

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

**May 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 1:50 p.m. by Stephanie Houston.

2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Chris Bowden, member (conference called in) Jon Garber, member; Cristal Terredanio, Secretary; Jon Garber, member; Martin Serna, member; Wen Mai, Treasurer. Absent: Michael Alder, member; Kevin Horan, member.
Guests: none

3. **Approval of April 6, 2023 minutes:**
Minutes for April 6, 2023 were accepted as written. M/S/A Word/Garber.
Vote was verbal and recorded:

Houston	Aye
Word	Aye
Bowden	Aye
Garber	Aye
Serna	Aye
Terredanio	Aye
Wen	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, janitorial and elevator services as scheduled. In April SBRETC had 9 classes, served 109 students, and trained with 16 different departments. Program Administrator shared that Bay Alarms visited the center to do a walk through, proposal to follow. We are working with fiscal on the audit. The center had plumbing issues so we will have an invoice for repairs soon.

5. **Agenda Items:**
 - A.) **Treasurer’s Report & Status as an entity – Wen Mai**
Wen provided treasurer’s report and discussed the following highlights:
 - YTD Expenditures is \$558,037 (69% of budget)
 - YTD Revenue is \$538,658 (~100% of budget)
 - Cash Balance is \$828,015 (an increase of \$91,1732 over prior period)
 - Total Account Receivables is \$126,150 (True A/R is \$64,135, \$62,015 is for future classes)
 - The center had the highest revenue month of this fiscal year with \$104,000.Bowden asked which line items are applicable to fleet. Wen stated it does not look like anything has been paid out to fleet this year. Wen asked if we have an agreement with

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fleet. No one is aware of an agreement. Wen stated he will look in to COWCAP charges, he stated he is not sure what type of services we are getting from the county side. Wen stated at the next meeting he will present the 2023-24 recommended budget. Motion made to accept Treasury Report as presented. Motion approved. M/S/A Word/Serna.

Vote was verbal and recorded:

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

B.) San Bernardino Regional Emergency Training Center and American Association of Airport Executives MOU –Chris Bowden 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 an add-on to the AAAE course. MOU and price breakdown of expenses and charges provided. JPA reviewed handouts and discussed. The signature page on the MOU needs to be changed from the Training Officer to the JPA Chair to sign. Motion made to enter in an MOU with American Association of Airport Executive for the training program. M/S/A Bowden/Garber.

Vote was verbal and recorded:

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

B.) Cristal Terredanio’s Contractor contract – S. Houston

Motion made to extend a 1-year contract from July 1, 2023, to June 30, 2024 to Cristal Terredanio with an 8% increase. Include these calculations in with budget planning and costs associated with training. Motion approved. M/S/A Horan/Bowden.

Vote was verbal and recorded:

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

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6. Old Business:

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

1.) SBCCD update

Houston attended a Legislative Conference in Washing DC. Houston mentioned to the team there about the San Bernardino Regional Training Center. Apparatus approved as an action item at the April meeting.

2.) SBFD update

Garber stated they are still working on getting the Mobile Fire Trainer to the center. Training continues to use the SBRETC classrooms due to their lack of classrooms.

3.) Airport update

None

Mobile Fire Trainer

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 – Houston is working on the JPA draft.

8. Next Meeting: June 20, 2023 @ 1:30 p.m. Please submit all agenda items by April 25, 2023.

9. Adjournment: Meeting adjourned by Stephanie Houston at 2:57 p.m.
Consensus to adjourn.

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

