



NORTHEAST ARIZONA TRAINING CENTER EXECUTIVE BOARD OF DIRECTORS MEETING

Northland Pioneer College provides, supports and promotes lifelong learning.

Executive Board members: Jeremy Raisor, Justin White, Brian Gardner

<https://npc.webex.com/npc/j.php?MTID=m5afa5fe93a7b167fa4d018d03b1887a6>

Wednesday, May 7, 2025 – 10:00 A.M.
AGENDA

Attendance: Chad Kreuger, Jeremy Raisor, Donna Soseman (remote), Brian Gardner (remote), Justin White (remote), Jonelle Sinclair

1. **Call to Order** - The NORTHEAST ARIZONA TRAINING CENTER Executive Board Meeting was called to order at 10:10 AM on May 7, 2025 by Chad Kreuger via WebEx and in-person.
2. **Discussion of Approved Minutes:**
 - a. March 4, 2025 – Chad Kreuger. No issues on minutes.
3. **Reports:**
 - a. Financial Position / NATC Funding – Donna Soseman. Donna reviewed the financial reports. Donna explained the LGIP funds to Russell Kupfer. The account shows \$29,000. Discussion on either using the \$29,000 for future projects or returning it back to LGIP funds was held. Jeremy wants the money to stay as is. Donna will let Russell Kupfer know the outcome of the discussion.
 - b. Facilities Projects – Justin White. Discussion on facility updates including door repairs and budget management for NATC on whether Maintenance needs to pay for all/partial repairs or NATC. Justin provided budget code to use on a requisition to pay for invoiced/quoted repairs. Justin also wants a short explanation recorded on the requisition as well, explaining the detailed description of the purchase, along with the invoice/quotes attached. Justin will have Tracy Solomon Open a PO at Ace Hardware for \$1500 for NATC usage. PO will only be good until the end of the FY2425. New Open PO's will need to be completed for FY2526 for Ace Hardware and Kay Supply using the budget code Justin provided. Chad will provide names of who is allowed to charge to the accounts. Justin recommended an order to be placed for 3 – 4 pallets of crack seal from Deere. NPC has a state contract number with Deere, so no further quotes are needed. Discussion was held between Justin and Chad regarding the position of the newly installed door to the main building. Justin ordered new doors and will change the position once new doors are installed. Chad will reach out to Steve for outside fence repairs. Justin will contact Ryan on the fence repairs as well.
 - c. District Governing Board Needs – Jeremy Raisor. Nothing new at this time.

- d. Training Center Usage (<https://npc.edu/natc>) – Chad Kreuger. Training Center usage has increased with police agencies and fire departments utilizing the facility more frequently, including Heber/Overgaard Fire District. State testing for FRS was completed.

4. Old Business:

- a. Discussion/Action on shooting range follow up update- Chad Kreuger. Chad met with Justin regarding discussions and questions held prior on finding a consultant that specializes in ranges. Justin has been in contact with a consultant by the name of Rick Vankeuren regarding his knowledge on ranges. Justin commented Rick mentioned changing the direction of the range would be optimal. Rick also gave Justin written information on how to design the range, etc. Rick would like to come out to NATC and walk the range with Chad and Justin. Chad will set up a meeting with both Justin and Rick to discuss the range further. Justin recommended having an employee with NPC who has a drone to help document the Arial view as a visual for discussion. Chad will email Brian the meeting date and time. Further discussion will be held at a later date.
- b. AMK Solutions – Chad Kreuger. A go ahead was approved by the board to start business with AMK Solutions for a doors and gate system. AMK is waiting to hear back from Chad once new doors are put in place to start moving forward. AMK will be the company to replace the existing SSMI/Brivo system.

5. New Business:

- a. Annual Budget – Donna Soseman. Board needs to approve the budget along with the annual audit and 990 forms from Brian Richards for FY 25-26. NATC prepares the budget for Donna to bill agencies. Further discussion was held between Donna and Jeremy regarding if rolling over the previous budget and making changes were an option. Chad and Jeremy will work through the adjustments to the budget due to changes to the IGA. Donna needs the budget to be approved by the end of June to move forward. More discussion was held regarding posting agendas to the NPC /NATC websites, increasing board members, along with having the board approve the budget over email instead of having a meeting for approval. Donna will check on budget approval procedures and whether the budget can be approved via email or not and follow up on results. Possible meeting in June to approve the NATC budget, Annual Audit and 990.
- b. Damage to Fire Garage – Chad Kreuger. Minor damage occurred to the fire garage. The bay door, track system was damaged. While driving the engine out of the garage, the FRS student didn't notice there was an attachment on the engine. The attachment caught ahold of the bay wall, ripped tearing the track of the system. Justin scheduled repairs to be made.

6. Standing Business – Partners reports:

- a. NAFCAs – Willie Nelson. Not in attendance
- b. NAPA – Brad Provost. Not in attendance
- c. Navajo County – Alden Whipple. Not in attendance.
- d. NPC – Jeremy Raisor. Nothing at this time.
- e. Town of Taylor – Willie Nelson. Not in attendance.

7. Future Agenda Items – Chad Kreuger

8. Next Regular NATC Meeting – August 5, 2025 @ 11:00 AM

***all meetings will be held at NATC, 1840 W. Papermill Rd, Taylor, AZ
at 11:00 AM, unless otherwise noted. Sept 2, Oct 7**

Adjournment- Chad Kreuger. Chad adjourned this meeting at 10:46 a.m.

Minutes by: Jonelle Sinclair

APPROVED