

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

**February 16, 2022 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 1:40 p.m. by Stephanie Houston.
2. **Roll Call: Quorum Present**  
Present: Stephanie Houston, President; Grant Hubbell, Vice President; Cristal Terredanio, Secretary; Kevin Horan, member (1:43); Chris Bowden, member; Dan Word, alternate.  
Absent: Michael Alder, member; Dan Mejia, member.  
Guest: None
3. **Approval of January 6, 2022 minutes:**  
Minutes for January 6, 2022 were accepted as written. M/S/A Horan/Bowden.  
Vote was verbal and recorded:

Houston	Aye
Hubbell	Abstain
Terredanio	Aye
Horan	Aye
Bowden	Aye
Word	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. Elevator has not been serviced since June. The center has clients enrolled for courses as far out as May 2022. Dickinson Theodore Roosevelt Regional Airport is a new client that will be training with us in March. In January SBRETC had 8 classes, served 85 students, and trained with 13 different departments. Cristal shared that our backflow was tested, and we did have a 3" Watts 909 fail. Estimate to be provided soon. Bowden provided an update about February 12<sup>th</sup> offsite ARFF Awareness training for Bishop Airport. Bowden also provided an update on our attendance at the ARFF WG conference in Texas. Conference went well. Potential new client, Seattle due to Dallas closed their offroad course. Juneau wants Training Officer to go up there to provide and offsite training. Bowden shared issues with props and struggle trying to keep everything working. Props were having issues yesterday during class.
5. **Agenda Items:**
  - A.) **Treasurer's – Budget Report**  
Treasurer was not in attendance at this meeting, but he did prepare and provided the Treasury Report for the meeting. This will be Will's last time preparing the report as he is

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retiring this month. Mejia stated at the January meeting that he would reach out to Corey to take over running reports and attending meetings. Notes with the report stated cash balance as of December 31, 2021, was \$813,088. YTD Revenue is \$283,394. Houston suggested we send Will a token of our appreciation. Bowden stated that when we get a new treasurer, he would like to go over line items with them to make sure that charges are going to the correct line item.

Motion to accept the report was made. Motion approved. M/S/A Bowden/Word.

Vote was verbal and recorded:

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

**6. Old Business:**

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

- 1.) SBCCD update – Horan spoke to Jose Torres about quickest way to move forward with the ARFF rig purchase. Horan suggested moving forward with proposing a renewal for the lease. Houston will reach out to Munsey and ask if it is okay to reach out to Burrows about lease. Horan will work on addendum to the existing lease and run it by Houston. We will have our legal counsel review doc.
- 2.) SBFD update – Chief Hubbell has returned from his time off.
- 3.) Airport update – Tabled until the next meeting.

**B.) Instructor Chargeback rates**

Chris sent a request to see if anything has moved forward with the instructor chargeback rates and he has not received a reply. Hubbell stated he will reach out and schedule a meeting with Corey Nelson, he has taken over for Katrina.

**C.) Pro Board workgroup – C. Bowden**

Bowden stated no forward movement on this. We need to get working on it. It will take staff time and availability. This is still an important venture for the center. We are losing business to due to not having this certification. Hubbell suggested we should look for a Pro Board consultant. Bowden will do the research for a consultant.

**D.) SCBA's – C. Bowden**

Bowden stated we have forward progress Chief Mejia informed Bowden he was contacted by county legal, and the contract is being reviewed. The contract will be on the March County Board meeting agenda for approval. We are looking to have a signed agreement by next month.

**ARFF Vehicle – C. Bowden**

No movement. Quotes have been sent to Sandavol, to create an RFP, no reply yet. Tabled until the next meeting. Bowden did speak to the manufactures and sales reps at the ARFF conference. Chief stated he and Bowden can work together to reach out for an update.



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**E.) Strategic Priorities – JPA Board**

Schedule quarterly meetings for 3 hours to focus on Strategic Planning. Hubbell suggested hiring a consultant. Strategies extracted to memorialize on the agendas moving forward: Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification -Chris Bowden will research for a consultant. Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease, Horan will work on addendum to the existing lease and run it by Houston. We will have our legal counsel review doc. Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach, Houston will reach out to Munsey for the Board of Supervisor element.

**7. New Business:**

**A.) 700 Forms – C. Terredanio**

2021 Annual Statement of Economic Interests (Forms 700) Filing Deadline: APRIL 1, 2022. Forms provided. Board Members completed and signed the forms and turned them in to the Program Administrator to mail out.

**8. Next meeting agenda items:**

Announcement: Chris Bowden shared and showed the plaque he made to memorialize the past Training Instructors at the center.

**9. Next Meeting:** April 7, 2022 @ 1:30 p.m. \*Please submit all agenda items to Program Administrator by March 31, 2022.

**10. Adjournment:** Meeting adjourned by Stephanie Houston at 2:50 p.m.

Consensus to adjourn.

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

