

**SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER
JOINT POWERS AUTHORITY**

January 7, 2021 1:30 pm

**Administrative Offices of the
Emergency Training Center Joint Powers Authority - Conference Room
2235 E. Perimeter Road, San Bernardino, California**

ZOOM MEETING MINUTES

1. **Call to Order:** Meeting was called to order at 1:31 p.m. by Stephanie Houston.
2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Grant Hubbell, Vice President; Cristal Terredanio, Secretary; Chris Bowden, member; William Rehbaum, Treasurer; Kevin Horan, member; Dan Mejia (1:44), member.
Absent: Alan Duggan, member; Dan Word, Alternate.
Guest: None
3. **Approval of: December 1, 2020 minutes:**
Minutes for December 1, 2020 were accepted as written. M/S/A Bowden/Horan.
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Bowden	Aye
Horan	Aye
Rehbaum	Aye
Nay-	None
4. **Administration/Operations Reports- Handouts provided by Cristal Terredanio**
Program Administrator discussed repairs and maintenance. Clark Pest Control conducted regular maintenance. Mijac Alarm is scheduled to test the fire alarm. We received a notice to test backflow. 2021 SBRETC Calendars are currently being printed. Program Administrator discussed upcoming classes. The January 40 Hour ARFF Basic Course is full due to smaller class sizes to abide by COVID guidelines. In February we have added a 40 Hour ARFF Basic Course for LAFD. This course will be a closed session for LAFD personnel only. The center has clients enrolled for courses as far out as November 2021. In December SBRETC had 7 classes, served 56 students, and trained with 15 different departments.
5. **Agenda Items:**
 - A.) **Treasurer's – Budget Report**
Treasurer Will Rehbaum stated accounts receivable amount as of December 21, 2020 was \$220,130. Fund balance as of 1-4-20 is \$1,040,600. True A/R Aging Summary was reviewed, \$1,240.00 past due. Program Administrator has already identified and contacted department and funds will be received soon.
Motion to accept the treasurer's report. Motion approved. M/S/A Horan/Bowden.
Vote was verbal and recorded:

Houston	Aye
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Hubbell	Aye
Terredanio	Aye
Bowden	Aye
Horan	Aye
Rehbaum	Aye
Nay-	None

6. Old Business:

A.) Update from Task Force/Long Term Planning work group

- 1.) Update from Airport – Chris Bowden was contacted by Chief Munsey. Munsey stated a virtual reality company contacted him about doing some demos.

B.) Independent Legal Counsel – G. Hubbell

No new updates. Hubbell will follow up with Munsey. Chief Hubbell and Terredanio to reach out to see what a retained firm would cost.

C.) Pro Board workgroup– C. Bowden

Chris is working on the procedure manual. More info provided next month.

D.) SCBA's – C. Bowden

Chris Bowden and Chief Hubbell put together an agreement and sent it off to County Counsel for review. We are waiting to hear back from them. More information provided at next meeting.

E.) Audit – W. Rehbaum

18/19 audit is done. Final reports have been sent out. 19/20 engagement letter has been received. There was one finding on a call card-packed when Porter was at SBRETC. His cal-card packet was not counter signed. New procedure for this. Moving forward, when the Chief uses his cal-card, JPA President will sign off on packet.

7. New Business:

A.) Instructor chargebacks– W. Rehbaum

Currently County Fire personnel come in as instructors at the center and a quarterly chargeback is done. The ARFF gets charged the productive hourly rate that is the board approved rate. Current rates per hour discussed. Class Costs/class revenue discussed including meals, materials, propane, instructor chargeback. Will suggested the JPA could develop a contract with County Fire with a different instructor rate. Hubbell suggest that the JPA explore entering into a contract with County Fire District with new instructor rates. Subgroup Chris, Grant, and Will to come up with a cost allocation methodology.

8. Next meeting agenda items:

- Instructor chargeback costs.

Public Comment

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A three-minute limitation shall apply to each member of the public who wishes to address the JPA Board Members. No member of the public shall be permitted to "share" his/her three minutes with any other member of the public.

9. **Next Meeting:** February 4, 2021 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by January 28, 2021.

10. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:29 p.m.

Motion to adjourn. Horan/Hubbell. Motion approved.

Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Horan	Aye
Mejia	Aye
Nay-	None

