

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

**November 6, 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; Chris Bowden, Secretary; Martin Serna, Vice President, Jon Garber, member; Kevin Horan, member; Cristal Terredanio, member; Dan Word, member (arrived at 1:31 p.m.).  
Absent: Wen Mai, Treasurer
  
- 3. Approval of October 5, 2023 minutes:**  
Minutes for October 5, 2023 were accepted with a correction to Garbers name in the roll call section of the minutes. M/S/A Bowden/Garber.  
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Word	Aye
Bowden	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 October SBRETC had 5 classes, served 76 participants, and trained with 20 different departments. The Program Administrator reviewed the comparative data by fiscal year spreadsheet and pointed out while the center is having less classes, we are having more participants. This is due to fuller classes. Bowden shared only about 30% of our Spill Fire Training prop is working. On November 2<sup>nd</sup> Perimeter Foam used the facility to conduct a demonstration with their new approved foam. A dozen different airports came out to see the demonstration. Burglar alarm was replaced. We are just waiting for the fire alarm to be replaced.
  
- 5. Agenda Items:**
  - A.) Treasurer’s Report – Wen Mai**  
Wen was not in attendance at the meeting but did provide the Treasurer report handouts and below highlights.

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Highlights:

- YTD Expenditures is \$185,257 (25% of budget vs target of 33%)
- YTD Revenue is \$112,335 (18% of budget vs target of 33%)
- Cash Balance is \$959,046 (an increase of \$47,451 over prior period)
- Total Account Receivables is \$81,545 (True A/R is \$8,985, \$72,560 is for future classes)

Motion to accept the Treasurer's report. Motion approved. M/S/A Horan/Garber.

Vote was verbal and recorded:

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

**6. Old Business:**

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

- 1.) SBCCD update – Still waiting for the receivership of the new engine. They are working on sketch designs. On January 12<sup>th</sup> SBCCD is holding their grand opening ceremony for the Public Safety training center. Sneak peek event for fire alumni is being planned in December.
- 2.) SBFD update – November 14<sup>th</sup> the ambulance RFP goes to the Borad of Supervisors for conversation to see how they want to move forward with the contract. November 20<sup>th</sup> the 8-week mentorship program for the tower starts. Next two towers will have this mentorship program. They are hoping to hire 100 people.
- 3.) Airport update – No updates. JPA discussed not receiving any updates from the airport regarding the use of the center's electricity for their bungalow.

**B.) 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.) Cost allocation template for office space use at the San Bernardino Regional Emergency Training Center – S. Houston**

Handout provided. Stephanie Houston provided a sample of a Cost Allocation Policy. A cost allocation policy could also help with identifying the cost of the electricity the

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airport is using. Program administrator was asked to pull electric bills from last year to compare bills from last year to this year.

8. **Next Meeting:** December 7, 2023 @ 1:30 p.m. \*Please submit all agenda items to Program Administrator by November 30, 2023.

9. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:05 p.m.  
Consensus to adjourn.

Vote was verbal and recorded:

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

  
Chris Bowden, Secretary  
Joint Powers Authority

