

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

October 5, 2023 @ 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 1:30 p.m. by Stephanie Houston.

- 2. Roll Call: Quorum Present**
Present: Stephanie Houston, President; Wen Mai, Treasurer; Chris Bowden, Secretary; Martin Serna, Vice President, Jon Garber, member; Cristal Terredanio, member; Dan Word, member.

- 3. Approval of June 20, 2023 minutes:**
Minutes for June 20, 2023 were accepted. M/S/A Serna/Bowden.
Vote was verbal and recorded:

Houston	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Garber	Aye
Serna	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. The elevator was serviced. In September SBRETC had 5 classes, served 41 participants, and trained with 14 different departments. Program Administrator reviewed the comparative data by fiscal year spreadsheet and pointed out the center has served 103 more students in 22/23 fiscal year than last fiscal year. Bowden shared the center had its preventative maintenance service on the props. We have several failed valves; the air compressor also needed to be serviced. The center is facing challenges with keeping props running. Bowden shared the ARFF conference went well. New potential clients through networking. Bowden shared the locks to the electrical room have been changed to cease the work being done by the airport until an agreement is reached. Meanwhile the airport continues to have their trailer run off our electricity. Houston suggested making a cost allocation based on square footage. Serna stated he will talk to Norma about the methodology the airport uses when they charge the station for electricity. Serna's recommendation was for the center to come up with an invoice to submit to the airport monthly for the use of the center's electricity. The unauthorized entrance to our electrical room has resulted in the burglary alarm being set off and the center receiving a bill for false alarms.

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5. Agenda Items:

A.) Treasurer's Report – Wen Mai

Wen submitted the Treasurer's report in a new format. Report was pulled on September 30, 2023. Expenditures are \$123,774 (17%). Revenue comes in at \$29,885 (5%). Wen shared he will be moving some charges to other line items. Wen also stated we didn't budget for the new alarm system so funds will be moved to cover those charges. Wen questioned Frontier charges and stated he will look further into that. Cash balance \$911,595 which is an increase of \$17,628 since last time we reported. A/R Aging Summary reviewed. The current A/R is \$96,035. Moving forward invoices will go to Wen's admin supervisor to stamp on the correct G/L to help ensure invoices get paid from the correct category.

Motion to approve Treasurer's report. Motion approved. M/S/A Bowden/Garber.

Vote was verbal and recorded:

Houston	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Garber	Aye
Serna	Aye
Nay-	None

B.) Dan Word to be representative on JPA Board to replace Michael Alder

Michael Alder, a JPA member retired. Dan Word was recommended to replace Michael Alder as a JPA member.

Motion to approve the replacement. M/S/A Bowden/Mai.

Vote was verbal and recorded:

Houston	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Garber	Aye
Serna	Aye
Nay-	None

6. Old Business:

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

- 1.) SBCCD update – The training center is moving along. They are anticipating finishing in December for the ribbon cutting and grand opening in January. Houston stated in April she did have an opportunity to go to Washinton DC to do some advocacy work. Houston said she had a meeting with the department of transportation about 2 weeks ago to continue the conversations about the FAA investments.

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- 2.) SBFD update – Launching their 8-week program. Doing mentoring for hiring. The goal is to get two towers before June with approximately 100 people. Houston shared about the Career pathway programs. Houston stated if they can start to connect to the Division of apprenticeship standards, she is willing to support however she can. There is an opportunity for state level funding. Dan word to send Garber contacts for further conversations. Bowden shared last meeting he stated we had some contact with the county’s legislative affairs groups. Since last meeting he has had more contact, and they are still working on the federal side for federal funding for the center. The county came out October 4th for a tour of the facility, Bowden gave them the visuals of everything. They are working with the senator and his office. The group is encouraged that they can still get funding. The group is wanting to get the representatives from the federal side and the senator to the center for a site visit. No date range yet but when Bowden has a date, he will pass that info on to everyone.
- 3.) Airport update – No updates.

B.) Mobile Fire Trainer – Take off agenda until it comes back up again.

C.) Strategic Priorities – JPA Board

- a.) Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification – Chris Bowden, no updates.
- b. Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan, no updates.
- c. Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – No updates.
- d. Strategy #3 – Review and update the JPA agreement. – Stephanie Houston, no updates.

7. New Business:

A.) San Bernardino Regional Emergency Training Center office space – C. Bowden


The center has 4 offices. Bowden has one office, Terredanio has one office, county has one office, and one office is not being used. This office was previously occupied by the Chiefs. The Program Administrator and Training Officer are being asked by county personnel if they could use the office. The use of the office space is being brought to the JPA for discussion. Houston shared her concern with risk and discussed having a Release and Hold Harmless in place. Houston suggested if we’re doing framework for cost allocation for the footprint, we can include this allocation. Houston shared we could have the allocation for memorializing, to have as a resource to use and then if the JPA wants to apply it or needs to apply it we have a methodology that we are using. Houston stated she has a draft template of a cost allocation methodology. She will bring this template to the next meeting. Garber suggested if someone wants to use the office then a written request will need to be submitted to the JPA for review and approval. A discussion took place that according to the JPA agreement the college is supposed to have an office at the center.

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8. **Next Meeting:** November 6, 2023 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by October 30, 2023.

9. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:27 p.m.
Consensus to adjourn.

Houston	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Terredanio	Aye
Garber	Aye
Serna	Aye
Nay-	None


Chris Bowden, Sec.
Joint Powers Authority

