular's – the mat rooms seem to be one of our high use areas, we will be considering using one of the MODS for an additional area that can be rented as a mat room.
- Strategic Plan – Goals and Objectives – I plan on bringing that forward at some point in the future, we have been working on some of the Charter changes that were recommended, from the previous strategic plan.
  - Dr. Greene: It would be helpful to have a working breakfast before hand, and allow us to delve a little deeper in the plan.
  - Quinn: We will work on getting that set-up.


**Board Member Comments and Questions:**

**Chief Bartley:** Can you give us an update on the US Forest Service, and their interest in a potential membership?

**Quinn:** The USFS has sent out the information to their different training groups to get an idea of their potential usage, in order to analyze if it is cost effective for them to have a membership, or pay as they go.

**Meeting Adjourned:** 9:55 am

Attested to:



Kelly Rowley, Clerk of the Board

NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY

Statement of Revenues and Expenditures

as of 01/31/2015

GOAL  
58%

	As of 01/31/14 (A)	BUDGET (B)	VARIANCE (C)	%	As of 01/31/15 (D)	BUDGET (E)	VARIANCE (F)	%	notes
1 CONTRIBUTIONS, GIFTS, GRANTS	\$ 513,160.01	\$ 677,180.09	\$ 164,020.08	75.78%	\$ 507,885.03	\$ 677,180.09	\$ 169,295.06	75.00%	
2 CONTRIBUTIONS - SPD RANGE			0.00	0.00%	275,210.00	941,345.62	666,135.62	29.24%	progress
3 CONTRIBUTIONS - IN-KIND LOS RIOS			0.00	0.00%		51,000.00	51,000.00	0.00%	
4 RENTS, LEASES	64,703.73		(64,703.73)	0.00%	62,226.12	82,200.00	19,973.88	75.70%	>58%
5 INTEREST, INVESTMENTS	738.14		(738.14)	0.00%	366.96		(366.96)		
6 OTHER GOV'T REVENUE	22,499.05		(22,499.05)	0.00%	22,759.82	19,600.00	(3,159.82)	116.12%	>58%
7 OTHER LOCAL REVENUE	18,503.91		(18,503.91)	0.00%	38,614.18	13,000.00	(25,614.18)	297.03%	>58%
8 Total Revenues	\$ 619,604.84	\$ 677,180.09	\$ 57,575.25	91.50%	\$ 907,062.11	\$ 1,784,325.71	\$ 877,263.60	50.84%	

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

Expenses

	As of 01/31/14 (A)	BUDGET (B)	VARIANCE (C)	%	As of 01/31/15 (D)	BUDGET (E)	VARIANCE (F)	%	notes
9 REGULAR SALARIES	\$ 197,058.56	\$ 413,000.00	\$ 215,941.44	47.71%	\$ 134,916.11	\$ 353,955.00	\$ 219,038.89	38.12%	MARCH
10 WORKER'S COMPENSATION	1,985.75	4,000.00	2,014.25	49.64%	5,366.53	8,000.00	2,633.47	67.08%	
11 ALLOCATED BENEFITS	33,719.66	130,500.00	96,780.34	25.84%	11,754.37	88,951.00	77,196.63	13.21%	
12 INSTRUCTIONAL - PRINTING	2,170.52	0.00	(2,170.52)		11,978.02	44,000.00	32,021.98	27.22%	
13 NON-INSTRUCTIONAL SUPPLIES	21,453.13	31,000.00	9,546.87	69.20%	691.60	1,600.00	908.40	43.23%	
14 NON-INSTRUCTIONAL PRINTING	2,819.27	1,150.00	(1,669.27)	245.15%	2,988.57	4,500.00	1,511.43	66.41%	FIXED
15 TOOLS	2,024.04	4,500.00	2,475.96	44.98%	3,217.91	21,250.00	18,032.09	15.14%	
16 CONTRACTS - PERSONAL SERVICES	16,670.87	25,000.00	8,329.13	66.68%	(22.45)	1,500.00	1,522.45	-1.50%	FINAL
17 TRAVEL AND CONFERENCE	1,002.10	1,500.00	497.90	66.81%	1,081.00	1,265.00	184.00	85.45%	FINAL
18 DUES & MEMBERSHIPS	1,005.00	1,500.00	495.00	67.00%	33,209.45	30,000.00	(3,209.45)	110.70%	
19 INSURANCE	42,619.60	45,000.00	2,380.40	94.71%	1,828.97	52,900.00	51,071.03	3.46%	
20 UTILITIES AND HOUSKEEPING SVCS	131,787.13	270,000.00	138,212.87	48.81%	51,697.82	110,000.00	58,302.18	47.00%	
21 ELECTRIC	-	-	-		20,866.73	30,000.00	9,133.27	69.56%	FEB
22 GAS	-	-	-		6,946.97	7,200.00	253.03	96.49%	
23 SEWER	-	-	-		1,476.17	3,300.00	1,823.83	44.73%	
24 TRASH	-	-	-		2,345.00	3,950.00	1,605.00	59.37%	ADD 68%
25 PEST CONTROL	-	-	-		18,530.78	35,160.00	16,629.22	52.70%	FEB
26 JANITORIAL SERVICES	55,212.94	70,000.00	14,787.06	78.88%	910.00	1,700.00	790.00	53.53%	
27 ALARM MONITORING	1,771.36	2,500.00	728.64	70.85%	14,929.29	29,000.00	14,070.71	51.48%	
28 WATER	-	-	-		12,880.00	22,080.00	9,200.00	58.33%	
29 LANDSCAPING SERVICES	-	-	-		24,644.31	79,000.00	54,355.69	31.20%	
30 REPAIRS	476.15	750.00	273.85	63.49%	1,097.96	2,701.00	1,603.04	40.65%	
31 RENTS AND LEASES	7,235.44	30,417.95	23,182.51	23.79%	11.50	400.00	388.50	2.88%	
32 AUDITS	37,508.06	30,287.46	(7,220.60)	123.84%	5,199.20	12,000.00	6,800.80	43.33%	
33 POSTAGE	-	-	-		925,443.66	1,445,325.10	519,881.44	64.03%	...
34 OTHER OPERATIONAL EXPENSES	-	-	-						
35 LEASHOLD IMPROVEMENTS	-	-	-						
36 Total Expenses	\$ 556,519.58	\$ 1,094,105.41	\$ 537,585.83	50.87%	\$ 1,293,989.47	\$ 2,405,487.10	\$ 1,111,497.63	53.79%	

FY 14-15 REVENUE DETAIL

Contributions - Member Agencies	507,885.03	507,885.03
Contributions - SPD Range	275,210.00	275,210.00
Interest on Investments	366.96	366.96
Classrooms, Mat Rooms, Obstacle Course	25,733.50	
Tactical Village	12,937.50	
Ridewell - B683	10,930.00	
Range 1	8,281.37	
Range 2	525.00	
Shoothouse	3,818.75	62,226.12
Member Agency - Reimbursements	1,184.82	
Basic SWAT Course (April 2015)	250.00	
SWAT Team Leader Course (January 2015)	7,500.00	
SWAT Update (February 2015)	3,650.00	
CNT Course	1,550.00	
Simunitions Course T4T	2,975.00	
Tactical Village - TSO - Shoothouse RSO	5,650.00	22,759.82
Canteen	386.66	
WAPA/SMUD Reimbursements	23,500.00	
Liberty/Miwall - Brass Recycling	12,994.02	
Ridewell - Security Deposit	300.00	
Ridewell - B683 - reimbursements	1,433.50	38,614.18
	<u>\$ 907,062.11</u>	<u>\$ 907,062.11</u>

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

Report Date: 1/31/15

**Days Past Due**

Cust ID	Name	Current 01/31 - After	Days Past Due					121 + Prior - 10/02	Balance	Deposits
			1 - 30 01/01 - 01/30	31 - 60 12/02 - 12/31	61 - 90 11/02 - 12/01	91 - 120 10/03 - 11/01				
ABC001	Dept. of Alcohol	\$218.75	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$668.75	\$0.00	
CDCR03	CDCR-CA Correctional Center	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00	\$0.00	
CHPD01	Citrus Heights Police Dept.	\$631.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$631.25	\$0.00	
COS001	County of Sacramento-OES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7.00)	(\$7.00)	\$0.00	
DTSC01	Department of Toxic Substances	\$0.00	\$1,925.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,925.00	\$0.00	
DVA002	Dept. of Veterans Affairs OIG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.01)	(\$0.01)	\$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	LRCCD	\$56,431.67	\$0.00	\$0.00	\$56,431.67	\$0.00	\$282,158.35	\$395,021.69	\$0.00	
LVMPD1	Las Vegas Metro Police Dept	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	
OHA001	Oakland Housing Authority PD	\$0.00	\$0.00	\$0.00	\$625.00	\$0.00	\$0.00	\$625.00	\$0.00	
OPD001	Ottawa Police Department	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	
SAC001	City of Sacramento - SPD	\$56,431.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,431.67	\$0.00	
SAC002	City of Sacramento - SFD	\$56,431.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,431.67	\$0.00	
SAC003	City of Sacramento-UASI	\$1,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$0.00	
SRPSTC	Sacramento Regional Public	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	
VPD001	Vacaville Police Department	\$0.00	\$2,537.50	\$0.00	\$0.00	\$0.00	\$0.00	\$2,537.50	\$0.00	
<b>TOTALS:</b>		<b>\$172,920.01</b>	<b>\$2,375.00</b>	<b>\$3,037.50</b>	<b>\$57,056.67</b>	<b>\$0.00</b>	<b>\$327,165.28</b>	<b>\$562,554.46</b>	<b>\$0.00</b>	

PERCENTAGES: 30.74% 0.42% 0.54% 10.14% 0.00% 58.16% 100.00%

**No Calif Regional Public Safety Training**  
Statement of Cash Flows Worksheet  
For the period ended 1/31/2015

	<u>Year to Date</u>
<b><u>Cash Flows from Operating Activities</u></b>	
Change in net assets	<hr/> (\$375,237.68)
<b><u>Adjustments</u></b>	
(To convert net assets to cash basis)	
Increase in Current Year Receivables	(\$275,458.16)
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	\$370,648.70
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	(\$4,041.19)
Decrease in DEFERRED REVENUE	(\$1,050.00)
Decrease in DEFERRED REVENUE	(\$2,975.00)
<b>Total Adjustments</b>	<hr/> (\$35,874.87)
<b>Net Cash used by Operating activities</b>	<hr/> (\$411,112.55)
<b><u>Cash Flows from Investing Activities</u></b>	
<b>Net Cash Used by Investing Activities</b>	<hr/> \$0.00
<b><u>Net Increase (Decrease) in Cash</u></b>	<hr/> (\$411,112.55)
<b><u>Cash and Cash Equivalents at Beginning of Period</u></b>	<hr/> \$2,310,942.42
<b><u>Cash and Cash Equivalents at End of Period</u></b>	<hr/> <hr/> \$1,899,829.87