

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

August 4, 2022 1:30 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 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; Dan Mejia, member; Wen Mai, treasurer; Dan Word, alternate.
Absent: Chris Bowden, member; Michael Alder, member.
Guest: None

3. **Approval of July 6, 2022 minutes:**
Minutes for July 6, 2022 were accepted as written. M/S/A Mejia/Hubbell.
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Horan	Abstain
Mai	Aye
Mejia	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. In July SBRETC had 0 classes, served 0 students, and trained with 0 different departments. Training center does not conduct training in the summer due to the extreme heat. Classes will resume in September. Program Administrator discussed new clients Hawaii Fire Department coming to train at the center for a customized training in September and Seattle for a customized EVOC training in October.

5. **Agenda Items:**
 - A.) **Treasurer's Report – Wen Mai**
Wen stated the data for the report was pulled August 1, 2022. Wen used the same layout for the report that was previously being used. Wen stated there is not a lot going on with the budget right now. Revenue is coming in higher than the expenditures right now by about \$5,170. Fund Balance as of Augst 1, 2022 is \$849,494. A/R Aging Summary reviewed. \$15,995.00 current for classes that have not yet happened. Horan asked if moving forward we could have a longer history of the fund balance on the reports.

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Motion to approve Treasurer's report. Motion approved. M/S/A Hubbell/Mejia.

Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Horan	Aye
Mejia	Aye
Mai	Aye
Nay-	None

6. Old Business:

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

- 1.) SBCCD update – Horan stated Fire Academy received a 1.8 million grant from San Manuel. This is the largest gift the college has ever received. Houston shared their jump start program had their drone certification graduation today. This was a collaboration with the airport and the training center.
- 2.) SBFD update – No updates.
- 3.) Airport update – No updates.

B.) ARFF Vehicle – K. Horan shared that the RFP is still sitting with purchasing office. They have all the data and criteria; it is in process.

C.) Instructor chargebacks – G. Hubbell shared no change since last meeting. Wen shared rates have been finalized but they are still working through the other aspects of it. It is sitting with Corey currently.

D.) Mobile Fire Trainer – G. Hubbell stated all the information and minutes from our last meetings have been forwarded to Captain Moore. He is working with Chris Bowden on an exact location/area once it is moved to the center. The center is also looking at getting other equipment off the premises. Equipment will probably be auctioned off. As per previous discussions Mobile Trainer will not be used until agreements are in place. Hold Harmless agreements and JPA forms had been sent to Law Offices of Margaret A. Chidester & Associates for review. An email was received from the law office regarding the forms and agreements. Email stated they had no substantive recommendations yet and listed the issues they planned to address in their analysis. Email was reviewed by the board. Horan asked if they could update our JPA agreement to reflect our current memberships and operations. Horan will put together a document to send to law offices to help with the updating of our agreement.

E.) Strategic Priorities – JPA Board

- 1.) Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification -No updates.

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- 2.) Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Program Administrator will reach out to Mike Burrows to ask if we could add him to our September 1, 2022 or October 6, 2022 JPA meeting agenda so that a lease update could be provided.
- 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:** September 1, 2022 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by August 25, 2022.

October meeting will be held October 6, 2022 @ 1:30.

8. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:12 p.m.

Consensus to adjourn.

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Horan	Aye
Mai	Aye
Mejia	Aye
Nay-	None

