

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

**May 19, 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 1:37 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 April 7, 2022 minutes:**  
Minutes for April 7, 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. The center signed a contract with a new elevator company (Executive Elevator). They started servicing elevator as of May. First service was done on May 19<sup>th</sup>. The center has clients enrolled for courses as far out as December 2022. Canadian airports are no longer under COVID traveling restrictions and have started back training at the center. Grand Prairie, Whitehorse and North Peace are all scheduled for trainings. San Francisco Fire trained with our center for the first time in May and has asked to schedule next group of personnel for their trainings. New clients and reserve firefighters are scheduled to attend the 40 Hours in September and October. In April SBRETC had 6 classes, served 60 students, and trained with 12 different departments. Chris Bowden shared about the Lake Havasu off site training.
  
5. **Agenda Items:**  
**A.) Treasurer's – Budget Report**  
JPA still does not have an assigned Treasurer. A budget report was produced by Stacy Powell, San Bernardino County Fire staff analyst. Hubbell did speak to Mejia regarding a replacement Treasurer for the JPA, no reply as of yet. Hubbell stated generating JPA

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reports is not a part of Stacy's job description. Stacy was tasked with bud prep, end of year budget review is still questionable. As of May 19, 2022, the true aging report showed a total of \$102,380, of that \$43,140 are over 30 days late. Program Administrator read emails from past due clients explaining the delay in payment. \$59,240 is current for invoices crated, but classes not yet completed.

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

Vote was verbal and recorded:

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

**B.) Meraki License Renewal – C. Terredanio**

Anthony White, Director of Technology Services at Crafton Hills College was contacted regarding equipment, services and quotes. Email with Anthony's findings was provided. After review of the email quotes were reviewed. Quotes provided for 1 year, 3 years and 5 years.

Motion to approve 1 year quote for Meraki service. Motion approved. M/S/A

Horan/Bowden.

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

**C.) Retainer Agreement for Legal Services 2022/2023 – Stephanie Houston**

Agreement reviewed by the JPA Board. Discussion and motion to approve 2022/2023 retainer agreement. M/S/A Dan/Horan.

Vote was verbal and recorded:

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

**D.) Cristal Terredanio's Contractor contract – Stephanie Houston**

Motion to extend a 1-year contract to Cristal Terredanio with a 6% increase made.

Motion approved. M/S/A Horan/Bowden.

Cristal was offered a 1-year contract with a 6% increase. Cristal Accepted.

**6. Old Business:**

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

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- 1.) SBCCD update – Crafton Hills Commencement Ceremony May 25, 2022.  
June 14, 2022 Multi-Chamber of Commerce Mixer 5:30-7:30.
- 2.) SBFD update – No updates.
- 3.) Airport update – Airlines moving forward. Ton of improvements in the parking area. Start services in mid-August.

**B.) Instructor Chargeback rates**

Houston was not able to work on the letter. No movement, no new discussions or resolution has been made. Deadline for chargebacks is soon. JPA discussed the contents of the letter. Next steps and options discussed. Stephanie Houston will draft a letter and send it the JPA board for review.

**C.) SCBA's – G. Hubbell, C. Bowden**

Bowden stated the contract was signed by the Board of Supervisors and the SCBA's and masks have been received. Equipment received was 25 bottles, 15 BA's, 15 standard size masks, 2 small masks and 2 large masks.

**D.) ARFF Vehicle – C. Bowden**

Wheels in motion with the finance team. Horan received documents from Bowden. Horan will work with Bowden for features that need to be called out on the RFP. District is going to work out the lease to own agreement. Horan will continue moving forward, approval and legal opinion received.

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

- 1.) Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification -No updates.
- 2.) Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan – lease draft provided and reviewed by the JPA Board. Kevin will continue working on the letter and send it to the JPA Board for review. JPA agreement needs to be updated.
- 3.) Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – No updates.

7. **Next Meeting:** June 8, 2022 @ 1:30 p.m. \*Please submit all agenda items to Program Administrator by June 1, 2022.

8. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:33 p.m.

Consensus to adjourn.

Houston Aye

Hubbell Aye

Terredanio Aye

Horan Aye

Bowden Aye

Word Aye

Nay- None

*Stephanie Houston*  
Cristal Terredanio, Secretary

Joint Powers Authority

San Bernardino Regional Emergency Training Center

