

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

June 8, 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 1:35 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;
Absent: Michael Alder, member; Dan Mejia, member; Dan Word, alternate. Guest: None

3. **Approval of May 19, 2022 minutes:**
Minutes for May 19, 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
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 was serviced. The center has clients enrolled for courses as far out as December 2022. A customized EVOC training was added to the calendar for Seattle. Seattle was a contact made at the last conference. Fresno just reached out to the center and is looking for a burn for 20 of their personnel in October. In May SBRETC had 6 classes, served 57 students, and trained with 15 different departments.

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. Due to the last meeting being only a short time ago Stacy submitted the same report from last meeting but included the Fund Balance as per SAP. Fund Balance as of June 8, 2022 is \$867,300.
Motion to accept the May report was made. Motion approved. M/S/A Hubbell.
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Horan	Aye

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Bowden Aye
Nay- None

B.) QuickBooks Plan Upgrade – C. Terredanio

Program Administrator was instructed by the County Fiscal Department to start generating her own Purchase Orders. The invoice will then be submitted to SAP as a Non-PO and will be processed that way. Program Administrator shared emails from Pennie Taylor and Annette Williams with the board. The centers current QuickBooks plan does not include the feature to create PO's. Upgrade of plan to \$80 monthly would include the feature to create PO's. If we create our own PO's Hubbell shared concerns about submitted an invoice that does not have a PO in the SAP system. Hubbell stated payment may be an issue. Hubbell stated he will have a conversation with Confire, who functions similar to the JPA, to get more details on how they handle PO's.

Motion to approve the QuickBooks plan to \$80 a month to include the feature to be able to create PO's. Motion approved. M/S/A Horan/Bowden.

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

C.) Mobile Fire Trainer (storage and use) – G. Hubbell

Handouts passed around. Hubbell shared that the Fire District owns an Dräger Mobile Trainer. It is currently parked at the South Dessert division. No one at this division is trained to use it. A request has been made to park it, store it and be able to conduct trainings at the Training Center. Discussion from the board regarding this request. Hubbell will bring a more concrete report to the next meeting. Motion to peruse the feasibility of this request. M/S/A Hubbell/Horan.

Vote was verbal and recorded:

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

6. Old Business:

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

- 1.) SBCCD update – Save the tentative date January 20, 2023, for Groundbreaking ceremony for the Regional Fire Training Building.
- 2.) SBFDD update – Bowden stated he is still trying to keep people engaged to support at the training center. Hubbell stated Mejia has not yet gotten back to him since the last meeting regarding the Treasurer position. Resolution read by Chris Bowden. Options for new Treasurer discussed. Horan recommended exploring the college district becoming the fiscal agent. Horan will bring more information about this option to the next meeting.

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- 3.) Airport update – Waiting to hear back from TSA on their security plan for the airline coming in. First flight still scheduled for August 4th. Community Event coming soon. Chris will send that email out to everyone.

B.) Instructor Chargeback rates – C. Bowden, G. Hubbell

Program Administrator received an email from the new Supervision Fiscal Specialist asking for information about the instructor chargebacks since they had not yet been done. Handouts provided by Chris. Handout 1 showed instructor time and allocated productive hourly rate, the amount totaled \$191,572.64. Handout 2 showed the rate for the top step of each rank with allocated hours. The amount totaled \$80,263.25. Handouts we provided for a side-by-side comparison. Labor management meeting tomorrow where this topic will be discussed at the meeting. Hubbell received a calendar invite from Munsey for a meeting on June 14, 2022, from 3-4pm. Hubbell, Chief Washington, Chief Mejia, Deputy Chief of Admin and Munsey will be at the meeting. Chief Hubbell will ask Munsey if another JPA Board member can attend the meeting. Houston stated she was able to connect with Munsey via phone. Hubbell stated this will be their third meeting to discuss this topic.

C.) ARFF Vehicle – K. Horan

Horan stated he needs to calendar a meeting with Chris and Jose Torres for next steps.

D.) Strategic Priorities – JPA Board

- 1.) Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification -Chris did reach out to Chief Alder and Alder replied he is gone for the summer but did email some information to Chris for review and stated to reach back out to him when the summer is over. Tractor is in, it's in Fontana getting it's pre delivery inspection done.
- 2.) Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan – lease draft and attachments provided and reviewed by the JPA Board. Board approved the letter. Letter will be sent to Program Administrator to be put on letterhead and mailed out.
- 3.) Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – No updates.
- 4.) Strategy #3 – Review and update the JPA agreement. - No updates.

7. **Next Meeting:** July 6, 2022 @ 11:30 p.m. *Please submit all agenda items to Program Administrator by June 30, 2022.

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

Consensus to adjourn.

Houston Aye

Hubbell Aye

Terredanio Aye

Horan

Bowden

Nay-

Cristal Terredanio Secretary

Joint Powers Authority

