

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

**March 13, 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 1:39 p.m. by Stephanie Houston.
2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Chris Bowden, member; Dan Word, alternate. Jon Garber, member; Kevin Horan, member (arrived at 1:49); Cristal Terredanio, Secretary; Martin Serna, member; Wen Mai, Treasurer.
Absent: Michael Alder, member
Guests: Rosina Motta, Administrative supervisor; Steven Story, Instructor.
3. **Approval of February 2, 2023 minutes:**
Minutes for February 2, 2023 were accepted as written. M/S/A Bowden/Serna.
Vote was verbal and recorded:

Houston	Aye
Word	Aye
Bowden	Aye
Serna	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. Janitorial service will be providing an extra day of service the weeks that the Training Center has heavy traffic. The elevator was serviced. In February SBRETC had 2 classes, served 11 students, and trained with 6 different departments. February is always a slow month for the center. Program Administrator discussed upcoming trainings and shared 700 forms had been mailed out. New promo cards and brochures with the JPA Board. Promo cards with updated with the help from Leslie Swindell at Crafton Hills college. Chris Bowden shared conference went well. We received a lot of contacts. Bowden was also able to connect with vendors. Free Part 139 Live Burn certificates will be sent out to contacts.
5. **Agenda Items:**
 - A.) **Treasurer’s Report & Status as an entity – Wen Mai**
Wen stated that 21/22-year end report has been submitted on the State Controllers office. Wen will follow up with the PUN group about our financial statement for last year. He did not see a report but did see we were charged for one. PUN group still needs to provide this year’s statement. Report ran as of March 8, 2023.
 - YTD Expenditures is \$485,720 (60% of budget).
 - YTD Revenue is \$368,447 (68% of budget)

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- Expenditures are higher than our revenue by \$117,000 due to not collecting on the accounts receivable and the payment for the instructor chargebacks.
- Cash Balance dipped from \$880,094 to \$729,405.
- We still have \$155,000 that is true A/R that we have not collected on yet.

Motion made to accept Treasury Report as presented. Motion approved. M/S/A Word/Garber.

Vote was verbal and recorded:

Houston	Aye
Word	Aye
Bowden	Aye
Serna	Aye
Garber	Aye
Terredanio	Aye

Nay-

Status as an entity- Wen found some old documents relating to the City of San Bernardino's withdrawal from the JPA. He will forward documents to the Board.

B.) Equipment Lease Agreement– Kevin Horan

Feedback provided by the JPA attorney was reviewed by the college district. The college made changes to the original lease agreement. The district stated no more changes can be made to the contract. The district is still actively pursuing additional sources of revenue for the rig through legislative efforts.

Motion made to approve the amended lease. Motion approved. M/S/A Horan/Bowden.

Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Word	Aye
Bowden	Aye
Serna	Aye
Garber	Aye
Terredanio	Aye

Nay-

6. Old Business:

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

1.) SBCCD update

No new updates.

2.) SBFD update

40 Hour schedule discussed. Instructor training days discussed.

B.) Mobile Fire Trainer

No new updates.

C.) Strategic Priorities – JPA Board

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

No new information.

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- b. **Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan** – Approved contract provided and will be signed today.
 - c. **Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – Stephanie Houston**
No new information.
 - d. **Strategy #3 – Review and update JPA agreement** - No new information.
8. **Next Meeting:** April 6, 2023 @ 2:00 p.m. Please submit all agenda items by April 30, 2023.
9. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:09 p.m.
Consensus to adjourn.

Houston	Aye
Horan	Aye
Word	Aye
Bowden	Aye
Serna	Aye
Garber	Aye
Terredanio	Aye

Nav-

Cristal Terredanio, Secretary
Joint Powers Authority

