

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

December 7, 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 1:37 p.m. by Stephanie Houston.

2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Chris Bowden, Secretary; Martin Serna, Vice President; Kevin Horan, member; Wen Mai, Treasurer; Dan Word, member (arrived at 1:39) Absent: Cristal Terredanio, member; Jon Garber, member

3. **Approval of November 6, 2023 minutes:**
Minutes for November 6, 2023 were accepted as written. M/S/A Horan/Serna.
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Serna	Aye
Nay-	None

4. **Agenda Items:**
 - A.) **Treasurer's Report – Wen Mai**
Treasurer report and handouts provided. Wen explained below highlights.
 - YTD Expenditures is \$212,406 (29% of budget vs target of 42%)
 - YTD Revenue is \$133,147 (21% of budget vs target of 42%)
 - Cash Balance is \$923,700 (a decrease of \$35,346 over prior period)
 - Total Account Receivables is \$162,773 (True A/R is \$66,923, \$95,850 is for future classes)Wen discussed high usage line items which included utilities and security services. Security service high usage is due to the purchasing of a new security system which was approved by JPA. Pest control line item is showing high usage. Bowden stated the center has not received extra services from this vendor. Wen will look further into invoices. Motion to accept the Treasurer's report. Motion approved. M/S/A Horan/Serna.
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Serna	Aye
Nay-	None

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

5. Old Business:

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

- 1.) SBCCD update – Still waiting for the receivership of the new engine, possibly mid-summer. Details like paint and designs have been finalized. On January 12th SBCCD is holding their grand opening ceremony for the Public Safety training center. Sneak peek event for fire alumni December 8th. District Board meeting December 8th to determine who will be the representative for the JPA board for the 2024 calendar year.
- 2.) SBFD update – Ambulance contract approved.
- 3.) Airport update – New route coming with Breeze. Depending on the season, when they are not flying to Vegas they will be flying to Phoenix. Triennial drill coming up in February. They have a new airport inspector.

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 shared he met with supervisor Rowe regarding our desire to having a lease renewal timeline and plan put together to be executed. Horan will put this together for the board to review.
- 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 requested the draft JPA agreement but put on the agenda as an agenda item for the January meeting.

6. New Business:

A.) Open Invoices – C. Bowden

Bowden shared that some departments are asking for their invoices to remain open until their entire department personnel have completed their Part 139 Live Burns. This often results in the invoice crossing over to the next fiscal year. Wen shared his concerns about this. Wen stated that this will cause an issue with reporting the accounting portion. Wen suggested pay as you go. JPA members agreed invoices will be created and sent on a pay as you go basis.

B.) Review of centers electricity bills – K. Horan

Electricity bills reviewed to look at kilowatt hours. Horan asked that a graph be put together to be able to do a kilowatt comparison for 2022-2023 May through November. Chris will also look at classes for those months to see if there was any difference in classes or anything else going on at the center during those months. Going solar was discussed. Horan stated they have someone from the district that can come and do an energy analysis.

- 7. Next Meeting:** January 18, 2024 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by January 4, 2024.


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

8. Adjournment: Meeting adjourned by Stephanie Houston at 2:06 p.m.

Consensus to adjourn.

Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Word	Aye
Bowden	Aye
Mai	Aye
Serna	Aye
Nay-	None


Chris Bowden, Secretary
Joint Power Authority

