

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

**January 11, 2023 @ 1:30 pm
Administrative Offices of the
Emergency Training Center Joint Powers Authority
2235 E. Perimeter Road, San Bernardino, California**

REGULAR MEETING MINUTES

1. **Call to Order:** Meeting was called to order at 1:45 p.m. by Stephanie Houston.

2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Kevin Horan, member; Wen Mai, Treasurer; Martin Serna, member; Chris Bowden, member; Cristal Terredanio, Secretary.
Absent: Michael Alder, member; Dan Word, alternate. Guest: Jon Garber.

3. **Approval of October 6, 2022 minutes:**
Minutes for October 6, 2022 were accepted as written. M/S/A Horan/Bowden.
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Nay-	None

4. **Approval of November 29, 2022 minutes:**
Minutes for November 29, 2022 were accepted as written. M/S/A Horan/Bowden.
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Nay-	None

5. **Administration/Operations Reports – Handouts provided by Cristal Terredanio**
Program Administrator discussed repairs and maintenance. Clark Pest Control conducted regular maintenance. Landscaping and Janitorial services as scheduled. The elevator was serviced. Our 2023 training dates have been added to the calendar. In December SBRETC had 5 classes, served 86 students, and trained with 18 different departments. Numbers were higher this year than last year. December 2022 40 Hour ARFF Basic Course was a very full class of 31 personnel. Program Administrator discussed new client University Park Airport. Rodent issues discussed. Issue is resolved. 2023 calendars are in.

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

6. Agenda Items:

A.) Serna to be a representative on JPA Board – JPA Board Motion made to add Martin Serna to be representative on the JPA Board. Motion approved. M/S/A Horan/Bowden.

Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Nay-	None

B.) Treasurer’s Report & Status as an entity – Wen Mai

Wen stated the data for the report was pulled December 31, 2022. Expenditures are at 28%. Revenue is coming in at 41%. 2022 Instructor chargebacks still need to be paid. Fund Balance increased from \$771,670 to \$836,545. A/R Aging Summary reviewed. Of \$186,000, true A/R which is current is \$29,000. The rest is for future classes scheduled. Motion made to accept Treasury Report as presented. Motion approved. M/S/A Bowden/Horan.

Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Serna	Aye
Nay-	None

Status as entity discussed Wen did not have new information on this, info provided at next meeting. Updated JPA discussed, JPA Board will look for updated copy.

C.) Firefighters First JPA credit card for Steven Story – Chris Bowden

Due to Steve Story’s level of involvement at the SBRTEC training center and his attendance at the ARFF conferences it would be appropriate for Steve to have his own ARFF credit card. Motion made for Steven to have a Firefighters First credit card.

Motion approved. M/S/A Horan/Serna.

Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Serna	Aye
Nay-	None

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

D.) SBRETC Conflict of Interest Code

Motion made to approve conflict of interest made. Motion approved. M/S/A Horan/Serna.

Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Serna	Aye
Nay-	None

E.) SBRETC Resolution

Motion made to approve Resolution #1-23 amending membership information, labeling item D as exhibit A. Motion approved. M/S/A Bowden/Horan.

Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Serna	Aye
Nay-	None

7. New Business:

A.) ARFF Leadership Symposium

Dayton Beach Florida, February 26 – March 1, 2023 – Chris Bowden

This is the Annual Leadership conference that the center holds a vendor booth at every year. This is the conference that Chief Officers and decision makers attend. Three attendees will be Cristal Terredanio, Steve Story, and Chris Bowden.

B.) Equipment Lease Agreement – Kevin Horan

Draft of equipment lease agreement reviewed and discussed by the JPA. This agreement will need to be reviewed by an attorney. This is a 10-year lease to own scenario at 3%. The draft lease will be forwarded to attorney Margaret A. Chidester & Associates.

8. Old Business:

A.) Update from Task Force/Long Term Planning workgroup

1.) SBCCD update

January 20th groundbreaking ceremony for the new Regional Fire Training Center. Semester is kicking off for the spring. Fall was the first semester with no decline in students. They are now offering a 4-year degree in respiratory care. At the December meeting Houston was selected to continue as the representative on the board to this JPA and selected to be the chair for the college board.

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

2.) SBFD update

Ambulance RFP is out for the county. Lead issues at RSTC. Tower training starts February 27th. Bowden is not at the fire station he is now full time at the training division. The county board approved MOU in December.

B.) Mobile Fire Trainer

No date but still moving forward with getting the Fire Trainer to SBRETC.

C.) ARFF Vehicle – K. Horan

No additional information

D.) Strategic Priorities – JPA Board

a. Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification -Chris Bowden

No new information

b. Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan

No new information

c. Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – Stephanie Houston

Houston sent an email to Pete Aguilar’s grant coordinator. Houston spoke with Pete to introduce herself and let him know the JPA will be pursuing a new grant and any support that could be provided along the way would be appreciated.

d. Strategy #3 – Review and update JPA agreement

Horan will reach out to Mike Burrows for an update.

9. **Next Meeting:** February 2, 2023 @ 1:30 p.m. Please submit all agenda items by January 26, 2023.

10. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:33 p.m.
Consensus to adjourn.

Houston	Aye
Horan	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Serna	Aye
Nay-	

