

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

April 7, 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 1:39 p.m. by Stephanie Houston.
2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Grant Hubbell, Vice President; Cristal Terredanio, Secretary; Kevin Horan, member; Chris Bowden, member; Dan Word, alternate.
Absent: Michael Alder, member; Dan Mejia, member.
Guest: None
3. **Approval of February 16, 2022 minutes:**
Minutes for February 16, 2022 were accepted as written. M/S/A Horan/Bowden.
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
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. Elevator quotes to be discussed later in the meeting. The center has clients enrolled for courses as far out as December 2022. Dickinson Theodore Roosevelt Regional Airport is a new client that trained with us in March. Montrose Regional Airport is also a new client that trained with the center in March. In March SBRETC had 5 classes, served 66 students, and trained with 16 different departments. Cristal shared that 700 Forms have been mailed out. Chris Bowden shared about Lake Havasu off site training coming up in May.
5. **Agenda Items:**
 - A.) **Treasurer's – Budget Report**
JPA still does not have an assigned Treasurer but a budget report was produced by Stacy Powell, San Bernardino County Fire staff analyst. Hubbell will have a discussion with Chief Mejia and Chief Washington to see who can fill the treasurer role for the JPA. As of March 31, 2022, the fund balance was \$866,956. YTD Revenue is \$283,394. Horan asked questions about the true aging report. Program administrator stated she will get further clarification and bring answers back to next month's meeting.

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

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

Vote was verbal and recorded:

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

B.) Travel request – Chris Bowden

The ARFF Working Group 32nd Annual Int'l Educational Symposium – August 27 – September 1, 2022, ChampionGate, Florida. Expected cost \$4,390 (1 person) \$6,375 (2 people) \$8,358 (3 people).

Budget was reviewed by the JPA to ensure funds were available to support the request. Discussion between members.

Motion to approve 3 people to attend the 32nd Annual ARFF Working Group Symposium was made. Motion approved. M/S/A Horan/Hubbell.

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 – No updates.
- 2.) SBFD update – No updates.
- 3.) Airport update – Bowden stated the airport signed a legitimate letter of intent with an airline (Breeze airways) to start services in August. One flight daily to San Francisco. Intentions are to add additional flights.

B.) Instructor Chargeback rates

Hubbell read an email he sent on March 2nd to Chief Washington. Discussion of the email and other options to move forward. Options discussed were, the JPA writing a letter, and looking into a different business model. Current Instructor Chargeback are not sustainable. Chris Bowden and Dan Word will run some numbers to be able to compare options. Stephanie Houston will draft a letter. Horan will explore the college district being fiscal agent.

C.) SCBA's – G. Hubbell, C. Bowden

Bowden stated the SCBA agreement was approved and all he needs to do is take delivery of the SCBA's.

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

D.) ARFF Vehicle – C. Bowden

Bowden stated he has been e-mailing Dale Sandoval, fleet manager, every few weeks and has not received an email from him in two months.

E.) Strategic Priorities – JPA Board

- 1.) Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification -Chris Bowden did search for a consultant but did not find Pro Board consultants. Bowden will reach out to Michael Alder for support with accreditation process.
- 2.) Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan – lease draft not provided. Tabled for next meeting.
- 3.) Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – Stephanie Houston reached out to Chief Munsey about renewing the lease for the Training Center. Munsey stated he was going to contact the real estate services division and have them review the terms of the lease and then have a conversation with Mike Burrows. Munsey stated he would also reach out to Chief Washington. Stephanie Houston also discussed with Munsey about getting the JPA agreement updated. Hubbell stated he will reach out to Chief Washington to see what his involvement is to date and find out next steps.

7. New Business:

A.) Meraki License Renewal Quotes – C. Terredanio

Quotes reviewed by JPA. Bowden expressed concerns with the equipment working properly for the cost. Kevin Horan suggested that Anthony White, Crafton Director of Technology Services look at the equipment and quotes and give his feedback.

B.) Equipment Purchase Proposal – K. Horan

Horan proposed a plan B for an ARFF vehicle. Horan worked with Jose Torres to get a legal opinion so see if they could use the measure CC funds as a source to lease an ARFF vehicle. Draft Terms presented. Chris Bowden said he would send another e-mail to Dale Sandoval before moving forward with SBCCD. Horan stated he will move forward.

F.) Elevator Proposals – C. Terredanio, C. Bowden

Three elevator proposals reviewed.

Motion to accept Executive Elevator, Inc proposal. Motion Approved. M/S/A Horan/Bowden.

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

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

8. **Next Meeting:** May 19, 2022 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by May 12, 2022.

9. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:41 p.m.

Consensus to adjourn.

Houston Aye

Hubbell Aye

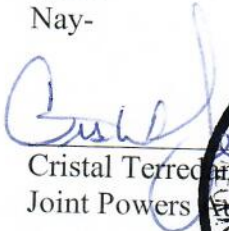
Terredanio Aye

Horan Aye

Bowden Aye

Word Aye

Nay- None


Cristal Terredanio, Secretary
Joint Powers Authority

