

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

September 8, 2021 12:30 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 12:40 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 Word, Alternate (1:13); Chris Bowden, member; Dan Mejia, member (1:15).
Absent: William Rehbaum, Treasurer.
Guest: Dan Munsey (2:02)
3. **Approval of August 5, 2021 minutes:**
Minutes for August 5, 2021 were accepted as written. M/S/A Hubbell/Bowden.
Vote was verbal and recorded:

Houston	Aye
Terredanio	Aye
Horan	Abstain
Hubbell	Aye
Bowden	Aye
Nay-	None
4. **Agenda Items:**
 - A.) **Treasurer's – Budget Report**
Treasurer was not in attendance at this meeting but his assistant La Tina prepared and provided the Treasury Report for the meeting. JPA Board reviewed the report. Bowden stated he will sit down with Will due to funds being pulled out of wrong line items. Bowden also stated the cost of antifreeze had doubled so a budget adjustment will need to be made. Motion to accept the report was made. Motion approved. M/S/A Bowden/Horan.
Vote was verbal and recorded:

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

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

5. Strategic Planning Session:

Meeting Essential Questions reviewed and discussed. Outcomes for the day included:

- Environmental Scan
- SWOT Analysis
- Mission/Vision/Values/Goals
- Commit to next steps

Please see Consensus Wall Activity sheet attached for a summary of strategic priorities.

6. **Next Meeting:** October 14, 2021 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by September 30, 2021.

7. **Adjournment:** Meeting adjourned by Stephanie Houston at 3:58 p.m.

Consensus to adjourn.

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



Stephanie Houston
Secretary

Consensus Wall Activity

Maximize
Funding
Opportunities
by

- Determining true financial status
- Beginning the grant application
- Increasing client base
- Seeking funding
- Apply for grants

Develop
Fixed Asset Plan
by

- Creating an apparatus replacement plan
- Equipment replacement
- Getting Pro-Board certified
- Beginning lease discussion
- Creating a multi-use plan
- Facility lease status
- Creating a facility upgrade plan

Develop
Personnel
by

- Training personnel
- Getting additional staff support
- Leadership instructor depth
- Admin. Depth
- Creating a long-term personnel plan

Support
by

- Organizational structure
- Defining JPA Roles
- Performing risk assessments
- Reviewing and updating JPA agreement

Build
Relationships
and outreach
by

- Stakeholder outreach (Community/Policy makers)
- Engage with state and federal reps
- Identify new partners
- Meet with IVDA & SBIAA
- Creating a relationship between SBIAA & JPA
- Building relationships
- Getting IVDA /Politics support