

**NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY**

JPA Board of Directors - Agenda  
Friday January 27, 2012 – 09:00 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

1. Approve – Action Summary Board of Directors Meeting December 16, 2011

V. Information

- None Scheduled

I. Presentations

1. NCRPSTA – Quarterly Financial Report PE 12/31/11
  - Receive Presentation – Ms. Kelly Rowley
2. NCRPSTA – Quarterly Training Report – PE 12/31/11
  - Receive Presentation – Mr. Steven Segura
3. Grant Monthly Training Report – NIJ Cooperative Agreement – PE 12/31/11
  - Receive Presentation – Mr. Mickey Bennett, Mr. Tom McMahon
4. JPA Facilities Report – JPA Campus & Building 600
  - Receive Presentation – Mr. Rick Sargent

II. Action Items

1. Approve – Tactical Village Usage and Safety Protocols Policy
  - Receive Presentation – Mr. Steven Segura

III. Closed Session:

Pursuant to Section: 54961, 54956.95  
Liability Claims: Mr. Craig Robinson, MP Holdings  
Agency Claimed Against: TBA

IV. Executive Directors Report – Mr. Steven Segura

V. Board Member Questions and Comments

VI. Meeting Schedule (*color copies will be available at the meeting and in the JPA Business Office*)

JPA Planning Team – Monday February 6, 2012  
JPA Board of Directors – February 24, 2012

VII. Adjournment

Posted January 23, 2012 – 4:00 pm

  
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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  
**Friday December 16, 2011 - 9:00 am**  
2409 Dean Street, Room 130, McClellan, CA 95652

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**Call to Order:** 9:02 am

**Roll Call:** Dr. David Viar, (LRCCD/ARC), Deputy Chief Dana Matthes (SPD), Deputy Chief Troy Malaspino (SFD), Mr. Steven Segura, Executive Director, Kelly Rowley, Clerk of the Board

**Pledge of Allegiance**

**Public Comment on Agenda/non-agenda items**

None received

**Consent Agenda**

1. Approve – Action Summary Board of Directors Meeting November 18, 2011
2. Ratify – County of Sacramento – Agreement for Building and Maintenance Services

*A motion to approve the Consent Agenda was made by Deputy Chief Troy Malaspino, seconded by Deputy Chief Dana Matthes, all in favor, motion passes.*

**Presentations/Information:**

**JPA Grants Training Report – Mr. Mickey Bennett**

- Board Members were provided a status report on the NIJ Cooperative Agreement, for the period ending 11/30/11

**JPA Facilities Report – Mr. Rick Sargent**

- Board Members were provided a JPA Facilities Update summary as of 11/30/11, for both the JPA Campus and Building 600.
- JPA-SAFR Range #3 Baffle Construction Drawings available for viewing and comment

**Action Items**

1. Authorization to move \$100,000 from PY 09-10 Restricted Carry-over, for the improvement of Campus Facilities, Restricted Fund Balance would be decreased to \$224,134.57. Remaining unaudited Carry over from FY 11 is \$517,784.41

*A motion to authorize the NCRPSTA Staff to re-allocation \$100,000.00 from restricted funds to the current NCRPSTA Campus budget for Campus Facility Improvements was made by Deputy Chief Troy Malaspino, seconded by Deputy Chief Dana Matthes, all in favor, motion passes.*

2. Approve – Revised Facility Use Fee Schedule

*A motion to approve the revised Facility Use Fee Schedule was made by Deputy Chief Dana Matthes, seconded by Deputy Chief Troy Malaspino, all in favor, motion passes.*

**Executive Directors Report – Mr. Steven Segura**

- Budget/Accounting automation project - slight delays with the Operating System Software – implementation schedule to be finalized by January board meeting.
- POST will be working with the JPA on a 3-day update course for “Academy Fitness Instructors”
- Met with RTTAC and UASI on the usage of the JPA Campus for their classes and when possible funding the use of the space from their grant funds.
- AV equipment from building 600 will be distributed within the Campus classroom, working to full automation in all rooms.

**Closed Session**

- None scheduled

**Board Member Comments and Questions**

- None received

**Adjournment:** 09:37 am

Attested to:



Kelly Rowley, Clerk of the Board

**No Calif Regional Public Safety Training Authority**  
 Statement of Activities (YTD) (Columnar, Landscape)  
 As of 12/31/2011

% YR
<b>50%</b>

Total

	Campus		Other Revenue		Fire Extrication		NIJ Grant		DHS Grant		BLDG. 600		Total	% rec'd
	010A	060A	060A	065A	360A	260A	031A	360A	260A	031A	031A			
<b>Revenues</b>	<b>Total</b>													
Member Agency Fees	\$ 677,180.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contributions, Gifts, Grants	\$ 1,179,710.39	\$ -	\$ -	\$ -	\$ 24,962.11	\$ -	\$ -	\$ 24,962.11	\$ 490,138.86	\$ -	\$ -	\$ -	\$ 515,100.97	43.66%
Rentals and Leases	\$ 3,073,697.32	\$ -	\$ 17,430.00	\$ 27,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,099,507.13	\$ -	\$ -	\$ 1,144,037.13	37.22%
Other Local Revenue	\$ 286,510.64	\$ -	\$ 1,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600.00	0.56%
Misc Local Revenue	\$ -	\$ -	\$ 5,562.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,562.32	0.00%
Carry Over FY10-11	\$ 116,868.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Carry Over Restricted	\$ 841,918.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 6,175,885.99	\$ -	\$ 24,592.32	\$ 27,100.00	\$ 24,962.11	\$ 490,138.86	\$ 1,099,507.13	\$ 1,666,300.42						
<b>Expenses</b>	<b>Allocation</b>													
Reg Classified Salaries	\$ 703,466.38	\$ 79,194.71	\$ -	\$ -	\$ 16,516.38	\$ 46,202.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,913.59	20.17%
Workers Compensation	\$ 19,000.00	\$ 953.91	\$ -	\$ -	\$ 246.07	\$ 384.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,584.42	8.34%
Allocated Benefits	\$ 60,000.00	\$ 6,712.31	\$ -	\$ -	\$ 1,263.81	\$ 3,534.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,510.30	19.18%
Instructional-Printing Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,193.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,193.87	
Instructional-Books&Periodical	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,526.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,526.16	452.62% *DHS
Non-Instr-Supplies & Materials	\$ 201,449.09	\$ 19,262.33	\$ -	\$ 1,603.38	\$ 120.16	\$ 9,261.81	\$ 4,272.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,519.95	17.14%
Non-Instr-Printing Costs	\$ 3,785.67	\$ 271.29	\$ -	\$ -	\$ 16.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287.37	7.59%
Non-Instr-Tools & Equipment	\$ 46,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contracts - Personal Service	\$ 913,584.52	\$ 7,306.28	\$ -	\$ 18,729.57	\$ 23,419.00	\$ 205,038.00	\$ 61,730.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 316,223.64	34.61%
Travel & Conference	\$ 157,829.25	\$ 39.06	\$ -	\$ 1,808.01	\$ 845.30	\$ 108,864.03	\$ 17.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,573.66	70.69% *DHS
Dues and Membership	\$ 776.00	\$ 920.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 920.00	118.56% Final
Insurance Premiums	\$ 67,463.06	\$ 41,238.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,301.47	\$ -	\$ -	\$ 55,539.67	82.33% Final
Utilities & Housekeeping SVCS	\$ 1,568,255.24	\$ 96,402.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 577,903.77	\$ -	\$ -	\$ 674,305.89	43.00%
Repairs	\$ 411,166.43	\$ 22,262.60	\$ -	\$ 360.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,040.76	\$ -	\$ -	\$ 129,663.36	31.54%
Rents and Leases	\$ 669,563.26	\$ 1,091.41	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 444,456.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 449,047.95	67.07% ADJ
Legal Election Audit Svcs.	\$ 33,000.00	\$ 1,190.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,190.00	3.61%
Postage	\$ 1,428.00	\$ 127.60	\$ -	\$ -	\$ -	\$ 1,223.92	\$ 132.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,484.06	103.93% *DHS
Other Operational Expense	\$ 264,655.53	\$ 2,548.72	\$ -	\$ 450.00	\$ 132.41	\$ 4,255.26	\$ 26,589.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,976.08	12.84%
BLDG-Leasehold Improvements	\$ 290,000.00	\$ 18,759.60	\$ -	\$ -	\$ -	\$ -	\$ 206,964.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,723.80	77.84% *DHS
Equipment Capitalized	\$ 10,372.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,483.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,483.31	245.69% *DHS
PY Carryover Restricted	\$ 752,291.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Interest expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 904.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 904.32	
<b>Total Expenditures</b>	\$ 6,175,885.99	\$ 298,280.14	\$ -	\$ 22,950.96	\$ 42,559.21	\$ 387,984.17	\$ 1,469,796.92	\$ 2,221,571.40						35.97%

# Northern California Regional Public Safety Training Authority

FY 2011 - 2012

Quarterly Training Report Summary

Last Year (10/1/10 to 12/31/10)

This Year (10/1/11 to 12/31/11)

Member Agencies	Course Hours	# of Students	Contact Hours	Course Hours	# of Students	Contact Hours
SRPSTC	48,539		1,698,865	1,296	279	34,173
SPD	394	218	22,822	156	452	30,768
SPD Academy	500	36	18,000	500	35	17,500
SFD	264	1,046	3,249	251	1,081	4,527
SPD Academy	-	-	-	153	95	3,267
<b>Associate Member</b>						
SSD	9	35	70	19	35	665
<b>Non-Member Agencies</b>						
Range 1	119	350	4,165	121	289	3,610
Range 2	55	280	1,925	74	204	2,267
Range 3	-	-	-	-	-	-
Shoothouse	80	105	2,800	56	35	1,960
Tactical Village	107	315	3,728	54	123	1,480
Small Mat	8	35	280	8	35	280
Large Mat	-	-	-	18	35	630
Classroom 124	-	-	-	-	-	-
Classroom 138	36	70	1,260	49	60	1,265
Classroom 149	4	35	140	166	125	5,770
<b>Total</b>	<b>50,115</b>	<b>2,525</b>	<b>1,757,304</b>	<b>2,920</b>	<b>2,883</b>	<b>108,161</b>

**Training Report**  
FY 2011 - 2012

Comparison

LAST YEAR				THIS YEAR			
FY 2010 - Oct-Nov-Dec				FY 2011 - Oct-Nov-Dec			
Member Agencies	Course Hours	# of Students	Contact Hours	Member Agencies	Course Hours	# of Students	Contact Hours
SPD	394	218	22,822	SPD	156	452	30,768
SRPSTC	48,539		1,698,865	*SRPSTC	1296	279	34,173
SFD	264	1,046	3,249	SFD	251	1081	4,527
SFD Academy				SFD Academy	153	95	3,267
SPD Academy	500	36	18,000	SPD Academy	500	35	17,500
SSD Associate	9	35	70	SSD Associate	19	35	665
<b>TOTAL</b>	<b>49,706.45</b>	<b>1,335</b>	<b>1,743,006</b>	<b>TOTAL</b>	<b>2,375</b>	<b>1,977</b>	<b>90,900</b>
Non-Member Agencies	Non-Member Course Hours	Non-Member # of Students	Non-Member Contact Hours	Non-Member Agencies	Non-Member Course Hours	Non-Member # of Student Approximate	Non-Member Contact Hours
<b>ABC</b>				<b>ABC</b>			
Range 1	4	35	140	Range 1	8	20	160
Small Mat	8	35	280	Range 2	10	20	200
				Large Mat	18	35	630
<b>Berkeley PD</b>				<b>Berkeley PD</b>			
Tactical Village	11	35	385	Tactical Village	9	8	72
<b>B600 Security</b>				<b>B600 Security</b>			
Range 1	2	35	70	Range 1	3	3	9
Range 2	2	35	70				
<b>CBP</b>				<b>CBP</b>			
Range 2	4	35	140				
<b>CFRTA</b>				<b>CFRTA</b>			
Tactical Village	5	35	175	Classroom 138	45	25	1,125
Shoothouse	18	35	630				
<b>CHPD</b>				<b>CHPD</b>			
				Range 1	7	35	245
<b>DCA</b>				<b>DCA</b>			
Range 1	21	35	735	Range1	4	35	140
Range 2	9	35	315	Range 2	8	35	280
CR138	18	35	630				
<b>DMV</b>				<b>DMV</b>			
Tactical Village	10	35	350				
Classroom 138	18	35	630				
<b>DTSC</b>				<b>DTSC</b>			
Range 1	6	35	210	Range 1	7	35	245
Range 2	3	35	105	Range 2	1	35	35
<b>FBI</b>				<b>FBI</b>			
Range 1	12	35	420	Range 1	51	35	1,785
Range 2	17	35	595	Range 2	33	35	1,155
Shoothouse	35	35	1,225	Shoothouse	56	35	1,960
Tactical Village	18	35	630	Tactical Village	26	35	893
				Classroom 138	4	35	140
				Classroom 149	38	35	1,330
<b>F&amp;G</b>				<b>F&amp;G</b>			
Range 1	58	35	2,013	Range 1	8	35	280
Range 2	6	35	210	Tactical Village	4	35	140
Shoothouse	27	35	945	Small Mat	8	35	280
Tactical Village	4	35	140				
Classroom 149	4	35	140				
<b>Folsom PD</b>				<b>Folsom PD</b>			
Tactical Village	21	35	718				
<b>IRS</b>				<b>IRS</b>			
Range 1	4	35	123	Range 1	12	14	168
<b>MBC</b>				<b>MBC</b>			
				Range 2	6	9	54
<b>OIG</b>				<b>OIG</b>			
Range 1	4	35	140				
Range 2	12	35	420	<b>Post</b>			
<b>Post</b>				Classroom 149	108	30	3,240
<b>Sac. Probation</b>				<b>Sac. Probation</b>			
Tactical Village	9	35	315				
<b>SMFD</b>				<b>SMFD</b>			
Range 2	2	35	70				
<b>San Joaquin Swat</b>				<b>San Joaquin Swat</b>			
Tactical Village	9	35	315				
<b>TRPD</b>				<b>TRPD</b>			
				Range 2	6	35	210
<b>UASI</b>				<b>UASI</b>			
				Classroom 149	20	60	1,200
<b>US DOJ</b>				<b>US DOJ</b>			
				Tactical Village	9	35	315
<b>US Probation</b>				<b>US Probation</b>			
Range 1	8	35	280	Range 1	8	35	280
<b>US Treasury</b>				<b>US Treasury</b>			
Range 1	1	35	35				
<b>VA</b>				<b>VA</b>			
				Range 1	5	7	35
<b>Vacaville PD</b>				Tactical Village	6	10	60
Tactical Village	20	35	700	<b>Vacaville PD</b>			
<b>WSPD</b>							
				Range 1	8	35	263
				Range 2	10	35	333
<b>TOTAL</b>	<b>409</b>	<b>1,190</b>	<b>14,298</b>	<b>TOTAL</b>	<b>545</b>	<b>906</b>	<b>17,261</b>
<b>Combined Totals</b>	<b>50,115</b>	<b>2,525</b>	<b>1,757,304</b>	<b>Combined Totals</b>	<b>2,920</b>	<b>2,883</b>	<b>108,161</b>

NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY, JPA  
National Institute of Justice (NIJ), Cooperative Agreement 2010-IJ-CX-K008  
**Monthly Progress Report**

Institute Name: Virtual Reality Classroom Research

Reporting Period: December 1 - 31

Grant Training Director: Mickey Bennett

Year: 2011

Phone: 916-838-2919

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- A. Budget – Expenditures: NIJ grant expenditures will be reported as part of the JPA general budget report
- B. Grant Deliverables:
1. The Tactical Village recording equipment (e.g., cameras, recorders, microphones, etc.) was installed during December 2011.
  2. The Active Shooter Course in the Tactical Village is set for February 27 and March 2.
  3. Course evaluation of the Second Life Intelligence Analysts Course was initiated by the contract evaluators.
- C. Meetings/Conferences Attended: No meetings/conferences were scheduled during this reporting period.
- D. Steering Committee Meeting: No meetings were scheduled during this reporting period.
- E. Staffing:
1. The Instructor Coordinator/Assistant Instructor position has been filled by reinstating DHS grant employee David Kert.
  2. The Active Shooter Course's primary instructor has been identified.
  3. The Fiscal Coordinator position is being evaluated and a replacement plan is being developed.
- G. Problems that the Project Experienced: Reduced workdays have been caused by the Christmas and New Year holiday vacation.
- H. Steps Taken to Correct the Problems: Team members have scheduled additional hours during January.
- I. Landmark accomplishments: None this month.
- J. Goals for Next Month:
1. Identify SL programmer, designer, and delivery service.
  2. Expand correction course selection search.
  3. Select and contract with additional course instructors.

Submitted by Mickey Bennett  
January 22, 2011