

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

**April 6, 2023 @ 2:00 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 2:02 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; Martin Serna, member (arrived at 2:11 p.m.).  
Absent: Michael Alder, member; Kevin Horan, member; Wen Mai, Treasurer.  
Guests: none
  
3. **Approval of March 13, 2023 minutes:**  
Minutes for March 13, 2023 were accepted as written. M/S/A Garber/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. In March SBRETC had 3 classes, served 31 students, and trained with 6 different departments. Terredanio shared due to a request from Ontario they we have added some closed session FC5 courses to the calendar for Ontario International Airport in June and August. The Training Center is usually closed in the summer due to the high heat. Program Administrator shared that Bay Alarms after months of messages finally reported back to SBRETC why they have not come out to do any repairs on the alarm. Bay Alarm stated they were Mijac when the center signed the contract with them and now, they have become Bay Alarms, so a new contract needs to be signed for Bay Alarm in order for them to be able to fix any issues. Next steps being discussed with Bay Alarms. Chris Bowden shared that the American Association of Airport has requested to partner with SBRETC in a new program they are offering. SBRETC will be responsibility for providing live fire on site training as add-on to the AAAE course. MOU and prices will be brought to the next meeting. Bowden shared he submitted a Repair Order with backdated requests dating back to 8/20/20. Chris stated this rig must last another year until we get the new rig. Serna discussed the possibility of sourcing out the work. Bowden discussed we contribute to Fleet services and if we source out will we be paying a third party. Serna explained how sourcing out would work. Further conversations with Dale are needed.

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**5. Agenda Items:**

**A.) 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 \$508,639 (63% of budget)
- YTD Revenue is \$398,048 (74% of budget)
- Cash Balance is \$736,843 (an increase of \$7,438 over prior period)
- Total Account Receivables is \$220,575 (True A/R is \$78,745, \$141,830 is for future classes)

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

Vote was verbal and recorded:

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

**B.) 2023 Annual Int'l Educational Symposium – Chris Bowden  
Milwaukee, Wisconsin, September 25-28, 2023**

These conferences take place every 6 months. Attending these conferences allows for international exposure of the Training Center.

Motion made to approve the 3 people attending the 2023 Annual Int'l Education Symposium. Motion approved. M/S/A Bowden/Serna.

Vote was verbal and recorded:

Vote was verbal and recorded:

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

**6. Old Business:**

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

**1.) SBCCD update**

Board meeting that has the apparatus on the agenda will be held April 13, 2023 @ 4:00pm at Crafton Learning Resource Center (library). Crafton's Evening Out Gala is on April 6, 2023. Houston will be in Washing DC on April 17, 2023. She will see if there is an opportunity to advocate for the Training Center and FAA funding.

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**2.) SBFD update**

Serna shared the ambulance RFP was publicly submitted April 6, 2022. Division 2 started a Coast Program for the City of San Bernardino. It is a mental health crisis team. Houston invited County Fire Services to present at a breakout at the 2023 Southern Region Student Wellness Conference July 24-26, 2023. Garber shared that they have been using the ARFF facility often for training. Garber stated he had a conversation with Bowden and Chief regarding the support from the station and personnel to help with training at ARFF. A meeting is going to be scheduled to discuss this further.

**3.) Airport update**

None

**Mobile Fire Trainer**

The delay is that the chassis needs to be certified and then placard. It is still in the works to get to the center.

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

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

We are still getting people inquiring about ProBoard.

**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:** May 2, 2023 @ 1:30 p.m. Please submit all agenda items by April 25, 2023.

**9. Adjournment:** Meeting adjourned by Stephanie Houston at 2:44 p.m.  
Consensus to adjourn.

Houston	Aye
Word	Aye
Bowden	Aye
Garber	Aye
Terredanio	Aye
Serna	
Nay-	

