

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

October 6, 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 1:34 p.m. by Stephanie Houston.

- 2. Roll Call: Quorum Present**
Present: Stephanie Houston, President; Grant Hubbell, Vice President; Kevin Horan, member; Wen Mai, Treasurer; Chris Bowden, member; Cristal Terredanio, Secretary.
Absent: Michael Alder, member; Dan Word, alternate.
Guest: Catherine Pritchett, Director of Administration; Mike Burrows, CEO of San Bernardino Airport.

- 3. Approval of September 1, 2022 minutes:**
Minutes for September 1, 2022 were accepted. M/S/A Horan/Hubbell.
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Horan	Aye
Bowden	Aye
Mai	Aye
Terredanio	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. Our 2023 training dates have been added to the calendar. For 2022, our September and October 40 Hour courses were full. The center has clients enrolled for courses as far out as December 2022. In September SBRETC had 5 classes, served 67 students, and trained with 15 different departments. Program Administrator discussed new clients Rifle-Garfield County, Heartland Fire & Rescue and Boarder Coast Regional Airport. Hawaii's and Grande Prairie trainings discussed. Chris Bowden discussed the ARFF Working Group conference. He stated we made more new contacts. We had about 4 or 5 new departments visit our booth and ask questions.

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Agenda Items:

5. A.) Treasurer's Report – Wen Mai

Wen stated the data for the report was pulled October 5, 2022. Expenditures are at 19%. Revenue is coming in at 16%. We should be at 25% so we are a little low. Fund Balance decreased from \$851,874 to \$771,670. Fund balance dropped due to the tractor purchase. A/R Aging Summary reviewed. Of \$60,973 balance, \$7,335 is to collect to accounts receivable. The rest is for future classes scheduled.

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

Vote was verbal and recorded:

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

Horan made a motion to add \$2000 to line item 2025, from \$1500 to \$3500, funds to be pulled from line item 2080.

Motion approved. M/S/A Horan/Bowden.

Vote was verbal and recorded:

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

B.) KFT Maintenance contract renewal – C. Bowden

Bowden stated it is time for our annual maintenance renewal. Motion made to accept the 1-year PM/Corrective Maintenance, 1 year for \$51, 017.

Motion approved. M/S/A Horan/Hubbell.

Vote was verbal and recorded:

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

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6. New Business:

A.) Airport update – Mike Burrows

Burrows confirmed he did receive the letter regarding the lease. He stated he sees a need for ARFF. He expressed possible challenges with the FAA of not doing grants for the same purpose twice. Burrows also discussed looking for other funding opportunities. Burrows shared of offices that would be involved in this grant process which include the Los Angeles and San Francisco offices. Burrows stated for the process a business case analysis and business plan are needed to present to the FAA. A suggestion was made to set up a meeting to go through the business plan process. Burrows stated a rough estimate will be needed of equipment and property upgrades. Chris Bowden gave a very very rough estimate of 8-10 million. Chris Bowden stated he spoke with the Washington FAA office about what needs to be done with the grant. Burrows stated he thinks the JPA Board should talk to the Congressional Offices to get their support. Kevin asked Burrows if he could provide the Board with the timeline it takes for the approval described. Burrows stated he can provide one paper about what we need. Burrows stated usually it takes about 6-9 months and initial feedback from the FAA is about 30 days. Burrows stated a term sheet/business plan can be started including capital spend, what it's for (equipment and property upgrades and estimate operating budget. Burrows stated he can get us a one pager telling us these are the things we need to work on including a paper about what program, what we do etc. Burrows will provide a Term Sheet to the Board.

7. Old Business:

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

- 1.) SBCCD update – Groundbreaking at the Regional Fire Training Center on January 20, 2023 @ 1:30. College hit enrollment goals, they are going back to standard expectations.
- 2.) SBFD update –Hubbell shared Chief Serna is replacing Chief Mejia as Assistant Chief. Next meeting, we will agendaize to designate Serna to be a rep on the JPA Board. Wen stated that Instructor Chargeback agreement is currently with County Counsel. New rates are stated to be retro back to July 1 of 2021.

B.) Mobile Fire Trainer – G. Hubbell stated the team is figuring out what is needed to get a properly licensed driver. Stuff needs to be moved around on the property. Looking to move the Mobile Trainer in December.

C.) ARFF Vehicle –Chris has the draft of the RFP. The updated timeline is 10/17 released, 10/31 technical questions, proposal due 11/17. Due for the Board, November 29th and they will take action at the January 12th Board meeting.

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D.) Strategic Priorities – JPA Board

- a.) Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification -No updates.
- b. Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan received information from Mike Burrows and will follow-up.
- c. Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – No updates.
- d. Strategy #3 – Review and update the JPA agreement. - No updates.

8. **Next Meeting:** November 29, 2022 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by November 22, 2022.

9. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:56 p.m.
Consensus to adjourn.

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

