

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

September 1, 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 1:24 p.m. by Stephanie Houston.

2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Grant Hubbell, Vice President; Kevin Horan, member; Wen Mai, Treasurer; Dan Word, alternate.
Absent: Chris Bowden, member; Michael Alder, member; Cristal Terredanio, Secretary.
Guest: Martin Serna; Tori Watson

3. **Approval of August 4, 2022 minutes:**
Minutes for August 4, 2022 were accepted, amended adding Dan word to roll call. M/S/A Horan/Hubbell.
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Horan	Aye
Word	Aye
Mai	Aye
Nay-	None

4. **Agenda Items:**
 - A.) **Treasurer's Report – Wen Mai**
Wen stated the data for the report was pulled August 29, 2022. Expenditures are at 16%. Revenue is coming in at 12%. Treasurer pointed out we did receive \$30,840 from Long Beach and \$18,400 from Yukon Whitehorse. Fund Balance is approximately \$2,000 higher than the last time reported on. A/R Aging Summary reviewed. Of \$57,580, \$6,690 is accounts receivable. The rest is for future classes scheduled.
Motion to approve Treasurer's report. Motion approved. M/S/A Horan/Hubbell.
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Horan	Aye
Word	Aye
Mai	Aye
Nay-	None
 - B.) **Instructor Chargeback rates – D. Munsey**
Chief Munsey was not able to attend the meeting but the calculations that were sent to Houston from Munsey were presented at the meeting. Houston stated that the piece we still need clarity on is whether it will be approved retro back to July 1 of 2021. Wen

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stated they are working to go retro; they are reviewing with County Counsel. Hubbell stated this is as close as we can get to a true cost. Hubbell stated we need to be cognizant of how we update these rates. Houston stated this can be an annual review item when we review our budget. Once rates were accepted Hubbell asked Wen for next steps, who would be the one to come up with a contract. Wen stated Nidia Vargas the Administrative Supervisor. Wen stated the contract is put together already they just need to review it with County Counsel. Word clarified that the retro would align with the accepted new chargeback rates. Wen confirmed he is correct they were not planning on altering from the accepted rates.

Motion to accept proposed Instructor Chargeback rates with the hopes that we will have it retro to the 20/21 year. Motion approved. M/S/A Horan/Word.

Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Horan	Aye
Word	Aye
Mai	Aye
Nay-	None

5. New Business:

A.) Initial Review of forms from Law Offices of Margaret A. Chidester & Associates

An email that was sent from the Law Offices of Margaret A. Chidester & Associates was presented. Houston stated she would like to table this item for a dedicated discussion or acknowledge of when we come together, we will have a longer time dedicated to the discussion around the email to be able to answer the questions. Board members agreed without objections.

B.) 2022 Conflict of Interest Code Biennial Notice

Conflict of Interest Code was reviewed by the JPA Board and will be signed by Houston and mailed out by the October 3, 2022, due date. Conflict of Interest Code will still be reviewed with the Law Offices of Margaret A. Chidester & Associates to see if any changes need to be made. If changes are needed, changes will be made and filed when the next review is due.

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. All cadets in the Fire Academy will have up to \$3,000 of their out-of-pocket expenses compensated. Houston shared she was able to learn about the Technology Programs through a visit at Valley college. Houston spoke about the impact new technology has on our first responders.
- 2.) SBFD update – Hubbell shared the center is about to get busy after its summer shut down. Hubbell shared Chief Serna is replacing Chief Mejia.
- 3.) Airport update – Mike Burrows does plan on attending our next meeting October 6, 2022.

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B.) Mobile Fire Trainer – G. Hubbell stated they are in the process of arranging transportation for the Mobile Trainer. Captain Moore and Captain Garber did a site survey with Captain Bowden to determine the best placement for the Mobile Trainer. As soon as everything gets squared away it should be operational.

C.) ARFF Vehicle – K. Horan shared that the RFP is near completion with all the criteria. Horan has not yet received the finalized calendar. The goal is to send the completed RFP to the November Board of Trustee meeting for approval. Horan will be bringing a more formal agreement for the JPA to agree on the financial terms on the 10-year lease to purchase. Horan will, but is hesitant to move forward with the ARFF vehicle purchase without a new lease agreement. Hubbell stated he made Munsey aware of the letter that was sent to Burrows.

A.) 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 – Program Administrator reached out Mike Burrows asking for his attendance at the October 6, 2022 JPA meeting agenda so that a lease update could be provided. Mike replied he thinks he can make the October 6th meeting.
- 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:** October 6, 2022 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by September 29, 2022.

8. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:17 p.m.
Consensus to adjourn.

Houston	Aye
Hubbell	Aye
Horan	Aye
Mai	Aye
Word	Aye
Nay-	None

