

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

**March 13, 2024 @ 2:30 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 2:30 p.m. by Stephanie Houston.
  
2. **Roll Call: Quorum Present**  
Present: Stephanie Houston, President; Chris Bowden, Secretary; Martin Serna, Vice President; Cristal Terredanio, member; Jon Garber, member; Dan Word, member; Kevin Horan, member  
Absent: Wen Mai, Treasurer  
Guest: Adam Panos, Deputy Fire Marshal with San Bernardino County Fire Protection District; Gary Jager Assistant Chief Division 2.
  
3. **Approval of January 18, 2024minutes:**  
Minutes for January 18, 2024, were accepted as written. M/S/A Bowden/Garber.  
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Terredanio	Aye
Word	Aye
Bowden	Aye
Serna	Aye
Garber	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 February SBRETC had 3 classes, served 22 participants, and trained with 11 different departments. A new department, Santa Barbara, is scheduled to train at the center in May. In September San Jose is training with us for their Part 139 Live Burns. To accommodate their travel their burns will start at 2pm. Backflow tested and passed. Chris Bowden shared the extractor that was approved at the last meeting has been delivered and installed. An electrician was called out to change all lightbulbs in the apparatus bay to LED bulbs. An electrician was also asked to check the lights around the building. The electrician stated all exterior building lights have been burnt out. He will send an estimate for repair. The ARFF conference went well. Made some new contacts, had conversations with other vendors and FAA. The two Training Officers that were brought to the conference were a huge benefit. Great success.

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**5. Agenda Items:**

**A.) Treasurer's Report**

Wen did not attend the meeting but did provide a report and highlights below.

**Highlights:**

- YTD Expenditures through 2/29/24 is \$349,048 (47% of budget vs target of 67%)
- YTD Revenue through 2/29/24 is \$256,013 (41% of budget vs target of 67%)
- Current expenditures exceed current revenue by \$95,035.
- Cash Balance is \$977,788 (an increase of \$30,118 over prior reporting period)
- Total Account Receivables is \$257,891 (True A/R is \$224,071, \$33,820 is for future classes)
- High usage categories >67% (Utilities, Shredding, Subscriptions, Security Services, Rents & Leases - Equipment, and Other Professional Services)

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

Vote was verbal and recorded:

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

Bowden had a question for Wen that he would like to be addressed at the next meeting. For the center's exterior building light repairs that are going to be done a budget modification may need to be done before the end of the year.

**6. Old Business:**

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

- 1.) SBCCD update – The Emergency Public Safety Training Center is now open. Word shared about the 3<sup>rd</sup> cohort Paramedic program. Applications are open now. Closing at the end of next month. They have taken in 20 students but have decided they can accommodate 24-26 students. Houston shared San Bernardino Community College District is hosting the Governors committee on the master plan for career technical education for the state of California on March 29.
- 2.) SBFD update – Serna discussed two recruit classes that are going on right now. Tower 17 is scheduled to graduate March 21<sup>st</sup>. Another tower has 37, 44 in Tower 17. Serna spoke about measure W. Serna thanked Crafton; they had a few students graduate from their paramedic school last week. Serna shared they are in the middle of promotional season. Serna is now Deputy Chief of Operations. Jager has moved on to division 2. Serna will try to remain on the Board. Garber shared AO academy going on. Tower 18 was at ARFF. ARFF is helping with classroom needs. Garber thanked the Training Center.
- 3.) Airport update – Last month they had their airport triannual drill.

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

- b. Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification – Chris Bowden
- c. Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan stated he had a conversation with the district facility team in December to come out and do a full assessment this information can be used to fulfill funding request.
- d. Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – No updates.
- e. Strategy #3 – Review and update the JPA agreement. – Stephanie Houston

**7. New Business:**

**A.) 2023 Annual Statement of Economic Interest (Form 700) – C. Terredanio**

The Program Administrator collects signed forms and will mail them in.

**B.) Reply from Margaret A. Chidester & Associates – C. Terredanio**

Sub-committee created to review feedback and documents from the law office. The sub-committee consists of Houston, Serna, and Horan. The committee will meet on April 3<sup>rd</sup> @ 1:30 via zoom.

**C.) Outside instructors – Chris Bowden**

Bowden suggested to start looking for outside instructors due to unavailability from San Bernardino Fire district instructors at times. Word and Horan shared about their mechanism for what they call Professional Experts. Horan shared the benefits to both the JPA and college. Word will connect with Bowden for details.

**D.) JPA Draft lease documents – K. Horan**

Handout provided. Horan shared that Mr. Burrows sent this document stating this would be the process for how we would enter into an extension of the lease agreement. Horan shared that there is some collaboration going on between the County, Fire, and the legislative folks about approaching other funding sources. Next step is the facility assessment, Horan will follow up with his team.

**E.) Review of centers electricity bills – K. Horan**

Handouts provided of Graphs showing the Edison Kilowatt Comparison from May – November of 2022 and May – November of 2023. Horan stated he has still not received a response from Mr. Burrows to provide plans, permits or any information regarding the construction that was done without the JPA's permission. Horan will email Mr. Burrows requesting an update or the power will be shut off in 30 days. Horan asked for the additional costs for July - November. Cost per kilowatt-hour and the amount for the repair for the burnt out exterior building lights. Serna will provide Munsey with an update on this situation.

**8. Next Meeting:** April 10, 2024 @ 1:30 p.m. \*Please submit all agenda items to Program Administrator by April 3, 2024.

**9. Adjournment:** Meeting adjourned by Stephanie Houston at 3:13 p.m.

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Consensus to adjourn.

Vote was verbal and recorded:

Houston                   Aye

Horan                     Aye

Terredanio             Aye

Word                     Aye

Bowden

Serna

Garber

Nay-



Chris Bowden, Secretary  
Joint Powers Authority