

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

July 1, 2021 9:00 am

**Administrative Offices of the
Emergency Training Center Joint Powers Authority
2235 E. Perimeter Road, San Bernardino, California**

ZOOM MEETING MINUTES

1. **Call to Order:** Meeting was called to order at 9:01 a.m. by Stephanie Houston.

2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Grant Hubbell, Vice President Kevin Horan, member; Cristal Terredanio, Secretary; William Rehbaum, Treasurer; Dan Word, Alternate; Chris Bowden, member; Dan Mejia, member.
Absent:
Guest: None

3. **Approval of June 2, 2021 minutes:**
Minutes for June 2, 2021 were accepted as written. M/S/A Rehbaum/Word.
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Terredanio	Aye
Rehbaum	Aye
Word	Aye
Hubbell	Abstain
Mejia	Abstain
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. Specialized Elevator conducted regular maintenance. The center has clients enrolled for courses as far out as January 2022. In June SBRETC had 3 classes, served 34 students, and trained with 10 different departments. Program Administrator discussed Nigeria had to reschedule their training with SBRETC that was scheduled to take place in July due to their COVID travel restrictions.

5. **Agenda Items:**
 - A.) **Treasurer's – Budget Report – W. Rehbaum**
In June we had \$184,00 in expenses and \$170,00 in revenue. For expenses \$50,000 was for instructor charges. We also have an accrued revenue of \$43,000. Program Administrator shared she received our invoice for our Alliant Insurance and our premium went up \$10,000 for the year. In September we will receive an updated budget. Motion to accept the treasure's report. Motion approved. M/S/A Horan/Bowden.
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Terredanio	Aye
Rehbaum	Aye

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Word	Aye
Hubbell	Aye
Mejia	Aye
Bowden	Aye
Nay-	None

B.) Election of Officers – S. Houston

Stephanie Houston elected as President. Chief Grant Hubbell was elected as Vice President. Finance Officer Will Rehbaum elected as Treasurer. Program Administrator Cristal Terredanio elected as Secretary.

Motion to accept elected officers. Motion approved. M/S/A Horan/Bowden.

Vote was verbal and recorded.

Houston	Aye
Horan	Aye
Terredanio	Aye
Rehbaum	Aye
Word	Aye
Hubbell	Aye
Mejia	Aye
Bowden	Aye
Nay-	None

C.) PUN Group contract – W. Rehbaum

PUN Group contract reviewed by the board. The contract includes an increase of 10%.

Motion to approve the PUN Group contact. Motion approved. M/S/A Horan/Rehbaum.

Houston	Aye
Horan	Aye
Terredanio	Aye
Rehbaum	Aye
Word	Aye
Hubbell	Aye
Mejia	Aye
Bowden	Aye
Nay-	None

6. Old Business:

A.) Update from Task Force/Long Term Planning work group

- 1.) Press release from UAS website reviewed. Article was from 2020 and discusses the partnership and colocation at SBRETC. The agreement with IVDA and UAS Drone testing and training expired on July 1, 2021. Houston reached out to Kim Benson regarding the contract. UAS is considering renting the facility as needed for training utilizing the Day Use fee. Restoring building back to its original state discussed. Bowden is working with MIS to discuss key card and gate access.
- 2.) Notice of Completion May 3, 2006. Program Administrator found some old documents with a DOC# and went to the County Clerk's office with that number. She was able to print an official Notice of Completion dating May 3, 2006. By the terms of our lease, we have through May of 2026.

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B.) Instructor Chargeback rates – G. Hubbell

Last discussion Hubbell had regarding instructor chargeback with was through an email with Nidia Vargas on April 7th. Not much clarity was provided in this email. Hubbell stated he will reach back out to Nidia and Katrina.

C.) Pro Board workgroup– C. Bowden

Policy and Procedure Manual Needs for ProBoard doc provided by Bowden reviewed. Houston will send Bowden some examples of some of the items on the check list. Bowden will continue to work on building the Policy and Procedures manual.

D.) SCBA's – C. Bowden

Hubbell stated that the last draft received had a lot of language that was not applicable. Hubbell asked if the extra language that is not applicable could be removed. Hubbell has not yet heard back. Hubbell will follow up on this.

E.) ARFF Vehicle – C. Bowden

Bowden reached out to the FAA he is still waiting to hear back from them. Bowden has examples of lease agreements for purchase to own that would be required for the grant.

7. New Business:

A.) 2021/2022 JPA Meeting Calendar

2021/2022 JPA Meeting Calendar discussed. The next meeting in August will be a Zoom meeting and then moving forward the meetings will be in person. The meeting in September, September 8, 2021, from 12:30-4:00 will be a Strategic Planning meeting. Chief Munsey will be invited to the Strategic Planning meeting.

8. Next meeting agenda items:

Public Comment

None

9. Next Meeting: August 5, 2021 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by July 29, 2021.

10. Adjournment: Meeting adjourned by Stephanie Houston at 10:20 a.m.

Consensus to adjourn.

Houston	Aye
Horan	Aye
Terredanio	Aye
Rehbaum	Aye
Word	Aye
Hubbell	Aye
Mejia	Aye
Bowden	Aye
Nay-	


Cristal Terredanio, Secretary
Joint Powers Authority