

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

February 2, 2023 @ 1:30 pm
Administrative Offices of the
Emergency Training Center Joint Powers Authority
2235 E. Perimeter Road, San Bernardino, California

REGUALR 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, member; Dan Word, alternate. Jon Garber, member; Cristal Terredanio, Secretary.
Absent: Michael Alder, member; Kevin Horan, member; Wen Mai, Treasurer; Martin Serna, member.
3. **Approval of January 11, 2023 minutes:**
Minutes for January 11, 2023 were accepted as written. M/S/A Bowden/Word.
Vote was verbal and recorded:

Houston	Aye
Word	Aye
Bowden	Aye
Garber	Aye
Terredanio	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. Backflow was tested, everything passed. 2023 Training dates reviewed. Customized training for Oakland discussed. In January SBRETC had 7 classes, served 119 students, and trained with 18 different departments. Numbers were higher this year than last year. Chris Bowden discussed KFT our prop manufacture came to the center to provide needed service. They did some repairs that were covered under our service contract but discovered new issues with the props. A waterline also broke that was not covered by the contract. A plumber was hired to come out and do that work. Chris has been having Instructor Training days for more exposure and consistency at the center. Due to revamping of equipment in a 3-year period we did not respond to Grande Prairie RFP. Chris will reach out to Grande Prairie and explain why we did not respond to the RFP.
5. **Agenda Items:**
 - A.) **Garber to be a representative on JPA Board – JPA Board** Motion made to add Jon Garber to be representative on the JPA Board. Motion approved. M/S/A Bowden/Word.
Vote was verbal and recorded:

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

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

Wen was not in attendance at the meeting but did provide a report and included the following highlights:

- YTD Expenditures is \$271,013 (33% of budget)
- YTD Revenue is \$291,591 (54% of budget)
- Cash Balance is \$880,094 (an increase of \$43,549 over prior period)
- Total Account Receivables is \$221,220 (True A/R is \$116,655, \$104,565 is for future classes)

\$92,519 for August 2022 discussed for line item 52002870. Motion made to accept Treasury Report as presented. Motion approved. M/S/A Garber/Bowden.

Vote was verbal and recorded:

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

6. New Business:

A.) 700 Forms – Cristal Terredanio

2022 Annual Statement of Economic Interests (Form 700) Filing Deadline: April 3, 2023. Forms to be returned to Program Administrator and she will mail in forms.

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.

7. Old Business:

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

1.) SBCCD update

Groundbreaking ceremony for the new Regional Fire Training Center discussed, 1 year out from Ribbon cutting. Airport Authority reached out to Houston regarding a Jump Start program for drone certification. Instructor Jeff reached out to Houston to inquire about utilization of the college district Del Rosa footprint. Houston has handed inquiry off to Torres at the college.

2.) SBFDD update

Garber stated he is working with the Training Officers and Chris to gap the bridges in training. Bowden stated there are new personnel at the airport station.

3.) SBFDD update

The airport is getting busier. Flights to Las Vegas will be starting in 2 weeks. On February 22, 2023 @ 10:30am they will be having their annual Tabletop exercise.

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B.) Mobile Fire Trainer

Jason is working on it. He would like to have it at the center by next training tower.

C.) ARFF Vehicle – D. Word

RFP was completed for the new vehicle. Rosenbauer was selected. It is going to the March board for approval. Lease agreement was sent to Margaret Chidester for review. She confirmed receipt of the agreement.

D.) Strategic Priorities – JPA Board

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

More inquiries from students wanting to attend training ProBoard and IFSAC certification. Final exam needs to be rewritten. Bowden asked the college if they have access to any Test Bank software. Word will check in to it. Bowden and Board discussed exploring looking outside of San Bernardino County fire to assist in the instruction and standardized testing.

Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan - No new information.

b. Strategy #5 – Build relationships and outreach, tactical step #1

Stakeholder outreach – Stephanie Houston

Bowden stated he received a call from the Fire Chief and was tied into a call with the County's legislative person. Bowden shared about the training center on the call. Bowden put together a requested report including history, what it is we do, what we provide, how we are important to the infrastructure side of things, what our critical needs are and what our future looks like. Bowden provided a draft. Appropriations are coming up that we may be able eligible for that are not tied to AIP monies. Options of possibly folding USAR training at the Center discussed. Bowden asked for Board approval to move forward with sending the report.

Strategy #3 – Review and update JPA agreement - No new information.

8. **Next Meeting:** March 13, 2023 @ 1:30 p.m. Please submit all agenda items by January 26, 2023.

9. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:22 p.m.
Consensus to adjourn.

Houston Aye

Word Aye

Bowden Aye

Garber

Terreda

Nay- None

Cristal Terreda, Secretary

Joint Powers Authority

San Bernardino Regional Emergency Training Center

