

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

**April 6, 2017**

**Administrative Offices of the  
Emergency Training Center Joint Powers Authority – Conference Room  
2235 E. Perimeter Road, San Bernardino, California 92408-0216**

**MEETING MINUTES**

**1. Call to Order:** President John Chamberlin at 2:02 pm

**2. Roll Call:**

John Chamberlin, President  
Donna Ferracone, Vice President  
Mike Alder, Member  
June Yamamoto- Alternate member

**Absent:**

Wei Zhou, member; Tim Porter, Secretary; Dan Mejia, Member

**Guests:**

Michael Sadsad, Crystal DeLaRosa

**3. Approval of Minutes:**

Corrections: Next meeting should say April 4, 2017 M/S/A Ferracone, Alder

Votes:

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Yamamoto	Aye

**4. Treasurer's Report: (Handouts provided)**

M/S/A to receive and file Ferracone, Alder

Independent Auditor- Recommendation to use RFP template from County

- Can then take the template and have SBCCD review for accuracy

Scanned copy of Treasurer Report

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Yamamoto	Aye

**5. Administration/Operations Report – (Handout provided)**

## 6. Agenda Items:

1. Independent Contractor agreement for Crystal DeLaRosa, 4-3-2017 to 6-30-2017; \$3575 per month; M/S/A, Alder, Ferracone

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Yamamoto	Aye

2. Vendor Booth/ Conference request for ARFF Working Group Conference; September 16-21, 2017; Louisville, Kentucky; 2 attendees and a third if needed; Cost up to \$ 5000 M/S/A Ferracone.

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Yamamoto	Aye

3. Assigned Parking- Declined- Lack of motion  
Parking- Add to an Operations Directive- Guidance Document- R Edie to create

4. JPA Treasurer Replacement– replace Felgar;  
Nomination for Dan Mejia; M/S/A Ferracone, Chamberlin

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Yamamoto	Aye

5. Independent Contract- Carol- Pister- no action  
Bring discussion of a clerk position to next meeting

## 7. Old Business:

1- Potential Reserve Policy

- a. Discussion: 10% reserve? Discussion for \$300,000 instead
- b. Board can decide what to use the reserve for
  - I. Amortize for future needed expenses

2- Credit Card- Firefighter First Credit Union

- a. new cards for Mike Alder and Tim Porter; M/S/A Chamberlin, Ferracone

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Yamamoto	Aye

- b. David Lillie from the credit union will contact them.
- c. Credit Card for June Yamamoto will be discontinued on June 30, 2017

**8. New Business:** None

**9. Public Comment:** None

**10. Next Meeting:** June 1, 2017; 1:30 pm

**11. Adjournment:** at 14:58 pm M/S/A Ferracone, Alder

Alder Aye

Chamberlin Aye

Ferracone Aye

Yamamoto Aye