



## GOVERNING BOARD MEETING AGENDA

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*South Bay Regional Public Safety Training Consortium*

**Thursday, July 31, 2014**

**10:00 am – South Bay Regional Public Safety Training  
Room #103**

### **I. Call to Order**

Dr. Steve Kinsella called the meeting to order at 10:03 am.

Present:	Dr. Steve Kinsella	Gavilan College
	Dr. Walter Tribley	Monterey Peninsula College
	Mr. Michael Gilmartin	Monterey Peninsula College
	Mr. Al Muñoz	Hartnell College
	Dr. Lori Kildal	Hartnell College
	Dr. Ron Travenic	Ohlone College
	Ms. Laura Weaver	Ohlone College
	Mr. Rick Bennett	Mission College
	Mr. John Mummert	Foothill College
	Dr. Nanette Solvason	Foothill College
	Ms. Nazy Galoyan	Foothill College
	Dr. Kindred Murillo	Lake Tahoe Community College
	Ms. Michelle Schneider	College of San Mateo
	Mr. Steve Cushing	SBRPSTC
	Ms. Linda Vaughn	SBRPSTC
	Mr. Michael Lombardo	SBRPSTC
	Mr. Gregg Giusianna	SBRPSTC
	Ms. Marti Rogers	SBRPSTC
Absent:	Mr. Peter Fitzsimmons	Evergreen Valley College

### **II. Approval of Minutes from May 7, 2014 (A)**

Motion to approve by Dr. Kindred Murillo and 2<sup>nd</sup> by Dr. Ron Travenick.  
Dr. Tribley abstained because he was not present at the May 7<sup>th</sup> meeting.

### **III. Public Comment**

None.

#### **IV. Business**

##### **a. Presentation of Preliminary FY2014-15 Budget (A)**

The Preliminary Budget for FY 2014-15 represents the 5<sup>th</sup> consecutive year where a proposed “deficit spending” budget has been presented to the JPA Board. Increased expenses of doing business continue to outweigh collective strategies and internal adjustments to achieve a balanced budget.

This year’s projected deficit is mainly driven by increasing business developments. Though very positive and validating, this has additional economic expense attached while providing quality service to new JPA partners with the expansion of Academy presentation for San Jose Police Department and the reintroduction of BAM 3 (Basic Academy Modular) offerings will require increase in staffing.

It is estimated that expenditures will exceed revenues by approximately (\$462,976). Based on this proposed budget an Ending Fund Balance of \$350,200 is projected

Consortium staff will prepare and present the Final recommended FY 2014-15 Budget proposal for presentation to the governing body at the October 2014 JPA Board Meeting.

The Preliminary FY 2014-15 budget was presented to the Board for approval.

Motion to approve by Dr. Walter Tribley and 2<sup>nd</sup> by Mr. John Mummert.

##### **b. Firing Range Remediation (part 2) (D)**

During FY 2013-14 the Consortium undertook an extensive lead dust remediation of the firing range. The initial clean-up work was completed in late November 2013. In an effort to minimize future risk, improve user safety and remain OSH compliant, the Consortium committed to a plan for the scheduling of routine periodic lead dust tests of the range.

After approximately six months of operation following initial remediation, the Consortium arranged for follow-up testing to be performed. Results showed that contaminant levels had already begun to approach maximum allowable levels. Our environmental consultant developed a remediation protocol and arrangements have been made with the original remediation contractor for a second, less extensive, clean-up of the interior of the firing range. The cost of this remediation is approximate \$37,000.

Although we have experienced a slight increase in range use over the last six months, it was surprising to see the elevated contaminant measurements so soon following the extensive clean-up undertaken. With this knowledge it is clear that the latest modified remediation will need to be conducted bi-annually and the

associated expense projected into our maintenance budget. We have also discovered that the inefficiency of the aging ventilation/filtration system will require more frequent replacement of filters which will further impact our maintenance budget. The introduction of lead free “Green” ammunition may help to moderate costs but will not eliminate the need for some level of periodic remediation as some toxins are present even with the more environmentally friendly substitute. More frequent use of outdoor ranges might be a consideration but come with their own set cost and of scheduling issues.

Although the dollar amount of this range remediation contract does not necessarily require Board approval, the President desires to keep the JPA members fully apprised of this sensitive issue.

**c. Facilities/Relocation Update (D)**

Meetings continue between Gavilan architects and South Bay administration and staff. Plans have been modified to save construction dollars. The intended build site has been moved to a location on the property which will reduce grading, paving and some other construction costs. In the meantime, discussions continue between the college and regulatory agencies toward final permit approvals. The target date for completion of the South Bay facility is targeted for around early 2016.

The lease agreement with San Jose Evergreen Community College District has not yet been finalized. Several issues still remain to be resolved and attorneys for the parties have been exchanging suggested language changes. South Bay has, however, continued to make lease payments at the initially agreed upon rate. The start of FY 2014-15 calls for a lease rate of \$200,000. With the anticipated occupancy of early 2016, six to seven months at the \$300,000 per year rate are likely a given.

The “on again/off again” discussions related to possible lease of selected IBM buildings appears to have been terminated. Cost to retrofit buildings to meet college construction requirements are cost prohibitive and the landlord is not inclined to absorb those costs. Unless other partners and a revenue source can be identified, the IBM property is not likely to be a Gavilan’s or the Consortium’s future relocation option.

**d. Approval of Vehicle Purchases (A)**

The Consortium operates a fleet of 78 vehicles used for general business purposes required to capture FTES and apportionment. Due to high mileage and mounting service and repair costs associated with servicing our colleges and agency partners, approximately eight (8) of our current fleet will be decommissioned.

Approximately nine (9) vehicles assigned to staff are “take home” vehicles as appointments are often kept both to and from the employee’s residence. Reimbursing for mileage has been determined to be more costly than allocating Consortium vehicles to staff when needed. There is also a greater risk exposure to the JPA and the Consortium for business use of personal vehicles. Steve

emphasized that the Consortium has strict guidelines for use of company vehicles and personal use is prohibited.

Preliminary to Board approval of the replacement of vehicles, the Consortium reactivated its Ford Motor Credit Company identification number and met with a local Ford dealer to determine cost estimates for replacements. Purchase of 7 new vehicles represents an annual cost of \$34,000. Subtracting the anticipated FY 2014-15 maintenance costs of \$20,600, represents a first year net increased expense to the FY 2014-15 budget of \$13,400.

A definitive estimate of maintenance savings beyond year one for routine maintenance costs cannot yet be precisely determined just yet. However, it is likely that figure could be \$3,000 – \$4,000 per year.

Once the identified vehicles are decommissioned, they will be delivered for auction and can anticipate a return of \$1,000 – \$2,000 per vehicle, a further reduction in vehicle purchase expense.

The President requested Board approval for this expenditure.

Motion to approve by Dr. Kindred Murillo and 2<sup>nd</sup> by Dr. Walter Tribley.

**e. By-laws Review (D)**

The Governing Board intends to review its current JPA Agreement and JPA By-laws to discuss and approve amendments. No specific recommendation at this time.

**f. Increasing Partnerships (D)**

The Governing Board will discuss and explore the potential of forging partnerships with other California Community Colleges.

Discussions revolved around most efficiency of specific partnerships in developing the continued growth of the JPA.

## Retreat Discussion Topics

**a. South Bay ability to meet Agency training needs**

Steve Cushing provided to the Board an overview of South Bay's role in providing public safety training to our regional agencies. Public safety training is very costly and requires specific guidelines to ensure compliancy with POST mandates. South Bay ensures that instructors are properly boarded and that curriculum is up to date and in compliancy. South Bay offers a revenue share to the agency as an incentive to continue engage with us for their training needs. Though the agency may be able to present their own in-house training, it is cost effective knowing that their training mandates are being handled within the compliancy that POST requires. The consequences of failing to be in compliance with POST or they would be removed from POST funding.

Linda Vaughn and Gregg Giusianna are each on committees with POST. Their expertise and input are of value and additionally validating of our value to our regional public safety agencies and even on a state level.

Training needs are generally cyclical, based upon hiring trends and/or budgetary cuts. Trends in crime determine the priority of course requests. These courses are typically requested that go beyond the training of the Basic Academy.

POST Premiere Courses that address Narcotic Investigation, Homicide, Robbery and Financial Fraud have increased. South Bay was approached directly by POST to present these courses which is a huge recognition of South Bay by POST. These courses go beyond the Basic Academy training.

Steve Cushing reported that last year, South Bay presented 1.2 million hours of public safety training.

In addition, South Bay successfully convinced agencies to outsource their agency assessment testing process to South Bay; for both the POST written test and the physical agility, also known as the WSTB, (Work Sample Test Battery). This alone was at least a \$250,000.00 cost savings to their self-funding assessment process. Eliminating this need for agencies is a huge savings to their valuable resources.

**b. Consortium Member FTES Needs**

Increase of Academy costs have not been adjusted as it relates to the Consortium Revenue Share Program.

This year's projected deficit is driven by a variety of factors.

- Logistical and economic costs associated with new JPA partners and providing quality service.
- Expansion of Academy presentations for San Jose PD and reintroduction of BAM 3 course offerings will require an increase in staffing
- The conversion from FTES to "cash only" as payment to SJECCD for the lease of facilities at the EVC site (\$200,000 in FY2014-15), coupled with the necessity to conduct on-going biannual remediation of the firing range

**c. Consortium Expansion to Northern California Service Areas**

Discussions regarding the increase of JPA partnerships with other California Community Colleges were further explored. The critical consideration was focused

on which ones were most ready for the partnership, geographically conducive and those whom could likely sustain themselves with moderate on-going support from the Consortium.

Linda indicated that Chabot College in Hayward and Los Rios Community College in Sacramento could likely enhance the expansion of the Consortium. A feasibility study for progressive expansion is worth considering.

It was proposed to adjust South Bay's revenue share portion to 57% instead of 55%. This is a small step forward to address the structural imbalance. This will be put forward on the next agenda for Board approval.

**d. Funding**

The lease agreement with San Jose Evergreen Community College District has not yet been finalized. Some issues remain in the resolution process with the guidance of legal counsel. South Bay has, however, continued to make lease payments at the initially agreed upon rate. The start of FY 2014-15 calls for a lease rate of \$200,000.

Upon general consensus amongst Board Members, it was agreed to absorb a 2% adjustment over the next 2 years beginning in January of 2015. This will be agenzized at the October 23rd JPA Board Meeting for formal approval.

**e. Instructional Program and Accreditation**

Dr. Steve Kinsella stressed the importance of clarification of an ISA (Instructional Service Agreement) and JPA (Joint Power of Authority).

When an organization participates in an ISA, it does so as a separate entity. It will still continue as an independent entity regardless if the ISA continues or not.

A JPA is contingent on other entities collaborating together with same powers. Member Colleges and South Bay work together and are dependent on each other to maintain JPA status.

**f. Relocation to New Facilities**

Leasing selected IBM buildings is no longer a consideration. The required retrofit costs to buildings to meet college construction requirements are cost prohibitive. Meetings continue between Gavilan architects and South Bay administration. Proposed modifications will reduce construction costs. The target date for completion of the South Bay facility is targeted for the early part of 2016.

Permit and environmental issues at the Baily Road location are close to approval. The use of a modular will be temporary new additions to Gavilan site while new facilities in place. The bond money available to establishing this relocation is currently at 16 million. The level of technology sophistication will be determined by how far our budget can stretch. Our Technical Support, Mike Manning is fully engaged in making this work.

San Jose PD approached South Bay administration with the proposed idea of having bomb disposal training area at the new South Bay facility once we relocate. The training component would be the real focus and the new facility is believed to be an idea location. Currently, this training facility is in Alviso. They are motivated to move and since this is Federal money, it is unknown what the incentive amount would be. That said, Board Members were interested in that fact that this would equate to 120

federally mandated training hours. It is believed that an additional 200 mandated training hours would be allocated to school safety.

Board Members agree that this training needs to be made available not only for public safety but also for college disaster preparedness safety training. Once additional details are made available the Board welcomes further discussion for this needed training.

**V. Adjournment**

*\*Next JPA Board meeting will be October 23, 2014 at 10:00 a.m.*