Clark County Shooting Complex Advisory Committee
PUBLIC MEETING

6:30pm Tuesday February 19, 2013
Clark County Government Center, 500 S. Grand Central Parkway, Las Vegas, NV 89155

MEETING MINUTES

MEMBERS PRESENT: Glenn Trowbridge-Chair, Ron Lurie-Vice Chair, Reginald Beatty, Roy Clark, Kevin Kelley, Linda Lane, Scott Lofgren and Martin Olson
MEMBERS ABSENT (EXCUSED): Art Dixon, Brandy Ornelas and Steve Ross
ATTENDANCE: 8
STAFF PRESENT: Steve Carmichael Complex Administrator, Iris Kikuchi Secretary, Leslie Riesen Office Specialist and Betty-jane Kuhlendahl Public Services Specialist

NOTICE POSTED: Clark County Government Center Lobby, Clark County Web site: http://www.clarkcountynv.gov, Regional Justice Center, Paradise Community Center, Desert Breeze Community Center, Winchester Community Center, Clark County Shooting Complex (Complex Office, Shotgun Center, Rifle-Pistol Center)

I CALL TO ORDER:
- **A.** This meeting was called to order at 6:35pm by Chair Glenn Trowbridge
- **B.** Silence all cellular phones and pagers.
- **C.** Conformance with Nevada Open Meeting Law-**CONFIRMED**

II PLEDGE OF ALLEGIANCE
- **A.** The Pledge of Allegiance was recited.

III ROLL CALL OF BOARD MEMBERS
- **A.** Roll call was taken. Eight (8) board members are present. A quorum was met.

IV ORGANIZATIONAL ITEMS:
- **A.** The meeting agenda of Feb 19, 2013 was unanimously approved as written. Motion by Ron Lurie, second by Linda Lane.
- **B.** The minutes of the Dec 18, 2012 meeting was unanimously approved as written. Motion by Ron Lurie, second by Kevin Kelley.

V PUBLIC COMMENTS:
- **A.** Janice Ridondo, Liaison for Commissioner Tom Collins, thanks committee Chair Glenn Trowbridge for his years of service as he retires from the Advisory Board. We will welcome the four new members joining the committee at next month's meeting.

VI STAFF REPORTS: Steve Carmichael, Complex Manager, presented the Shooting Complex Briefing:
- **A.** Review of Education Center policies and fees, followed by discussion - Informational handouts provided to AC members – we would like to discuss the procedures regarding User Group scheduling of reservations from July 1, to August 14, 2013, for the 2014 calendar year, and if there are any suggestions to do a better process with input from committee members. Steve requests that the committee review the data presented and give their suggestions in writing at the next committee meeting. Do we want a fee change? Steve would like to work on it the next 2-3 months and be ready to present proposals to the Board of County Commissioners (BCC) in April 2013, and start fee changes for FY14 if necessary Policy and procedures affects the User Groups, and they are a valuable part of the facility. You have received the Registered User Group information, Scheduling Procedures, Fee Schedule, Activity Rental List and a copy of the NDOW use of facility. Review each document, make notes and submit in writing at the March meeting. We may ask for an action vote at the April meeting. As we look at the CCSC Discussion handout, review each bullet point and see if there needs to be changes made.

- Junior fees - Some consideration should be given regarding Junior shooters at the Public Rifle/Pistol Center. There are times 6-7 junior shooters may come at once with one adult and we only collect $7 for the adult. At the Education Center, junior shooters are not charged a fee, and that should continue for organized programs. Do we want to change this at the Public R/P Center? Staff have suggested that juniors at the public R/P Center, ages 12-17, pay $2 off the adult fee being consistent with the Shotgun Center whereas juniors pay $4.50 for 25 target rounds, $2 less than the adult fee of $6.50 for 25 target rounds.
- Building Rentals – At the Education Center, rooms C, D, or E are standard training rooms that hold 30 seats, and a large room can be reserved by either 2 or 3 rooms put together for 60 to 90 students which entail a large training room. It seems that we should have an extra large training room for reserving all 3 rooms at a higher price bracket and possibly incorporating community and commercial rates, not one flat fee across the board. Chairman Glenn Trowbridge likes the idea of community and commercial rates. Steve adds that we don't want to raise the fees for not-for-profit groups. Martin Olson, NDOW comments that we use all 3 rooms at least 3-4 times per year for special hunting tag courses and annual meetings. Depending on how the advertising goes, we may have 20 or 200 people show so with our business, it's hard to tell how many will attend. He adds that he has to reserve the 100-yd range when holding these classes due to the distraction of shooting while holding classes and students cannot concentrate or hear the instructor. Linda Lane questions how many times are we renting all 3 classrooms? Are we losing revenue? Ron Lurie comments that students can't hear if the next room is being used because next door may be using video's and/or has a speaker.
- Miscellaneous Use Fees – Steve continues that raising the night light electricity fees to $25 is not much of a difference, although it is something to consider. Glenn comments that groups pay $15 to $25 per night for baseball fields at Sunset Park, plus $150 for lights on the fields, if they are staying all night. If the groups are in and out on the range, then a smaller fee is reasonable, although they cannot hang out and clean guns all night with the power meter on. Suggests $25 first hour, $50 second and third hour. Ron questions if we have control over all of the meters? Steve responds that meters are controlled at each range during Wed-Thu nights when we are open late in the evening. Everyone works together to shut down lights where ranges are not in use. Glenn asks if the county is charging CCSC for electricity. Steve responds "yes", and that the light bill is high in the winter during long periods of darkness, and the air conditioner bill is high in the summer. We need more suggestions to balance the fees for lights.
- Cancellation Fees - Failure to notify of cancellation fee, we are proposing $25 for first offense, $50 for second offense and $100 third offense for each incident, plus suspension of use of facility. Ron suggests stop taking reservations from those groups if it's costing us money. Steve suggests changing 14-day cancellation to 21 or 30 days to give office a chance to book groups that want these open dates.
- Clean Up Fees – Steve comments that CCSC hosts and staff are not meant to clean up after User Groups, like picking up brass, putting target frames in bins, sweeping the shooting lines, etc. Although when they are shooting until 9:30-10pm on the range and it is late in the evening, it has been easier for the groups to say they will just pay the clean up fee of $15 and walk away without cleaning the range. The $15 per man-hour fee is not getting their attention. It's important that our ranges are ready for the next mornings reservation. We need to emphasize that we are not cleaning up after groups and propose to $50 per man-hour fee. We are looking for more improvements in this area. We also need to review the "leaving early" or "check-in late" practices. The on-duty Rangemasters number is posted at the E.C. though all groups are not using it.
- Reservation Date Requests – The annual reservation process is a long process beginning on July 1 when User Group submits their reservation for the following year's schedule. CCSC staff has until Oct 1 to

reserve, prepare, and send each group their confirmed reservations. New Users that register after this period have no chance of acquiring a Saturday or Sunday range/classroom date with the current process. Should we shorten the reservation period to 6 months or insist that payment is made when reservations are requested? We need input in writing from the committee. Martin Olson, NDOW, comments that his schedule is prepared a year in advance to confirm volunteer instructors will be available. Ron suggests taking a deposit. Steve will check if county will allow. We are tracking User Groups that are in good standing, payments on time, making and keeping reservations and following the rules and policies. Weekends are premium dates for reservations and we may consider higher prices, or a lottery, to give everyone a chance to reserve at least one weekend. Kevin Kelley suggests making problem groups pay the deposit when submitting reservations. Linda Lane agrees that cancellation fee needs to be higher.

- Introduction- New CCSC Employee - Before moving to committee comments, Steve introduced Leslie Riesen, new Office Specialist at the Shooting Complex. Leslie worked for the Parks & Recreation department for 5 years as a part-time employee and was fortunate to be hired as the Office Specialist at the Shooting Complex main office. We are excited for her and wish her the best of luck as a full-time employee.
- Tracking User Group Activity – The handout shows up-to-date information tracking the User Group activity, date, time, facility (range/classroom), how many shooters, amount paid, use of lights, clean up fees, comments, reservation time, when and how many people attended training, early check-out, cancellations, no shows, early check in and totals. We are tracking groups monthly and watching closely the usage of facility. We will keep this updated every month. Also handed out is the tracking for NDOW facility use and you can see the activity in 2012. The no-shows marked in yellow are for most of the Archery programs that did not train, due to not having a coordinator to implement the program in 2012. Since then NDOW has hired a part-time employee to facilitate the program. Comments from the committee that archery is big in the schools and the NASP program has taken off. Steve adds that CCSC purchased 12 additional bows for the rental program at the archery range and we now have 2 archery winter leagues. This program is very successful. Ron suggests getting all additional back up material to the committee for review before the next meeting. And is requesting the financial update with revenue and expenses. Steve responds we finished FY12 at 82% recovery. In January, revenues exceeded $164,000 and February is doing reasonably well, despite the weather being bad for a good part of the first two months of 2013. However, current ammunition shortages have certainly created a downturn in traffic and revenue at the public Rifle/Pistol Center.

VII COMMITTEE MEMBER'S DISCUSSION ITEMS:

A. Glenn welcomes new committee members appointed earlier in the day at the BCC meeting. If present, he asks to identify them and introduce to the committee.

- Chuck Burnett, owner and operator of Invictus Training, with a background in archery, full time instructor at Front Sight Training Center in Pahrump, novice shooter all weapons, rover repellent instructor of scouts, teaches archery and guns to karate students, and a karate instructor. He is a Rangemaster at Front Sight and has developed ranges and hopes to be of some use to the committee. Looks forward to working together.
- Neil Dille is with the Las Vegas Woods and Waters Club, host of our Trap and Skeet League. Wants to keep busy and join the committee to support CCSC. He is an avid shooter in shotguns, trap, skeet and sporting clays. He wants help and will do what he can for the complex.
- Glenn announces the names of two additional new members, Robert Gaudet and Eric Loden who we will meet at the next meeting. He wishes the committee best of luck.

B. Martin Olson, NDOW presents the Fishing Regulations handbook with a full-page color ad for the Shooting Complex. The handbook is distributed statewide and to non-residents. There are two more handbooks with CCSC ads, the Hunter's Rules and Regulations with a black and white ad and another Regulations handbook in June with another full-page color ad. As we know, archery in schools has exploded statewide. The NASP tours annually statewide and had a 1st place title taken by a middle school female that shoots at the Shooting Complex. Although she will not be able to go on to the National Finals because she shoots at an after-school program and not with an in-school program. NDOW started this program in Las Vegas and makes it a point to say that if it is successful here, then we can take the program anywhere. We have a statewide coordinator in Reno and he will be here to raise the participation at schools in the valley.

C. Kevin Kelley asks the current hours of operation at CCSC. Steve responds Wed-Thu 7am-10pm and Fri-Sun 7am-7pm. Kevin received a complaint from a customer that had gone to the range last weekend and was turned away. The range was shut down due to high winds because targets were not staying on frames, although others were still shooting. Steve adds the on-duty Rangemaster will make the call when inclement weather or unsafe conditions exist. Our target frames will bend from excessively strong winds and at times, customers may only be able to shoot into the backstops, as target frames are removed to prevent damage. There are 3 target frames that remain on the 200-yd range semi-permanently, as it is somewhat protected. The winds on the range can be extreme up against the mountainside whereas at the bottom of the hill, the wind may be considerably less.

D. Linda questions why the complex closes early on Fridays when customers are ready for the weekend and want to shoot. Steve responds that throughout his experience in operating other facilities, late-night Fridays were not well attended. Mid-week seems to work best for evening activities.

VIII ACTION ITEMS:

A. None to report.

IX CORRESPONDENCE:

A. Steve announces that the CCSC Website is making changes and introduces Betty-jane Kuhlendahl, new title as the Public Services Specialist, who has two people working with her to maintain the Website and working to have management of the Website in-house. BJ is open for suggestions and announces that WebPages will be geared towards a specific sport, such as rifle-pistol, shotgun or archery. When a customer clicks on the sport, they will find the information for that sport. Steve adds that BJ's new title opened up the Office Specialist position for Leslie.

B. Martin adds- Fishing Regulations Handbooks are printed annually, about 200-300,000 copies for distribution.

X PUBLIC COMMENT:

A. None to report.

XI. NEXT MEETING DATE

A. The next meeting will be held on Tuesday March 19, 2013 at 6:30pm at the Government Center in the Pueblo Room.

XII ADJOURNMENT

A. Glenn thanks everyone and wishes good luck to the committee. He adds that this is an excellent committee and special interest group, and was glad to be a part of it. Meeting was adjourned at 7:35pm.