

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

**October 14, 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 1:46 p.m. by Grant Hubbell.
- 2. Roll Call: Quorum Present**

Present: Grant Hubbell, Vice President; Cristal Terredanio, Secretary; Kevin Horan, member; Chris Bowden, member; Dan Mejia, member.  
Absent: Stephanie Houston, President; William Rehbaum, Treasurer; Michael Alder, member.  
Guest: None
- 3. Approval of September 8, 2021 minutes:**

Minutes for September 8, 2021 were accepted as written. M/S/A Horan/Bowden.  
Vote was verbal and recorded:

Hubbell	Aye
Mejia	Aye
Terredanio	Aye
Horan	Aye
Bowden	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. Specialized elevator has not serviced the elevator since June. The center has clients enrolled for courses as far out as January 2022. Mesa Fire is a new client that will be training with us in June. Connection was made with Mesa Fire at the last conference when they stopped by our booth. In September SBRETC had 3 classes, served 46 students, and trained with 12 different departments.
- 5. Agenda Items:**
  - A.) Treasurer's – Budget Report**

Treasurer was not in attendance at this meeting, but his assistant LaTina prepared and provided the Treasury Report for the meeting. JPA Board reviewed the report. Kevin Horan pointed out we have no past due invoices on the aging summary. Motion to accept the report was made. Motion approved. M/S/A Horan/Mejia.  
Vote was verbal and recorded:

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

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**B.) Travel request – Chris Bowden**

**ARFF Working Group Presents: ARFF Leadership Symposium – A 3 day Educational and Training Workshop January 31 – February 3, 2022, Frisco, Texas Expected cost \$2,900 (1 person) \$4,250 (2 people) \$5,875 (3 people).**

This is the Leadership conference we go to every year. For this conference we can cut a day off on both the beginning and end of the conference to save costs. Motion proposed for three to attend the conference Chris Bowden, Cristal Terredanio and Steven Story to attend. Motion approved. M/S/A Horan/Bowden.

**6. Old Business:**

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

- 1.) SBCCD update – Kevin stated they have a tour set up for leadership with the airport to come through.
- 2.) SBFD update – Tabled to next meeting
- 3.) Airport update – Tabled to next meeting.

**B.) Instructor Chargeback rates**

Hubbell stated 3 weeks ago himself, Bowden, Chief Washington and Katrina had a meeting. Both Washington and Katrina agreed that a different strategy for instructor chargebacks needs to be put in to play. Recommendation was a contract. Katrina, deputy of finance was going to task one the fiscal supervisors with exploring a few more methodologies for the rate that is used in the contract.

**C.) Pro Board workgroup – C. Bowden**

Tabled until next meeting.

**D.) SCBA's – C. Bowden**

Chief Munsey requested a meeting be scheduled with himself, county counsel, Scott Runyan, Chief Hubbell and Chris Bowden to get some decisions made.

**E.) ARFF Vehicle – C. Bowden**

Chris received a reply from the FAA. Email chain provided in a handout. FAA stated we need to do the RFP in conjunction with the airport. Chris added the rig is broken again. The shop does not know how long it is going to take to get it fixed. Chris will reach out to Dale Sandoval for support with RFP.

**F.) Strategic Priorities – JPA Board**

Tabled until next meeting.

**7. New Business:**

**A.) Specialized Elevator contract – C. Bowden**

The centers elevator has not been serviced since June due to current elevator company not showing up for monthly service per contract. Bowden will provide 3 bids for new elevator companies at the next meeting.

**8. Next meeting agenda items: none**

**9. Next Meeting: November 8, 2021 @ 1:30 p.m. \*Please submit all agenda items to Program Administrator by October 28, 2021.**

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10. **Adjournment:** Meeting adjourned by Chief Hubbell at 2:21 p.m.

Consensus to adjourn.

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

