

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

**July 6, 2022 11:30 am**

**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 11:40 p.m. by Stephanie Houston.
- 2. Roll Call: Quorum Present**  
Present: Stephanie Houston, President; Grant Hubbell, Vice President; Cristal Terredanio, Secretary; Chris Bowden, member; Dan Word, alternate; Dan Mejia, member.  
Absent: Kevin Horan, member; Michael Alder, member.  
Guest: Wen Mai
- 3. Mobile Live Fire Trainer presentation**  
Captain Moore was not able to attend. Bowden and Hubbell talked through the executive summary Captain Moore had prepared. Original request is to move the Dräger Mobile Fire Trainer, currently at 42's (South Dessert division), to the San Bernardino Regional Emergency Training Center. Infrastructure, it needs no logistical support. Impacts to the training center, building and classroom usage. Hold Harmless agreements would be in place. Word asked about benefits to the center Houston replied, relationship building, partnerships, good exposure.
- 4. Approval of June 8, 2022 minutes:**  
Minutes for June 8, 2022 were accepted as written. M/S/A Bowden/Hubbell.  
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Word	Abstain
Bowden	Aye
Mejia	Aye
Nay-	None
- 5. 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. In June SBRETC had 2 classes, served 15 students, and trained with 10 different departments. Update on facility. Men's lobby restroom had a plumbing issue, gophers out back are eating up new SOD, air conditioning went out in two offices, printer counter is off which is causing excess charges, new promo hoodies came in and vandalism was done at the center. A female through our front river rocks through front glass doors and windows. Nothing was stolen except for a chocolate bar out of the snack box, no other damage.

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Hubbell spoke to Topoleski about setting river rocks in concrete or getting rid of them completely to avoid this happening again.

**6. Agenda Items:**

**A.) Election of Officers – S. Houston**

Motion to continue board as it stands. Motion approved. M/S/A Bowden/Word.

Vote was verbal and recorded:

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

**1.) Appoint new Treasurer – JPA Committee**

Hubbell shared Wen volunteered to be part of the JPA board. Wen Mai started at the county 5 years ago with the county administrative office. He was then promoted to administrative analyst and managed some county programs and then got promoted to county fire 4 months ago as the Chief financial officer.

Motion to appoint Wen Mai as the new JPA treasurer. M/S/A Hubbell/Mejia

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

**B.) Fiscal Year 2022-2023 Budget/ Treasurer’s – Budget Report**

Wen stated the 2022-2023 budget has been uploaded into SAP. Wen reviewed the 2022-2023 budget with the JPA board. Wen stated looking at expenditures the budget is increasing \$718,000 to \$810,00. Revenue is projected to go down slightly from \$577,000 to \$539,000. Expenditures going up and revenue going down. We are spending more on equipment. Fund Balance as of July 5, 2022 is \$832,000.

Motion to approve 2022-2023 preliminary budget. Motion approved. M/S/A Word/Mejia.

Vote was verbal and recorded:

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

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**C.) Instructor Chargeback rates (Personnel Reimbursement Response) – G. Hubbell**

Hubbell shared a letter sent to Chairperson Houston from Chief Munsey. Munsey acknowledges the letter he received, apologizes for the delay, and states he understands the request. Letter states the district does not have the ability to deviate from the board approved fees, but they have the ability to negotiate a contract with the JPA. Munsey has directed Cory to come up with a starting point on negotiated rates and then draft a contract. Mejia stated they are close coming up with rates. Retroactive request and rates will need to be approved by the board.

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

Motion to move the Dräger Mobile Fire Trainer, currently at 42's (South Dessert division), to the San Bernardino Regional Emergency Training Center with a Hold Harmless agreement between the District and the JPA. Mobile trainer will be moved but not used until the agreement is in place. Hold Harmless agreements will be sent to county counsel. M/S/A Hubbell/Bowden.

Vote was verbal and recorded:

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

**E.) Donated College SCBA's – Chris Bowden**

Letters provided for review. With the centers new agreement with the district and being provided the SCBA's from the fire district the center no longer need the 15 Drager Breathing apparatus donated to us from the college district. Motion to donate SCBA's, harnesses, bottles, masks, and parts received from the fire academy to San Felipe Fire Department. Hubbell stated make receiving agency aware about SCBA's being out of compliance. M/S/A Bowden/Mejia.

Vote was verbal and recorded:

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

**7. Old Business:**

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

- 1.) SBCCD update – No updates.
- 2.) SBFDD update – No updates.
- 3.) Airport update – No updates.

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**B.) ARFF Vehicle – C. Bowden**

Bowden had a zoom meeting with Jose Torres and Kevin Horan. More info provided at next meeting.

**C.) 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 – Hubbell made Chief Munsey aware of the letter that was sent out regarding the lease.
- 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.

8. **Next Meeting:** August 4, 2022 @ 1:30 p.m. \*Please submit all agenda items to Program Administrator by July 28, 2022.

9. **Adjournment:** Meeting adjourned by Stephanie Houston at 12:43 p.m.  
Consensus to adjourn.

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Word	Aye
Bowden	Aye
Mejia	Aye
Nay-	

*Cristal Terredanio*  
Cristal Terredanio, Secretary  
Joint Powers Authority

