

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

January 18, 2024 @ 1:30 am

**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 1:32 p.m. by Stephanie Houston.

2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Chris Bowden, Secretary; Martin Serna, Vice President; Wen Mai, Treasurer; Cristal Terredanio, member; Jon Garber, member; Dan Word, member
Absent: Kevin Horan, member
Guest: Adam Panos, Deputy Fire Marshal with San Bernardino County Fire Protection District

3. **Approval of December 7, 2023 minutes:**
Minutes for December 7, 2023 were accepted as written. M/S/A Bowden/Mai.
Vote was verbal and recorded:

Houston	Aye
Terredanio	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Serna	Aye
Garber	Aye
Nay-	None

4. **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. In December SBRETC had 5 classes, served 87 participants, and trained with 17 different departments. A new department Metropolitan Airport is scheduled to train at the center for the next 40 Hour ARFF Basic course in January. The center just booked Oakland for their customized training. Program Administrator discussed issues with the sprinklers, quote for repairs to be sent by landscaper.

5. **Agenda Items:**
 - A.) **Treasurer’s Report – Wen Mai**
Treasurer report and handouts provided. Wen explained below highlights.
 - YTD Expenditures is \$228, 252 (31% of budget vs target of 50%)
 - YTD Revenue is \$194,341 (31% of budget vs target of 50%)
 - Cash Balance is \$947,670 (a increase of \$23,970 over prior period)
 - Total Accounts Receivable is \$195,830 (True A/R is \$118,215, \$77,615 is for future classes)

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

Wen discussed high usage line items which included shredding, subscription utilities, other professional services, and security services. Security service high usage is due to the purchasing of a new security system which was approved by JPA. The possibility of mis categorization was discussed at the last meeting. This was the case for some line items. Wen made necessary changes. Alliant insurance increase discussed.

Motion to accept the Treasurer's report. Motion approved. M/S/A Bowden/Garber.

Vote was verbal and recorded:

Houston	Aye
Terredanio	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Serna	Aye
Garber	Aye
Nay-	None

B.) Review draft JPA agreement – JPA Board

Draft reviewed by JPA Board. Some corrections were made and will be submitted to attorney Margaret A. Chidester & Associates.

6. Old Business:

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

- 1.) SBCCD update – Ribbon cutting for the Emergency Public Safety Training Center. The district had their board meeting and strategic priorities, and legislative priorities were approved which included advocacy for the San Bernardino Regional Emergency Training Center.
- 2.) SBFD update – 935 met with the Chief this morning and they are interested in adding positions throughout the district. One position was to the ARFF and to the airport station. Training assignments are going to be started up again.
- 3.) Airport update – Airport triannual drill is next month. College is helping with role players.

B.) Strategic Priorities – JPA Board

- a.) Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification – Chris Bowden stated we still get regular requests for ProBoard training.
- b. Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan, no updates.
- c. Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – No updates.
- d. Strategy #3 – Review and update the JPA agreement. – Stephanie Houston provided a draft agreement that will be submitted to the attorney.

7. New Business:

A.) Email from Dan Munsey – C. Bowden

Bowden provided a handout of the ARFF Training Facilities Improvement Grant Program.

B.) JPA Draft Lease Documents – K. Horan

Tabled until next meeting.

C.) Travel request for the 2024 ARFF Leadership Symposium – Chris Bowden

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

Motion to adjust the Travel budget to include 2 more people for the 2024 ARFF Leadership conference. Motion approved. M/S/A Bowden/Garber. Motion amended to, up to two people as outlined in documents provided to attend the 2024 ARFF Leadership conference. Motion approved. M/S/A Bowden/Garber.

Vote was verbal and recorded:

Houston	Aye
Terredanio	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Serna	Aye
Garber	Aye
Nay-	None

D.) Washer Extractor Proposal – C. Bowden

The extractor is broken and cannot be repaired due to the age of the machine. Parts are no longer made for this type of extractor. Motion to replace extractor cost not to exceed amount on quote provided of \$13,500. Motion approved. M/S/A Bowden/Garber.

Vote was verbal and recorded:

Houston	Aye
Terredanio	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Serna	Aye
Garber	Aye
Nay-	None

E.) Review of centers electricity bills – K. Horan

Tabled until next meeting.

8. Next Meeting: March 13, 2024 @ 2:30 p.m. *Please submit all agenda items to Program Administrator by February 27, 2024.

9. Adjournment: Meeting adjourned by Stephanie Houston at 2:47 p.m.

Consensus to adjourn.

Vote was verbal and recorded:

Houston	Aye
Terredanio	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Serna	Aye
Garber	Aye
Nay-	None

Chris Bowden, Secretary
Joint Powers Authority

