

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

**June 20, 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; Kevin Horan, member; Wen Mai, Treasurer; Chris Bowden, member; Martin Serna, member, Cristal Terredanio, Secretary.
3. **Approval of May 2, 2023 minutes:**  
Minutes for May 2, 2023 were accepted. M/S/A Serna/Bowden.  
Vote was verbal and recorded:

|            |         |
|------------|---------|
| Houston    | Aye     |
| Horan      | Aye     |
| Bowden     | Aye     |
| Mai        | Aye     |
| Terredanio | Aye     |
| Horan      | Abstain |
| 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. May burns were full due to May being the last month with scheduled burns until September. In September SBRETC had 5 classes, served 67 students, and trained with 15 different departments. Program Administrator discussed it was time to renew our Meraki licenses. The licenses have been renewed for \$668. Meraki with Crafton IT ran tests to diagnose internet issues. Tests showed Meraki equipment is running properly and Crafton equipment is running properly. The issue may be with the airport equipment. These tests results will be shared with the airport. In May SBRETC had 4 classes, served 64 participants from 12 different departments. Bowden shared normally we would close for summer due to our San Bernardino extreme heat, but Ontario Airport reached out and stated they really need to get some of their personnel through the ARFF course. We added 1 course in June and 2 courses in August to our training calendar to support getting their personnel ARFF certified. Bowden shared an employee from San Bernardino Airport came to the center and asked for access to our electrical room. It was later discovered that they asked for access to our electrical room so that they could run electricity to a trailer on the next lot. A lock out was cut off to gain access to this electricity. When Jeff Borrow, the Director or Development was asked who gave him permission to access the centers electricity, he stated Mike Burrows stated he received permission from Chief Munsey. Chief Garber is to confirm this information is accurate.

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Chris Bowden is to draft a formal letter for Horan to review that will be sent to the airport asking about permits used to access electricity. Horan stated that included in the letter should be the cost of providing electricity being the burden of the JPA. Letter also to include a time frame of this temporary access to electricity.

**Agenda Items:**

**5. A.) Treasurer's Report – Wen Mai**

Wen stated the data for the report was pulled May 31, 2023. Expenditures are at \$626,617 (77%). Revenue comes in at \$672,399 (125%). Revenue exceeds the expenditure by \$45,782. Vehicle services charges reviewed. Wen is going to look further into these charges and if services have not been provided he will look in to having those charges reversed. Cash balance increased by \$75,000 over the prior period so it is at \$903,335. A/R Aging Summary reviewed. Of \$129,430 balance, \$4,320 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/Serna.

Vote was verbal and recorded:

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

**B.) 2023-24 Recommended Budget – Wen Mai**

Amended agreement provided. The only changes are to the instructor rates. There was a slight increase over the prior period. The contract has been signed and should be ratified. The contract went to the Board on June 13<sup>th</sup>.

Motion to ratify the amended agreement. M/S/A Horan/Bowden.

Vote was verbal and recorded:

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

**C.) Amended agreement between SBRETC and SBCFPD – Wen Mai**

Handouts provided. Previous budget years reviewed and discussed. Instructor chargebacks rates discussed. Increased contractor services discussed.

Motion to accept the recommended budget approved. M/S/A Horan/Serna.

Vote was verbal and recorded:

|         |     |
|---------|-----|
| Houston | Aye |
| Horan   | Aye |
| Bowden  | Aye |

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|            |      |
|------------|------|
| Mai        | Aye  |
| Terredanio | Aye  |
| Horan      | Aye  |
| Nay-       | None |

**D.) Bay Alarms proposal to upgrade the fire and burglar alarm systems – Chris Bowden**

Proposal provided. Proposal reviewed and budget for cost discussed.

Motion made to adjust the adopted budget to reflect the Bay Alarm monthly charges of \$210 and approved one time installation cost. M/S/A Horan/Serna.

Vote was verbal and recorded:

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

Motion made to accept Bay Alarms proposal of installation and monthly charges without SIS Inspections. M/S/A Bowden/Serna.

Vote was verbal and recorded:

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

**E.) Election of Officers – S. Houston**

Nomination for Houston to continue as Chair. Nomination for Chief Serna for Vice Chair. Nomination for Terredanio for Secretary. Nomination for Wen Mai for Treasurer.

The slate of officers as nominated from the floor are Houston for Chair, Serna, Vice Chair; Terredanio, Secretary; Mai, Treasurer. Motion to approve the slate of officers.

M/S/A Horan/Bowden.

Vote was verbal and recorded:

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

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**6. Old Business:**

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

- 1.) SBCCD update – Still working on their enrollment recovery, post pandemic. Up 26% this summer. The Public Safety Training building should be up and ready in January.
- 2.) SBFD update – Bowden got pulled out of training temporarily and was assigned to the fire station at the airport to help with some staff issues. Training is still his responsibility. The Mental Health support team will be presenting at the 2023 Southern Region Student Wellness Conference next month.
- 3.) Airport update – No updates.

**B.) Mobile Fire Trainer – No updates.**

**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 29<sup>th</sup> and they will take action at the January 12<sup>th</sup> Board meeting.

**D.) 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. – Houston has started to work on a draft of the JPA agreement. A draft of pages 1-3 provided; total agreement is 12 pages. Draft discussed including number of board members, parties of the JPA. After review of the JPA draft, a motion was made to amend the current slate of officers to change the Secretary to Chris Bowden and add an assistant secretary, Cristal Terredanio. M/S/A Bowden/Horan.

Vote was verbal and recorded:

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

**7. New Business:**

**A.) Board member Michael Alder retires – C. Terredanio**

Email from Mike Alder provided explaining his early retirement. Horan recommended Dan Word take Chief Alders place on the board. Chief Alders Firefighter First credit card will be cancelled.

**B.) Notice of non-renewal of insurance – C. Terredanio**

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Notice of non-renewal of insurance provided. Reason for non-renewal is:  
The expiring carrier, Lexington Insurance Company, the carrier on the 22-23 SPIP  
(property) program will not be renewing the coverage for 23-24. We are in the process of  
scheduling a meeting for a new carrier to come out and do an appraisal.

8. **Next Meeting:** August 3, 2023 @ 1:30 p.m. \*Please submit all agenda items to Program Administrator by July 27, 2023.

9. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:47 p.m.  
Consensus to adjourn.

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

  
Chris Bowden Secretary  
Joint Powers Authority

