

**NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY**

JPA Board of Directors - Agenda  
**Friday September 23, 2011 – 09:00 am**  
2409 Dean Street, **Room 124**, McClellan, CA 95652

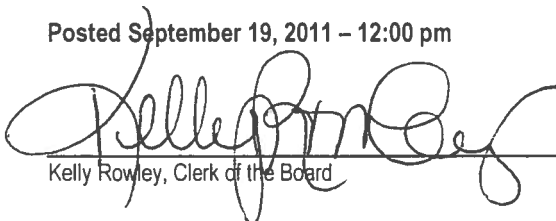
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**PUBLIC MEETING**

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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 August 1, 2011
  - 2. Approve – Action Summary – Board of Directors Meeting August 15, 2011
  - 3. Receive & Approve – Sacramento Police Department Appointment of New Board Member representing SPD, Acting Deputy Chief Dana Matthes
  - 4. Ratify - Letter of Authorization for the current "Authorized Signers" for the Bank of the West Bank Account, which is now inclusive of newly appointed Executive Director Steve Segura
  - 5. Ratify – Contract with Cal-EMA for the Occupancy and related Services at Building 600
  - 6. Approve – MOU between Los Rios Community College District and the NCRPSTA for the services of Steve Segura, Executive Director
  - 7. Approve – Additional payment to the County of Sacramento – for additional audit services provided, reduced by 50%
  - 8. Ratify – PTO Days for JPA Permanent Employees, not sponsored by a Member Agency
  - 9. Approve – Letter of Signature Authorization for Newly Appointed Executive Director
  - 10. Approve – Resolution for grant application to Cal-Recycle Program, for the "Tire-Derived Product Grant Program", and "Environmental Purchasing Policy"
  - 11. Approve - "First Amendment to the Retroactive Agreement with the NCRPSTA, Joint Powers Authority for Building Renovation and Maintenance Services" between the County of Sacramento OES and the NCRPSTA
- V. Information
  - 1. JPA Facilities Report – JPA Campus & Building 600
- I. Presentations
  - 1. Monthly Training and Financial Report – DHS Training Grant
    - Receive Presentation – Mr. Dan Toomey, Mr. Mickey Bennett
  - 2. Monthly Training Report – NIJ Cooperative Agreement
    - Receive Presentation – Mr. Tom McMahon
  - 3. JPA Member Agency Training Report
    - Receive Presentation – Mr. Steven Segura
  - 4. Status Report on Building 600 Lease Extension
    - Receive Presentation – Mr. Tom Edler
- II. Action Items
- III. Executive Directors Report – Mr. Steven Segura
- IV. Board Member Questions and Comments
- V. Meeting Schedule
  - JPA Planning Team – September 26, 2011
  - JPA Board of Directors – October 28, 2011, November 18, 2011, December 16, 2011
- VI. Adjournment

Posted September 19, 2011 – 12:00 pm

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

*NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY*

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Action Summary - JPA Board of Directors  
**Friday August 1, 2011, 1:00 pm**  
2409 Dean Street, Room 124, McClellan, CA 95652

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**Call to Order:** 1:02 pm

**Roll Call:** Dr. David Viar, (LRCCD/ARC), Deputy Chief Sam Somers (SPD), Deputy Chief Troy Malaspino (SFD), Lt. Kevin Gardner – Interim Executive Director, Kelly Rowley – Clerk of the Board

**Pledge of Allegiance**

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

None received

**Closed Session**

Interview of Candidates nominated for the appointment of the Executive Director of the NCRPSTA, pursuant to section 54957.

**Re-Convene**

Interviews were conducted and a reference check will be performed prior to announcing the final decision of the Board

**Consent Agenda**

1. Approval of Consent Agenda
  - Approve – Action Summary Board of Directors Meeting June 24, 2011

**ACTION:** A motion to approve the consent agenda was made by Deputy Chief Troy Malaspino, seconded by Deputy Chief Sam Somers, all in favor, motion passes.

**Presentations/Information:**

**JPA FY 10-11 Budget Status – Kelly Rowley**

- Board Members were provided a detailed summary of the JPA Financials for the period ending 06/30/11. In addition the Board was provided with a status report on all Accounts Receivable for the period ending 06/30/11.

**JPA Grants Training Report – Tom McMahon, Dan Toomey**

- Board Members were provided a summary status report for both the DHS Grant and the NIJ Cooperative Agreement, for the period ending 06/30/11. The summary reports included the financial status of each and a brief status on the progress made for the period ending 06/30/11. An Extension is being requested for the NIJ Cooperative Agreement.

**JPA Facilities Report – Rick Sargent**

- None reported - absent

**Building 600 Lease with McClellan Park – Tom Edler**

- Many Contracts and MOU's are pending completion and final approval of their respective decision makers
- We are currently working of the Federal Tenants FEMA, S&T and CBP, sub-leases are expected to be complete in the next several weeks

**Action Items**

1. Adopt – Revised - FY 11-12 Consolidated Budget for Campus, B600, DHS Grant and the NIJ Cooperative Agreement

**ACTION:** A motion to approve the revised FY 2011-2012 Consolidated JPA Budget for the JPA Campus, Building 600, NIJ Grant and DHS Grant was made by Deputy Chief Sam Somers,, seconded by Deputy Chief Troy Malaspino, all in favor, motion passes.

2. Ratify MOU Between the JPA and the US Coast Guard for the use of JPA Facilities in the event the US Coast Guard is required to execute a "Continuity of Operations Plan"

**ACTION:** A motion to ratify the JPA and US Coast Guard MOU for the use of JPA Facilities in the event the US Coast Guard is required to execute a "Continuity of Operations Plan", was made by Deputy Chief Troy Malaspino, seconded by Deputy Chief Sam Somers, all in favor, motion passes.

3. Ratify Contract Between the JPA and Cal-EMA for the occupancy of space at building 600, for the period 7/1/11 to 6/30/16

**ACTION:** No formal action was taken by the Board, Direction from the Board – Complete legal review and calendar for a future Board Meeting.

4. Approve – Resolution "for the Election of Directors to the Special District Risk Management Authority Board of Directors" – JPA Candidate Selection (review and choose three)

**ACTION:** A motion to approve the JPA Interagency Planning Team Recommendation for the election to the SDRMA Executive Management Board, of Emery Ross, Edmund Sprague and Ed Gray, was made by Deputy Chief Troy Malaspino, seconded by Deputy Chief Sam Somers, all in favor, motion passes.

5. Approve PSA Scope of Work for DHS Grant #206-GT-T6-K006 for Mickey Bennett, effective 7/1/11 and expiring upon the exhaustion of funds provided by the Department of Homeland Security.

**ACTION:** A motion to approve the PSA Scope of Work for DHS Grant #206-GT-T6-K006 for Mickey Bennett, effective 7/1/11 and expiring upon the exhaustion of funds provided by the Department of Homeland Security, identified as 09/30/11, was made by Deputy Chief Sam Somers, seconded by Deputy Chief Troy Malaspino, all in favor, motion passes.

6. Appoint Executive Director

**ACTION:** No formal action was taken by the Board

#### **Executive Directors Report – Lt. Kevin Gardner**

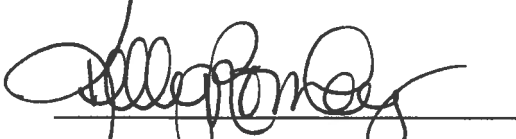
1. Reminder of the Auto Extrication Academy in November
2. Potential Contract with POST for the presentation of future "Fitness" train the trainer courses for Academy Staffers Statewide

#### **Board Member Comments and Questions**

None received

**Adjournment:** 04:00 pm

Attested to:



Kelly Rowley, Clerk of the Board

*NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY*

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Action Summary - JPA Board of Directors  
**Monday August 15, 2011, 10:00 am**  
2409 Dean Street, Room 124, McClellan, CA 95652

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**Call to Order:** 10:00 am

**Roll Call:** Dr. David Viar, (LRCCD/ARC), Deputy Chief Sam Somers (SPD), Deputy Chief Troy Malaspino (SFD), Lt. Kevin Gardner – Interim Executive Director

**Pledge of Allegiance**

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

None received

**Closed Session**

Discuss results of Candidates interviews nominated for the appointment of the Executive Director of the NCRPSTA, pursuant to section 54957.

**Re-Convene:** 10:30 am

**Consent Agenda**

- None scheduled

**Presentations/Information:**

- None scheduled

**Action Items**

1. Appoint Executive Director

**ACTION:** A motion to appoint Mr. Steven Segura to the position of Executive Director for the Northern California Regional Public Safety Training Authority, was made by Dr. David Viar and seconded by Deputy Chief Sam Somers, all in favor motion passes

**Executive Directors Report – Lt. Kevin Gardner**

- None scheduled

**Board Member Comments and Questions**

None received

**Adjournment:** 10:36 pm

Attested to:



Kelly Rowley, Clerk of the Board

Staff Report for the Board Meeting of:  
*September 23, 2011*

To: Board of Directors  
NCRPSTC - Joint Powers Authority

### TOPIC

City of Sacramento correspondence regarding the Change in Board Member Representation

### BACKGROUND

The JPA Member Agencies participate in the development and maintenance of the JPA Campus Properties for the benefit of the regional public safety training effort. The purpose is to reduce the individual capital outlay for the Member Agencies, and consolidate those dollars for a regional training facility.

### DISCUSSION

As a fully participating member of the NCRPSTA – JPA, each member agency is required to appoint Board representation, as well as a alternate representative. On August 26, 2011 the JPA received correspondence from Chief Rick Braziel of the Sacramento Police Department, designating the primary Board responsibilities will be that of A/Deputy Chief Dana Matthes. Captain Jim Maccoun will remain as the alternate representative for the Sacramento Police Department.

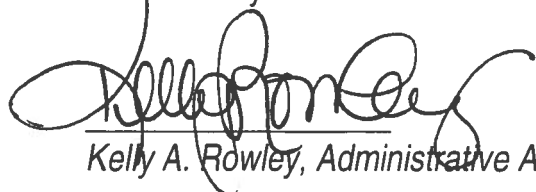
### FISCAL IMPACT

There is no fiscal impact

### RECOMMENDATION

Receive and Approve.

Submitted by:

  
Kelly A. Rowley, Administrative Analyst



DEPARTMENT OF  
POLICE

CHIEF OF POLICE  
RICK BRAZIEL

DEPUTY CHIEFS  
SAM SOMERS, JR.  
BRIAN LOUIE

CITY OF SACRAMENTO  
CALIFORNIA

Date: August 26, 2011  
Ref: COP 8-17

5770 AIRPORT BLVD., SUITE 400  
SACRAMENTO, CA  
95822-3514

PHONE: 916-808-6800  
FAX: 916-808-0815  
www.sacpd.org

Steve Segura, Executive Director  
Northern California Regional Public Safety Training College  
2409 Dean Street Suite 119  
McClellan, CA 95652

Re: Change in Board Member Assignment

Effective August 29, 2011, A/Deputy Chief Dana Matthes will serve on the Northern California Regional Public Safety Joint Powers Authority Board of Directors, representing the City of Sacramento Police Department. A/Deputy Chief Dana Matthes will be the primary representative and Captain Jim Maccoun will be the alternate representative.

Sincerely,

Rick Braziel  
Chief of Police

RB:ma

Staff Report for the Board Meeting of:  
*September 23, 2011*

To: Board of Directors  
NCRPSTC - Joint Powers Authority

#### TOPIC

Signature Authority for Bank of the West Checking and Money Market.

#### 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 recognizes that on May 27<sup>th</sup> 2011 signature authority was approved for Asst. Chief Kim Iannucci, Lt. Kevin Gardner, and Dean JV Thompson.

This report is specifically requesting the ratification of signature authority for Mr. Steve Segura, who was appointed Executive Director on September 15, 2011.

#### 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.

Assistant Chief Kim Iannucci is the only current valid "signer" on the accounts; therefore upon direction from Cindy Templeton, Vice-President at Bank of the West, she requested a letter from Chief Iannucci, and the ratification of Mr. Segura's signature authority effective September 15<sup>th</sup>, 2011.

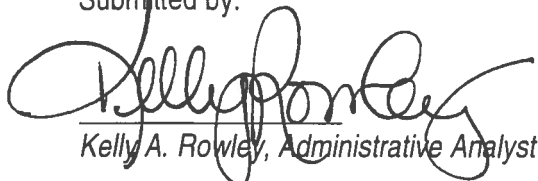
#### FISCAL IMPACT

There is no fiscal impact.

#### RECOMMENDATION

Ratify JPA Correspondence to Bank of the West designating the current authorized signatories for all of the JPA Bank of the West Accounts.

Submitted by:



*Kelly A. Rowley, Administrative Analyst*

JPA Copy



**Northern California Regional Public Safety Training Authority**  
2409 Dean Street, Suite 116 McClellan, CA 95652 • Phone (916) 566-3669 • Fax (916) 640-0018

09/02/11

Bank of the West – Arden Office  
1651 Response Road  
Sacramento, CA 95815

Re: Authorized Signatories for all Bank of the West Accounts

Dear Ms. Cindy Templeton,

My name is Assistant Chief Kim Iannucci and I am currently an authorized signer on the NCRPSTA - Bank of the West Account 245-019823.

On May 27<sup>th</sup>, 2011, the NCRPSTA Board of Directors took action to authorize Captain Joe Valenzuela, Lt. Kevin Gardner, Dean JV Thompson and myself as authorized signatories for the Bank of the West accounts. We did not have the opportunity to process that action, due to the retirement of Captain Joe Valenzuela. Most recently, on August 15<sup>th</sup> the NCRPSTA – Board of Directors appointed a permanent Executive Director, Mr. Steven Segura.

I am enclosing the necessary paperwork to establish Board approval for all of the above persons, with the exception of Mr. Steven Segura. It is our intent to have the Board of Directors ratify the addition of Mr. Steven Segura at the September 23<sup>rd</sup> Board of Director's Meeting.

Should you need any additional information please feel free to call me at 916-566-3669.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Iannucci".

Assistant Chief Kim Iannucci

KI/kar

Cc: Mr. Steve Segura  
Dean JV Thompson  
Lt. Kevin Gardner  
Dr. David Viar

**DUPLICATE**

Staff Report for the Board Meeting of:  
May 27, 2011

To: Board of Directors  
NCRPSTC - Joint Powers Authority

#### TOPIC

Signature Authority for Bank of the West Checking and Money Market.

#### 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 Captain Joe Valenzuela, Asst. Chief Kim Iannucci, Lt. Kevin Gardner, and Dean JV Thompson

#### 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.

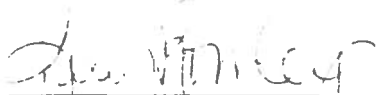
#### FISCAL IMPACT

There is no fiscal impact.

#### RECOMMENDATION

Review and Approve

Submitted by



*Kelly A. Rowley, Administrative Analyst*

*NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY*

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Action Summary - JPA Board of Directors  
**Friday May 27, 2011, 9:00 am**  
2409 Dean Street Room 124, McClellan, CA 95652

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Call to Order: 1:36 pm

Roll Call: Dr. David Viar, Chair (LRCCD/ARC), Captain James Maccoun (SPD), Deputy Chief Troy Malaspino (SFD), Captain Joe Valenzuela – Executive Director, Kelly Rowley – Clerk of the Board, Rick Sargent – JPA Facilities Manager

Pledge of Allegiance

Public Comment on Agenda/non-agenda items

None received

Consent Agenda

1 Approval of Consent Agenda

- Approve – Action Summary Board of Directors Meeting April 15, 2011
- Approve – Action Summary Board of Directors Special Meeting May 5, 2011
- Approve – Bank of the West - Authorized Signers
- Approve – SSD MOU for Associate Membership for FY 11-12
- ~~Adopt – JPA Range Operation Policy~~ moved to action item 6
- Authorize the acceptance of CDCR Revenue Contract for Facility Usage for the period of 7/1/11 to 6/30/13, not to exceed \$60,000.

ACTION: A motion to approve the consent agenda was made by Captain James Maccoun, seconded by Deputy Chief Troy Malaspino, all in favor, motion passes

Presentations/Information:

**JPA FY 10-11 Budget Status – Kelly Rowley**

- Board Members were provided a detailed summary of the JPA Financials for the period ending 05/31/11. In addition the Board was provided with a status report on all Accounts Receivable for the period ending 05/31/11.

**JPA Grants Training Report – Tom McMahon, Dan Toomey**

- Board Members were provided a summary status report for both the DHS Grant and the NIJ Cooperative Agreement for the period ending 05/31/11. The summary reports included the financial status of each and a brief status on the progress made for the period ending 05/31/11

**JPA Facilities Report – Rick Sargent**

- Building 600 – Regular Maintenance issues PLC Project nearing final completion. Joint Counter Terrorism Task Force and Golden Guardian Exercises are being planned for Building 600
- Campus – Conference Room (117) improvements have been completed. room 149 improvements are next

**Building 600 Lease with McClellan Park – Tom Edler**

**DUPLICATE**

- We are in the process of finalizing the addendum to the B600 Master Lease
- Commitments from the City of Sacramento and the County of Sacramento are a critical piece to moving forward

**Action Items**

1. Adopt FY 11-12 Budget for Campus, B600, DHS Grant

**ACTION:** No formal action taken by the Board, no additional comments

2. ~~Authorize the Execution of a Preventative Maintenance Agreement with Anderson Audio Visual for the continued support of the Audio Visual Infrastructure at Building 600.~~

**ACTION:** Removed from the agenda

3. Personal Services Agreement between Los Rios and the JPA, for the services of Kelly Rowley is expiring 6/30/11

**ACTION:** No formal action taken by the Board, staff directed to pursue continued agreement with Los Rios for the services of Kelly Rowley

4. Receive revised Executive Directors Job Description, and proposed timeline for replacement.

**ACTION:** no formal action taken by the Board, Board Members are to make recommendations for appointment to the position of Executive Director, and be prepared to discuss at the June Board Meeting

5. Adopt "Agreement for Personal Services" template, formulated by McMurchie Law Offices

**ACTION:** A motion to approve the Personal Services Agreement Template for use by the JPA was made by Captain James Maccoun, seconded by Deputy Chief Troy Malaspino, all in favor, motion passes

6. Adopt Range Operations Policy

**ACTION:** A motion to adopt the "JPA Range Operations Policy was made by Captain James Maccoun seconded by Deputy Chief Troy Malaspino, all in favor, motion passes

**Executive Directors Report – Captain Joe Valenzuela**

1. Los Rios has begun the move-in process; everything is progressing smoothly, welcome!

**Board Member Comments and Questions**

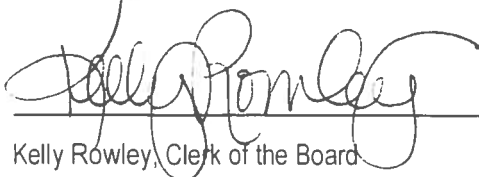
None received

**Closed Session**

None Scheduled

**Adjournment:** 9:52 am

Attested to:



Kelly Rowley, Clerk of the Board

Staff Report for the Board Meeting of:  
*September*

To: Board of Directors  
NCRPSTC - Joint Powers Authority

#### TOPIC

Ratification of Contract with CalEMA and the Northern California Regional Public Safety Training for the use of space at building 600.

#### BACKGROUND

The JPA has several facilities within the Campus at McClellan Park, one of which is Building 600, which house many Federal, State, City and County entities, and the JPA is the acting Landlord.

#### DISCUSSION

Building 600 contains a highly secured, compartmentalized, information facility (SCIF) which CalEMA desires to use for SCIF related operations.

- NCRPSTA agrees to grant use of a portion of space at Building 600, provided Cal EMA funds this portion of secure office space.
- Cal EMA agrees to provide funds for any and all costs necessary in order to provide additional tenant improvements to Building 600 that meet the SCIF requirement.
- NCRPSTA agrees to make improvements to Building 600 to meet SCIF requirements and take responsibility for all lease space actions including ADT Security System oversight/liaison.

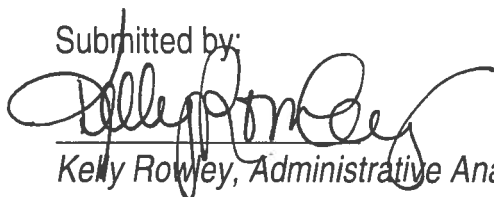
#### FISCAL IMPACT

This is a revenue based contract, for the occupancy and use of certain amenities within the Building 600 footprint.

#### RECOMMENDATION

Receive presentation; Ratify actions of Executive Director

Submitted by:



*Kelly Rowley, Administrative Analyst*

AGREEMENT NUMBER <b>6025-1</b>
REGISTRATION NUMBER <b>1168378</b>

**FULLY EXECUTED**

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME  
 California Emergency Management Agency

CONTRACTOR'S NAME  
 Northern California Regional Public Safety Training Authority (JPA)

2. The term of this Agreement is:  
 July 1, 2011 through June 30, 2016

3. The maximum amount of this Agreement is: \$1,260,080.00  
 One Million Two Hundred Sixty Thousand Eighty dollars and no cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	1 Page
Exhibit B – Budget Detail and Payment Provisions	1 Page
Exhibit C* – General Terms and Conditions	GTC610
Exhibit D – Special Terms and Conditions	1 Page
Attachment A – Floor Plan	1 Page

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.  
 These documents can be viewed at [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts)

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Northern California Regional Public Safety Training Authority (JPA)		
BY (Authorized Signature) 	DATE SIGNED (Do not type) 6/30/11	
PRINTED NAME AND TITLE OF PERSON SIGNING Captain Joe Valenzuela, Executive Director		
ADDRESS 2409 Dean Street, Suite 119 McClellan, CA 95652		
STATE OF CALIFORNIA		
AGENCY NAME California Emergency Management Agency		
BY (Authorized Signature) 	DATE SIGNED (Do not type) 6/30/11	
PRINTED NAME AND TITLE OF PERSON SIGNING Peggy Okabayashi, Assistant Secretary, Administrative Services		
ADDRESS 3650 Schriever Ave. Mather, CA 95655		

Exempt per:

**EXHIBIT A – SCOPE OF WORK**

**SCOPE OF WORK**

1. Northern California Regional Public Safety Training Authority (JPA) herein known as, "NCRPSTA" agrees to offer office space in their McClellan Business Park, Building 600, which is under agreement with the McClellan Park, to the California Emergency Management Agency herein known as, "Cal EMA", as described below:
  - Building 600 contains a highly secured, compartmentalized, information facility (SCIF) which Cal EMA desires to use for SCIF related operations.
  - NCRPSTA agrees to grant use of a portion of space at Building 600, provided Cal EMA funds this portion of secure office space.
  - Cal EMA agrees to provide funds for any and all costs necessary in order to provide additional tenant improvements to Building 600 that meet the SCIF requirement.
  - NCRPSTA agrees to make improvements to Building 600 to meet SCIF requirements and take responsibility for all lease space actions including ADT Security System oversight/liaison.
  - Both parties acknowledge that the State Government and JPA are legally authorized self-insured public entities. And shall make every effort to include within their respective self-insurance program adequate practices, procedures, and policies to safeguard and provide for any liabilities which may come from the implementation of this Agreement.
  
2. The project representatives during the term of this agreement will be:

California Emergency Management Agency	Northern California Regional Public Safety Training Authority (JPA)
Name: Brendan Murphy	Name: Kelly A. Rowley
Phone: (916) 323-9153	Phone: (916) 566-3669
Fax: (916) 845-8393	Fax: (916) 640-0018

Direct all inquiries to:

California Emergency Management Agency	Northern California Regional Public Safety Training Authority (JPA)
Section/Unit: Contracts Office	Section/Unit:
Attention: Clifford M. Viernes	Attention: Kelly A. Rowley
Address: 3650 Schriever Ave. Mather, CA 95655	Address: 2409 Dean Street, Suite 119 McClellan, CA 95652
Phone: (916) 845-8313	Phone: (916) 566-3669
Fax: (916) 845-8397	Fax: (916) 640-0018
E-Mail: clifford.viernes@calema.ca.gov	E-Mail: RowleyK@arc.losrios.edu

**EXHIBIT B - BUDGET DETAL AND PAYMENT PROVISION**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Invoicing and Payment**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices shall include the Agreement Number and shall be submitted in duplicate not more frequently than monthly in arrears to:

**California Emergency Management Agency  
 Attention: Accounting Unit  
 3650 Schriever Ave.  
 Mather, CA 95655**

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**4. Budget**

The maximum amount of this agreement shall not exceed \$1,260,080.00

FISCAL YEARS	MONTHLY RATE	ANNUAL ADT SECURITY RATE	ANNUAL RATE	
July 1, 2011 - June 30, 2012	\$19,582.00	\$2,500.00	\$237,484.00	
July 1, 2012 - June 30, 2013	\$20,170.00	\$2,500.00	\$244,540.00	<i>Includes a 3% Annual Base Increase</i>
July 1, 2013 - June 30, 2014	\$20,775.00	\$2,500.00	\$251,800.00	<i>Includes a 3% Annual Base Increase</i>
July 1, 2014 - June 30, 2015	\$21,398.00	\$2,500.00	\$259,276.00	<i>Includes a 3% Annual Base Increase</i>
July 1, 2015 - June 30, 2016	\$22,040.00	\$2,500.00	\$266,980.00	<i>Includes a 3% Annual Base Increase</i>
<b>Total</b>			<b>\$1,260,080.00</b>	

**EXHIBIT D – SPECIAL TERMS AND CONDITIONS**

**Right to Terminate**

The State reserves the right to terminate this agreement subject to 30 days written notice to the Contractor. Contractor may submit a written request to terminate this agreement only if the State should substantially fail to perform its responsibilities as provided herein.

However, the agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on the State's notification to the Contractor.

This agreement may be suspended or cancelled without notice, at the option of the Contractor, if the Contractor or State's premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.

**Contracts Funded by the Federal Government**

It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the contract were executed after that determination was made.

This contract is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the Fiscal Year(s) 2011/2012, 2012/2013, 2013/2014, 2014/2015 and 2015/2016 covered by this agreement for the purposes of this program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress, which may affect the provisions, terms, or funding of this contract in any manner.

It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.

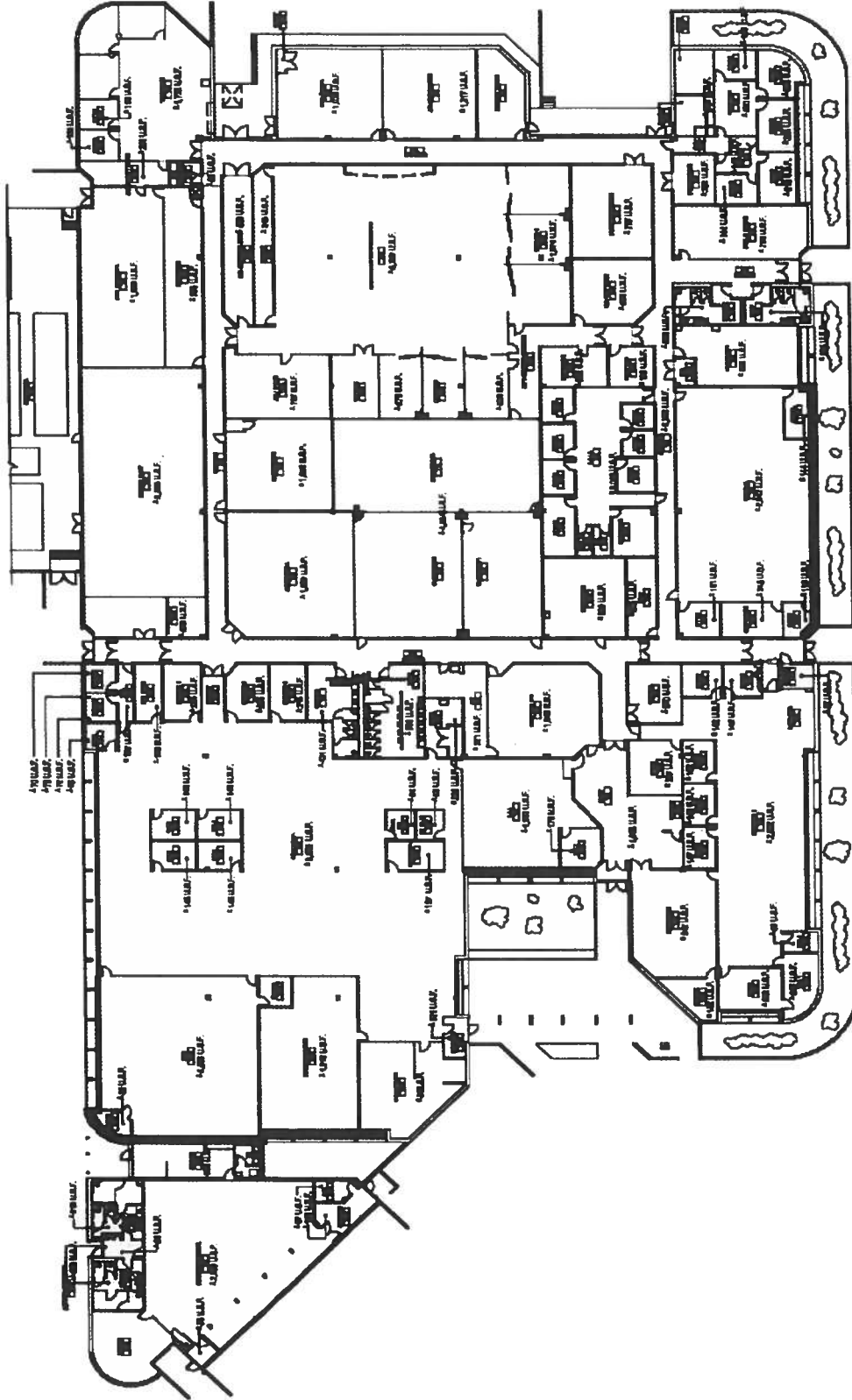
The department has the option to void the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction of funds.

**Disputes**

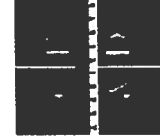
If Contractor believes that there is a dispute or grievance between Contractor and the State arising out of or relating to this contract, Contractor shall first discuss and attempt to resolve the issue informally with the agency contract manager. If the issue cannot be resolved at this level, Contractor shall follow the following procedures:

- A. If the issue cannot be resolved informally with the Contract Manager, Contractor shall submit, in writing, a grievance report together with any evidence to the Contract Manager's Supervisor. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Contractor's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Contractor, the Supervisor shall make a determination on the problem, and shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Supervisor's decision, Contractor may appeal to the next level, following the procedure in "Disputes", paragraph 3, listed below.
- B. Contractor must submit a letter of appeal to the Agency Secretary explaining why the Supervisor's decision is unacceptable. The letter must include, as an attachment, copies of the Contractor's original grievance report, evidence originally submitted, and response from Supervisor. Contractor's letter of appeal must be submitted within ten (10) working days of the receipt of the Supervisor's written decision. The Secretary or designee shall, within twenty (20) working days of receipt of Contractor's letter of appeal, review the issues raised and shall render a written decision to the Contractor. The decision of the Secretary or designee shall be final.

ATTACHMENT A - FLOOR PLAN



NOTE: ALL SQUARE FOOTAGES ARE  
 BASED ON ARCHITECTURAL  
 GRAPHICAL ANALYSIS



**CALPO, HOM & DONG  
 ARCHITECTS**

2188 28TH STREET, SUITE ONE  
 SACRAMENTO, CALIFORNIA 95811  
 TEL: 916/466-7761 FAX 916/466-6637

JOB: BLDG 800: HONOLAND SECURITY  
 JOB NO.: 04255.00  
 DATE: 11/4/2008



**FLOOR PLAN**

SCALE : NOT TO SCALE

Staff Report for the Board Meeting of:  
September 23, 2011

To: Board of Directors  
NCRPSTA – Joint Powers Authority

#### TOPIC

Consent Agenda Item 6 – MOU between Los Rios Community College District and the NCRPSTA for the services of Steven Segura, Executive Director.

#### BACKGROUND

On July 31, 2011, Joe Valenzuela, the Executive Director of the NCRPSTA (JPA) retired from service. Captain Valenzuela, of the Sacramento Police Department, had been assigned as the Executive Director of the NCRPSTA (JPA) and his retirement initiated a selection process by the Board to review, interview and select a new Executive Director.

#### DISCUSSION

Effective August 15, 2011, the Board of Directors unanimously voted to appoint Steven Segura as the Executive Director of the NCRPSTA (JPA). The attached agreement formalizes Mr. Segura's appointment and agreement between the Los Rios Community College District and the Northern California Regional Public Safety Training Authority, to utilize the professional and technical services of Mr. Segura, a regular employee of Los Rios, to perform as the Executive Director at the request and direction of the JPA.

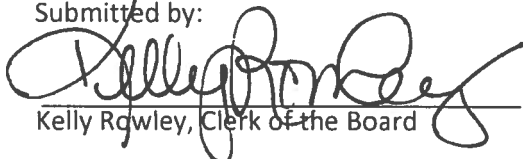
#### FISCAL Impact

Compensation for the Executive Director is a budgeted item. Reimbursement will be made to the Los Rios Community College District.

#### RECOMMENDATION

Authorize execution of the Agreement between the Northern California Regional Public Safety Training Authority and the Los Rios Community College District for Steven Segura to perform as the Executive Director at the request and direction of the JPA.

Submitted by:

  
Kelly Rowley, Clerk of the Board

Approved by:

\_\_\_\_\_  
Steven Segura, Executive Director

Attachment: Agreement

AGREEMENT BETWEEN  
THE NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY  
AND  
THE LOS RIOS COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made and entered into this 15<sup>th</sup> day of August, 2011, by and between the Los Rios Community College District (hereinafter Los Rios) and the Northern California Regional Public Safety Training Authority, a Joint Powers Authority, (herein after JPA) to utilize the professional and technical services of Steven L. Segura, a regular employee of Los Rios to perform as the Executive Director at the request and direction of the JPA.

NOW THEREFORE it is agreed as follows:

1. Performance

- a. The nature and extent of responsibilities and duties performed by Steven L. Segura shall be in accordance with the JPA Executive Director's job description. The JPA Board of Directors shall be responsible for defining concisely the goal(s) and objective(s) of the assignment, which will conform to the level of responsibility as defined in the job description, but not necessarily the same tasks defined in the Los Rios Faculty/Coordinator job description.
- b. It is understood that Steven L. Segura is an employee of the Los Rios Community College District assigned to the JPA and that all working conditions while assigned to the JPA shall conform to Los Rios personnel requirements and standards and payroll procedures.
- c. It is further understood that any required evaluations will be completed per the LRCFT contract.

2. Provisions

The JPA shall provide to the satisfaction of Los Rios adequate working conditions, environment, and transportation necessary to execute the performance objectives.

3. Insurance and Indemnification

- a. To the extent allowed by law, JPA shall defend, indemnify and save harmless Los Rios and its officers and employees against any and all claims, actions, liabilities, injuries, death, losses, negligent or willful, by whomever asserted, of acts, errors or omissions on the part of their respective officers, agents, students or employees arising out of any activities in the performance of this agreement.
- b. JPA shall obtain and keep in force for the term of this contract a general liability insurance policy for at least \$1,000,000. The policy shall name Los Rios as an additional insured. A certificate of insurance shall be provided to the District indicating appropriate coverage.

4. Financial Provisions

- a. In consideration, JPA shall reimburse for salary, overload and fringe benefit payments paid to or on behalf of Steven L. Segura. Such salary payment conforms to the placement of Steven L. Segura as Faculty/Coordinator on the Los Rios salary schedule. Fringe benefit payments paid on behalf of Steven L. Segura include: STRS (retirement), medical, dental, unemployment insurance, disability insurance and other benefits which

are or may be granted to unit members of LRCFT per terms of the collective bargaining agreement.

- b. Leave of absence, with or without pay taken by Steven L. Segura shall also be reported to Los Rios, through the Vice President of Instruction at American River College, following normal District procedures and timelines. Such times are not limited to, sick days, personal business, personal necessity and other leaves as described in Article 09 and Article 10 of the agreement with LRCFT.
- c. The Dean of McClellan Center shall review all payroll/leave forms prior to submission of the forms to the Vice President of Instruction at the American River College. Annually, Steven L. Segura will provide the Dean with a Faculty/Coordinator employee schedule detailing work days.
- d. Salary payments to Steven L. Segura shall be based upon placement on the LRCFT salary schedule. Reimbursement by JPA to the District for such salary and fringe benefits payment shall be made monthly by the first of each month. A separate schedule for monthly reimbursement required by JPA shall be developed based on Steven L. Segura's salary schedule placement and become attached to the agreement.
  - (1) Any salary and fringe benefit improvements occurring during the term of the contract, which are granted to unit members of LRCFT, shall be automatically extended to Steven L. Segura. Any increased salary/benefit costs incurred in the District on behalf of Steven L. Segura as a result of such improvements shall be reimbursed by JPA to Los Rios. The schedule of reimbursement previously prepared shall be amended to include any salary/fringe benefit improvements.
- e. It is understood that Steven L. Segura will retain all retirement, seniority, tenure and other rights earned as a Los Rios employee and LRCFT member while assigned to the JPA.
- f. In the event of early termination of this agreement, Los Rios shall reimburse JPA any sums outstanding as a result of early payment by JPA to Los Rios of Steven L. Segura's salary and benefits. Any amounts owing Los Rios by JPA shall also be promptly reimbursed.

5. Status

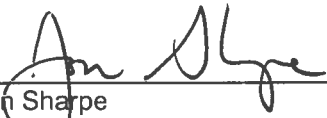
It is expressly understood and agreed that this Agreement is a separate agreement and does not affect in any manner any other agreements between Los Rios and the JPA. Further, this Agreement is not intended and shall not be construed to create any additional relationship of agent, servant, employee, partnership, joint venture or association between Los Rios and the JPA, but is rather, a separate agreement between Los Rios and the JPA.

6. Terms of Agreement

This Agreement shall remain in full force and effect without renewal until August 14, 2012. This Agreement may be terminated without cause upon either party giving thirty (30) days' notice in writing effective from mailing date of such notice by either party. This Agreement may be amended and/or extended by the mutual written agreement signed by both parties.

LOS RIOS COMMUNITY COLLEGE DISTRICT

NORTHERN CALIFORNIA REGIONAL PUBLIC  
SAFETY TRAINING AUTHORITY

  
\_\_\_\_\_  
Jon Sharpe  
Deputy Chancellor

\_\_\_\_\_  
David Viar  
President, Board of Directors

9/16/11  
\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

Staff Report for the Board Meeting of:  
September 23, 2011

To: Board of Directors  
NCRPSTA – Joint Powers Authority

#### TOPIC

Consent Agenda Item 7 – Approve payment of excess 2008/2009 audit costs to the County of Sacramento for professional services rendered.

#### BACKGROUND

The County of Sacramento Audits Unit provided their professional services to the Northern CA Regional Public Safety Training Authority (JPA) to perform the annual audit of Financial Statements for the years ended June 30, 2008 and 2009. The time to complete the audit was estimated at 450 hours, but instead comprised 816.50 hours.

#### DISCUSSION

The JPA contracted to the County of Sacramento Audits Unit to perform the annual audit of the JPA's Financial Statements for the years ended June 30, 2008 and 2009. The estimated hours of completion was 450 hours, however the actual hours of completion consisted of 816.50 hours, or \$58,312.50 more than agreed to. The additional hours were, in part, due to the time needed to review the JPA's financial information that was not part of an automated budgetary process, and the auditor gaining familiarity with the JPA financials, including federal audit requirements. While the actual hours of completion were in excess of the estimated hours of completion, the County Office of Audits and the JPA mutually agreed to a balance of \$29,156.00 and an estimated 450 hours for the future audits of 2009/10 and 2010/11 at a total cost of \$58,500. The audits will include a financial audit of the JPA's Financial Statements and a single audit of the JPA's federal grants. The amount may be adjusted if the actual time incurred is less than what has been estimated and the JPA will be notified if significant additional time beyond 450 hours is needed to complete the audits.

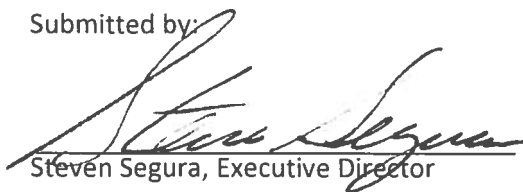
#### FISCAL Impact

Expenditure of \$29,156.25 for the annual audit of Financial Statements for the years ended June 30, 2008 and 2009.

#### RECOMMENDATION

Approve additional payment to the County of Sacramento in the amount of \$29,156.25 for additional services provided for the annual audit of Financial Statements for the years ended June 30, 2008 and 2009.

Submitted by:



Steven Segura, Executive Director

Internal Services Agency  
Department of Finance  
Auditor-Controller Division

Ben Lamera,  
Assistant Auditor-Controller



County of Sacramento

Steven C. Szalay,  
Interim County Executive

David Villanueva,  
Agency Administrator

Julie Valverde,  
Director of Finance

July 13, 2011

Northern California Regional Public Safety Training Authority  
2409 Dean Street, Room 119 (Bldg 686)  
McClellan, CA 95652

PROGRESS AUDIT BILLING

For professional services rendered:

Annual Audit of Financial Statements for the years ended  
June 30, 2009 and 2008

Update: 816.50 audit hours and \$102,687.50 (816.5 X \$125) incurred from July 29, 2009 to June 30, 2011 .....	\$ 102,062.50
Payment in the year ended June 30, 2010 .....	( 17,500.00)
Payment in the year ended June 30, 2011 .....	( 26,250.00)
Excess audit costs .....	58,312.50
50 % of Excess audit costs .....	( 29,156.25)
Balance Due .....	<u>\$ 29,156.25</u>

Please remit a check payable to: County of Sacramento, to the attention of Audits Unit,  
Auditor-Controller Division, Department of Finance, County of Sacramento, 700 H Street,  
Suite 3650, Sacramento, CA 95814

Staff Report for the Board Meeting of:  
September 23, 2011

To: Board of Directors  
NCRPSTA – Joint Powers Authority

#### TOPIC

Consent Agenda Item 8 – Ratify Personal Time Off (PTO) for permanent employees of the JPA, not sponsored by a member agency.

#### BACKGROUND

The staff of the JPA consists of three budget authorized and 1 grant reimbursed full time employees (JPA) and other personnel who are assigned to the JPA from the represented member agencies, or are employed under contract via a Department of Homeland Security grant. The member agencies staff is benefit qualified and accrues various amounts of paid time off (holiday, vacation, sick). The contract employees work based on their scope of services, which typically do not include recognized holidays. Until September 5, 2011, the full-time JPA employees had not received, nor accrued any paid time off (PTO).

#### DISCUSSION

Effective September 5, 2011, the full-time staff were provided 10 days PTO annually, consistent with 8 designated holidays realized by each of the member agencies and including two additional PTO days to be used at the employees discretion. Providing PTO to our employees is considered consistent with those employees they work with and relieves the JPA from potentially having individual employees working during recognized non-business periods.

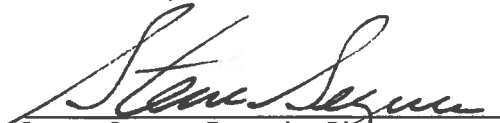
#### FISCAL Impact

Estimated annual expense for the three budgeted JPA employees, approximately \$6,500.00.

#### RECOMMENDATION

Ratify execution of the allotted personal time off (PTO) provided to the full-time employees of the Northern California Regional Public Safety Training Authority, as authorized by the Executive Director, Steven Segura.

Submitted by:



Steven Segura, Executive Director

Attachment: PTO Calendar



## Northern California Regional Public Safety Training Authority

2409 Dean Street, Suite 116 McClellan, CA 95652 • Phone (916) 566-3669 •  
Fax (916) 640-0018

[www.ncrpsta.com](http://www.ncrpsta.com)

- 8 Paid Holidays (64 Hours – 8 hours per NCRPSTA Recognized Holiday)
  1. New Year's Day (1 paid day off)
  2. President's Day (1 paid day off)
  3. Memorial Day (1 paid day off)
  4. Independence Day (4<sup>th</sup> of July) (1 paid day off)
  5. Labor Day (1 paid day off)
  6. Thanksgiving Day (2 paid days off)
  7. Christmas Day (1 paid days off)
  
- 2 floating days (16 Hours)

The purpose of the 2 floating days is to provide employees with flexible paid time off from work, which can be used to meet personal needs, such as sick leave, vacation etc.

Should the Holiday fall on a Saturday, the preceding Friday will be the recognized holiday

Should the Holiday fall on a Sunday, the following Monday will be the recognized holiday

Any unused PTO at the end of Fiscal Year (June 30) will accrue and be carried over to next fiscal year.

Any absence in excess 1 hour can be used as 'floating time off'.

Staff Report for the Board Meeting of:  
*September 23, 2011*

To: Board of Directors  
NCRPSTC - Joint Powers Authority

TOPIC

Signature Authority for newly appointed Executive Director – Mr. Steven Segura

BACKGROUND

In compliance with the requirements of many of the NCRPSTA vendors and business, the designation of the signature authority of the Executive Director is mandatory.

DISCUSSION

A generic letter of Appointment has been generated to be distributed to those businesses and public entities that require an official designation of decision making authority.

The letter of appointment is required by the CALRECYCLE Grant Program, however will be used for additional purposes as necessary.

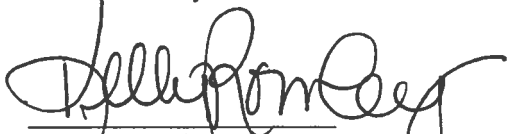
FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

Review and Approve.

Submitted by:



*Kelly A. Rowley, Administrative Analyst*



## Northern California Regional Public Safety Training Authority

2409 Dean Street, Suite 116 McClellan, CA 95652 • Phone (916) 566-3669 • Fax  
(916) 640-0018

[www.ncrpsta.com](http://www.ncrpsta.com)

### Board of Directors

Mr. Steven Segura  
Executive Director

Dr. David Viar, Chairperson  
Deputy Chief Troy Malaspino  
Deputy Chief Dana Matthes

ARC/Los Rios Community College District  
Sacramento Fire Department  
Sacramento Police Department

9/20/11

Re: Letter of Appointment of the Executive Director for the NCRPSTA

To whom it may concern;

Please accept this letter appointing Mr. Steven Segura as the Northern California Regional Public Safety Training Authority Executive Director.

The Board of Directors appointed Mr. Steven Segura to serve as the Executive Director effective August 15, 2011.

As the Executive Director, Mr. Segura has been given signature authority for all Northern California Regional Public Safety Training Authority documents, applications and other miscellaneous business transactions.

Sincerely,

Dr. David Viar  
NCRPSTA – Board of Directors - Chairperson

DV/kar

Staff Report for the Board Meeting of;  
September 23, 2011

To: Board of Directors  
NCRPSTC – Joint Powers Authority

#### TOPIC

Board resolution authorizing submittal of an application for the Tire-Derived Product Grant Program and the adoption of an Environmentally Preferable Purchases and Practices Policy (EPPP) for the JPA.

#### BACKGROUND

The Department of Resources Recycling and Recovery (CalRecycle) offers the Tire-Derived Product (TPD) Grant program pursuant to sections 42872, 42873, and 42889 of the Public Resources Code. The purpose of the grant is to promote markets for recycled content. The grant covers products made using 100% California recycled tires. Eligible entities include California cities, counties, public school districts, public colleges and universities, special districts, park or recreational districts and state agencies.

#### DISCUSSION

The exterior area of the JPA running track is non-irrigated. At this time the use of the southwest section is limited to the "Climb Wall. It has been proposed in the past to add additional "obstacle course" style projects along with bleachers for students and staff. A large portion of this area would be covered with landscape fabric and rubber bark to eliminate weeds, dirt and the need for irrigation. The cost of the rubber bark is estimated at \$112,421.00 and would be covered by the grant if the application is approved and awarded by CalRecycle. Any additional items or costs associated with the project would be covered by the JPA. This is a great opportunity to improve the JPA facilities by providing a better training environment while enhancing the running track area. In order to submit for this grant the JPA must have an EPPP and a Letter of designation for signature authority filed NLT 28 October 2011. The application filing deadline for this grant is 28 September 2011.

#### FISCAL IMPACT

The costs of this project for the JPA are estimated to be \$10-\$15K depending on the obstacles chosen to be placed in this area.

#### RECOMMENDATION

Board Approval for the JPA to submit an application for the Tire Derived Product (TDP) Grant.

Submitted by:  
  
Richard Sargent, Construction/Facility Manager



## Northern California Regional Public Safety Training Authority

2409 Dean Street, Suite 116 McClellan, CA 95652 • Phone (916) 566-3669 • Fax (916) 640-0018

[www.ncrpsta.com](http://www.ncrpsta.com)

### Board of Directors

Mr. Steven Segura  
Executive Director

Dr. David Viar, Chairperson  
Deputy Chief Troy Malaspino  
Deputy Chief Dana Matthes

ARC/Los Rios Community College District  
Sacramento Fire Department  
Sacramento Police Department

### RESOLUTION NO. 2012-003

#### BEFORE THE BOARD OF DIRECTORS OF NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY

#### **RESOLUTION OF THE NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY (NCRPSTA) BOARD OF DIRECTORS APPROVING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS FOR WHICH THE NCRPSTA IS ELIGIBLE**

WHEREAS, Public Resources Code sections 40000 et seq. authorized the Department of Resources Recycling and Recovery (CalRecycle), to administer various Grant Programs (grants) in furtherance of the state of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment: and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by Resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the NCRPSTA-Board of Directors authorized the submittal of application(s) to CalRecycle for the Tire Derived Product Grant Program.

BE IT FURTHER RESOLVED THAT THE Executive Director, Mr. Steve Segura , or his designee is hereby authorized and empowered to execute in the name of the NCRPSTA all grant documents, including but not limited to, applications, agreements, amendments and request for payment, necessary to secure grant funds and implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for five (5) years from the date of adoption of this Resolution.

Resolution No. 2012-003

Page 2

ON A MOTION by Director \_\_\_\_\_, seconded by  
Director \_\_\_\_\_, the foregoing resolution was passed  
and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by the following  
vote to wit:

AYES:

NOES:

ABSENT:

Northern California Regional Public Safety Training  
Authority

By: \_\_\_\_\_  
Chair/Vice-Chair – Board of Directors

Attested By:

\_\_\_\_\_  
Clerk of the Board



## Northern California Regional Public Safety Training Authority

2409 Dean Street, Suite 116 McClellan, CA 95652 • Phone (916) 566-3669 • Fax  
(916) 640-0018

[www.ncrpsta.com](http://www.ncrpsta.com)

### Board of Directors

Mr. Steven Segura  
Executive Director

Dr. David Viar, Chairperson  
Deputy Chief Troy Malaspino  
Deputy Chief Dana Matthes

ARC/Los Rios Community College District  
Sacramento Fire Department  
Sacramento Police Department

9/20/11

Re: Letter of Designation

To whom it may concern;

I am the designated Signature Authority for the Northern California Regional Public Safety Training Authority. I am authorized to execute on behalf of the NCRPSTA all grant documents, including but not limited to, applications, agreements and requests for payment, necessary to secure grant funds and implement the approved Grant Project for the Tire-Derived Product Grant Program. I am authorized to delegate this authority. Accordingly, I hereby delegate this authority to the JPA Facilities Manager, who is specifically identified below.

Mr. Rick Sargent, NCRPSTA Facilities Manager  
2409 Dean Street, Ste. 116  
McClellan, CA 95652  
916.566.6533

Sincerely,

Mr. Steven Segura  
NCRPSTA – Executive Director

SS/kar

Staff Report for the Board Meeting of:  
*September 23, 2011*

To: Board of Directors  
NCRPSTC - Joint Powers Authority

#### TOPIC

First Amendment to Retroactive Agreement with the Northern California Regional Public Safety Training Authority, Joint Powers Authority for Building 600 Renovations and Maintenance Services

#### BACKGROUND

Tenant requested special projects and the requirement of "preventative maintenance" contracts on certain mutually used equipment, is funded by the tenants at building 600. The JPA is typically involved in these projects, as they are usually beneficial to the entire building, however many times they are funded via a separate funding stream designated by the tenant.

#### DISCUSSION

The attached agreement is for the funding of special projects initiated by Sacramento County OES.

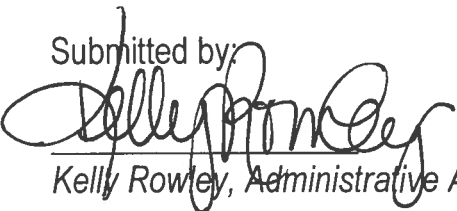
#### FISCAL IMPACT

There is no fiscal impact to the JPA General Fund Budget.

#### RECOMMENDATION

Receive presentation; authorize the Executive Director to execute agreement

Submitted by:



*Kelly Rowley*  
Kelly Rowley, Administrative Analyst

**COUNTY OF SACRAMENTO**

**FIRST AMENDMENT TO RETROACTIVE AGREEMENT WITH THE NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING COLLEGE, JOINT POWERS AUTHORITY FOR BUILDING RENOVATION AND MAINTENANCE SERVICES**

THIS FIRST AMENDMENT to the Retroactive Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and Northern California Regional Public Safety Training College, a joint powers authority, hereinafter "CONTRACTOR".

**RECITALS**

WHEREAS, the COUNTY and CONTRACTOR have previously entered into a retroactive agreement, hereinafter referred to as "AGREEMENT", on October 28, 2008, for building renovation, project management and maintenance services; and

WHEREAS, the COUNTY and CONTRACTOR desire to amend that Agreement, pursuant to Section XXVI Amendment And Waiver; and

WHEREAS, the COUNTY and CONTRACTOR desire to modify the language of Exhibit C, Budget Requirements (See Attachment A); and

NOW, THEREFORE, the CHIEF OF THE SACRAMENTO OFFICE OF EMERGENCY SERVICES and the SHERIFF, or their designees, on behalf of the COUNTY, and CONTRACTOR hereby amend the terms of that Agreement to modify the language in Exhibit C for the period of July 1, 2011 through November 30, 2011. The Chief of the Sacramento Office of Emergency Services and the Sheriff, or their designees, are authorized by Resolution 2008-1085 to execute this amended Agreement on behalf of the COUNTY. The entire agreement consists of: (1) the retroactive Agreement between the parties originally executed on October 28, 2008, which Agreement the parties hereby reaffirm, together with (2) this First Amendment and Attachment A which modifies the language for Exhibit C, Budget Requirements.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first written above.

COUNTY OF SACRAMENTO

NORTHERN CALIFORNIA REGIONAL  
PUBLIC SAFETY TRAINING COLLEGE

By: Scott Jones  
Scott R. Jones, Sheriff  
Sacramento County Sheriff's Department

By: Steve Sege

Date: 8/11/11

Date: 9-13-2011

By: Rick Martinez  
Rick Martinez, Chief  
Sacramento Office of Emergency Services

Date: \_\_\_\_\_

Authorized by Board of Supervisors Resolution 2008-1085

**ATTACHMENT A**

**ORIGINAL AGREEMENT EXHIBIT C, BUDGET REQUIREMENTS**

**I. MAXIMUM PAYMENT TO CONTRACTOR**

The Maximum Total Payment Amount under this Agreement is as follows:

Sacramento Office of Emergency Services	
Fiscal Year 2006-07	5,000.00
Fiscal Year 2007-08	15,000.00
Fiscal Year 2008-09	250,000.00
Fiscal Year 2009-10	150,000.00
Fiscal Year 2010-11	150,000.00

Sheriff's Department Homeland Security	
Fiscal Year 2006-07	1,500.00
Fiscal Year 2007-08	15,000.00
Fiscal Year 2008-09	15,000.00
Fiscal Year 2009-10	500.00
Fiscal Year 2010-11	500.00

Hi Technology Task Force	
Fiscal Year 2006-07	82.86
Fiscal Year 2007-08	911.46
Fiscal Year 2008-09	500.00
Fiscal Year 2009-10	500.00
Fiscal Year 2010-11	500.00

**FIRST AMENDED AGREEMENT EXHIBIT C, BUDGET REQUIREMENTS**

**I. MAXIMUM PAYMENT TO CONTRACTOR**

The Maximum Total Payment Amount under this Agreement is as follows:

Sacramento Office of Emergency Services	
Fiscal Year 2006-07	5,000.00
Fiscal Year 2007-08	15,000.00
Fiscal Year 2008-09	250,000.00
Fiscal Year 2009-10	150,000.00
Fiscal Year 2010-11	150,000.00
Fiscal Year 2011-12	150,000.00

Sheriff's Department

Homeland Security

Fiscal Year 2006-07	1,500.00
Fiscal Year 2007-08	15,000.00
Fiscal Year 2008-09	15,000.00
Fiscal Year 2009-10	500.00
Fiscal Year 2010-11	500.00
Fiscal Year 2011-12	55,000.00

Hi Technology Task Force

Fiscal Year 2006-07	82.86
Fiscal Year 2007-08	911.46
Fiscal Year 2008-09	500.00
Fiscal Year 2009-10	500.00
Fiscal Year 2010-11	500.00
Fiscal Year 2011-12	500.00

CV HIDTA Task Force

Fiscal Year 2011-12	25,000.00
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## JPA Facilities update as of 23 September 2011.

The following are projects completed or actions taken since the last facilities update.

### JPA Campus

- ❖ Completion of JPA classroom 149 remodel. Total cost of project \$15,800.00.
- ❖ 5 year inspection of B-686 Fire Sprinkler System. Cost \$680.00
- ❖ Started new janitorial contract as of 23 September 2011. New services are for 2 day porters. New service hours:
  - Monday, Tuesday, Thursday (8am – 2pm)
  - Monday-Friday (12-4pm), Saturday (10-4pm)
- ❖ Re-nozzle running track sprinklers to ensure full overlapping coverage of irrigation sprinklers. This was completed due to brown areas on the track field from lack of water. Cost through Valley Crest Landscaping - \$325.00.
- ❖ Contract signed for the design/construction documents for the Range 3 baffles. Contract with CH&D Architects for \$29,500.00 of which \$4,500.00 has been paid partial structural designs. Balance remaining is \$25,000.00 at completion of design. An additional \$7,500.00 was estimated if "Open Hard Bid" documents were required for the public bidding process. This cost will only be incurred if needed.

### Building 600

- ❖ HIDTA tenant improvement (TI) project to move into classroom 5 completed on 11 August 2011. Total cost of project was \$18,118.32 of which \$1,608.94 was a JPA project management fee. JPA to be reimbursed through the Sacramento Sheriff Department.
- ❖ Raise canopy and reduce canopy on 10 trees, Remove 13 trees/grind stumps and prune trees as necessary to promote better growth and enable better viewing through security cameras. Cost of tree work \$3,110.00. Contracted with Valley Crest Landscaping for the work.

Submitted by:



Richard Sargent, Construction/Facility Manager

NORTHERN CALIFORNIA REGIONAL PUBLIC SAFETY TRAINING AUTHORITY  
 Department of Homeland Security (DHS), Competitive Training Grant 2006-GT-T6-K006  
**Monthly Progress Report**

Institute Name: Intelligence Analysts Training Program

Reporting Period: August 1-31

Grant Training Director: Mickey Bennett

Year: 2011

Phone: 916-874-3011

A. Budget Expenditures:

	Allocation	Expenditures for Month	Total Spent	Balance	% Spent
<b>Personnel</b>	\$936,991.25	16,559.50	876,879.75	60,111.50	93.58
<b>Fringe Benefits</b>	\$78,856.64	0.00	44,958.70	33,897.94	57.01
<b>Travel</b>	\$420,041.18	62,259.59	374,175.57	45,865.61	89.08
<b>Equipment</b>	\$121,048.71	0.00	110,676.42	10,372.29	91.43
<b>Supplies</b>	\$326,664.80	2,924.72	108,156.77	218,508.03	33.11
<b>Consultants</b>	\$1,185,726.52	67,782.50	1,113,181.34	72,545.18	93.88
<b>Other Costs*</b>	\$222,008.90	0.00	261,866.46	-39,857.56	117.95
<b>Total</b>	\$3,291,338.00	\$149,026.31	\$2,889,895.01	\$401,442.99	87.8

\* Other Costs – Includes office rent in Building 600 paid to JPA.

B. Grant Deliverables:

1. Intermediate Fusion Center Analyst Training (IFCAT) programs scheduled:

1. Houston, Texas (May 5-September 9, 2011)
2. Honolulu, Hawaii (June 19-September 16, 2011)
3. Virtual Reality Cohort (April 14-September 23, 2011)

2. Liaison Officer Community Outreach Program (LOCOP) programs scheduled:

1. Frankfort, KY (September 1, 2011)
2. Reno, NV (September 13, 2011)
3. Carson City, NV (September 14, 2011)

C. Meetings/Conferences Attended:

1. Meeting with Louisiana State University (LSU) representatives, as directed by DHS, to assist LSU in developing a basic intelligence analyst training course (Richmond, Virginia – August 23 - 25, 2011)
2. Meeting with Sheriff Scott Jones to provide a grant conclusion briefing (August 15, 2011)

D. Steering Committee Meeting: None this reporting period

- E. Problems that the Training Experienced: The available funding ends September 30, 2011. We have received eight requests for the IFCAT Course that cannot be filled.
- F. Steps Taken to Correct the Problems: We have been directed by DHS to work with Louisiana State University staff to determine if a relationship between the Training Authority and LSU can be created. LSU recently receive a \$1 million contact to present intelligence analyst training throughout the USA.
- G. Landmark Accomplishments: Graduated an IFCAT cohort in Austin, Texas and a second cohort in Trenton, New Jersey.
- H. Goals for Next Month: Complete training and prepare all required federal reports.

Submitted by Mickey Bennett  
August 20, 2011

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: August 1 - 31

Grant Training Director: Mickey Bennett

Year: 2011

Phone: 916-874-3011

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- A. Grant Deliverables: No grant deliverables completed this reporting period.
- B. Meetings/Conferences Attended: None during this reporting period
- C. Steering Committee Meeting: No Steering Committee meetings were held during the month of August.
- D. Staffing:
  - 1. Instructor Coordinator/Assistant Instructor and Course Instructors – Identified potential instructors for Tactical Village Decision Making Course. Hiring process will proceed in September and October.
  - 2. Program Evaluators:  
We identified two Program Evaluators who will be hired to perform a needs assessment to identify programmatic evaluation needs. This will be completed in September. These contractors have also been invited to submit a proposal to perform programmatic evaluation per the terms of the grant.
- E. Problems that the Project Experienced: Have not finalized course selection for presentation
- F. Steps Taken to Correct the Problems: Attempting to identify a suitable course to replace the California Parole Motivation Course identified in the grant
- G. Landmark accomplishments: None this month
- H. Goals for Next Month:
  - 1. Identify and contract with SL programmer.
  - 2. Finalize course selection
  - 3. Complete program evaluator contracts and begin evaluation process

Submitted by Tom McMahon  
Sept 20, 2011

# Training Report

FY 2011 - 2012

Comparison

LAST YEAR

THIS YEAR

FY 2010 - Jul-Aug-Sept

FY 2011 - July-Aug-Sept

Member Agencies	Course Hours	# of Students	Contact Hours
SPD			
FJPA			
<b>SRPSTC</b>			
SFD			
SFD Academy			
SPD Academy			
FJPA Academy			
SSD Associate			
<b>TOTAL</b>			

Member Agencies	Course Hours	# of Students	Contact Hours
SPD			
FJPA			
<b>*SRPSTC</b>			
SFD			
SFD Academy			
SPD Academy			
FJPA Academy			
SSD Associate			
<b>TOTAL</b>			

Non-Member Agencies	Non-Member Course Hours	Non-Member # of Students	Non-Member Contact Hours
<b>ABC</b>			
Range 3	1	35	35
<b>CBP</b>			
Range 3	3	35	105
<b>CHP</b>			
Tactical Village	5	35	175
<b>CHPD</b>			
Range 3	5	35	175
Shoothouse	14	35	490
Tactical Village	14	35	490
<b>DCA</b>			
Range 1	4	35	140
<b>DEA</b>			
Range 1	2	35	70
<b>DMV</b>			
<b>DTSC</b>			
Range 1	9	35	315
<b>FBI</b>			
Range 1	4	35	140
Range 3	51	35	1,785
Shoothouse	48	35	1,680
Tactical Village	9	35	315
<b>F&amp;G</b>			
Range 1	6	35	210
Range 2	4	35	140
Tactical Village	4	35	140
Small Mat	5	35	175
<b>IRS</b>			
Range 1	4	35	140
<b>MBC</b>			
<b>OIG</b>			
Range 1	4		
Range 3	4		
<b>SMFD</b>			
<b>US Probation</b>			
Range 1	4	35	140
Range 3	4	35	140
<b>TOTAL</b>	<b>208</b>	<b>700</b>	<b>7,000</b>

Non-Member Agencies	Non-Member Course Hours	Non-Member # of Student Approximate	Non-Member Contact Hours
<b>ABC</b>			
Range 1	4	35	140.00
Small Mat	4	35	140.00
<b>CBP</b>			
<b>CHP</b>			
<b>CHPD</b>			
Range 2	2	35	70.00
Tactical Village	4	35	140.00
Small Mat	2	35	70.00
<b>DCA</b>			
<b>DEA</b>			
<b>DMV</b>			
Tactical Village	8	35	280.00
Classroom 124	18	35	630.00
Classroom 139	18	35	630.00
<b>DTSC</b>			
Range t	5	35	175.00
Range 2	1	35	35.00
<b>FBI</b>			
Range 1	35.5	35	1,242.50
Range 2	20	35	700.00
Shoothouse	36	35	1,260.00
Small Mat	2	35	70.00
<b>F&amp;G</b>			
Range 1	4	35	140.00
Tactical Village	8	35	280.00
Small Mat	4	35	140.00
<b>IRS</b>			
Range 1	3.5	35	122.50
<b>MBC</b>			
Range 2	7	35	245.00
<b>OIG</b>			
<b>SMFD</b>			
Range 2	2	35	70.00
<b>US Probation</b>			
<b>TOTAL</b>	<b>188</b>	<b>700</b>	<b>6,510</b>

Combined Totals

Combined Totals