

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

June 8, 2020 1:00 pm

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

ZOOM MEETING MINUTES

1. **Call to Order:** Meeting was called to order at 1:00 p.m. by Stephanie Houston.
2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Dan Munsey, Vice President; Cristal Terredanio, Secretary; Chris Bowden, member; Alan Duggan, member; William Rehbaum, Treasurer; Kevin Horan, member; Dan Mejia, member (joined call at 1:14).
Absent: Mike Alder, member; Dan Word, Alternate.
Guest: Grant Hubbell, San Bernardino County Fire; Kimberly Benson, Zenaida Global
3. **Approval of: May 7, 2020 minutes:**
Minutes for May 7, 2020 minutes were accepted as written. M/S/A Munsey/Rehbaum
Vote was verbal and recorded:

Houston	Aye
Munsey	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Duggan	Aye
Nay-	None
4. **Administration/Operations Reports- Handouts provided by Cristal Terredanio**
Program Administrator discussed repairs and maintenance. Program Administrator informed the JPA that the Hand Crew did some yard work at the center May 22nd. The Department of industrial relations came out to the center on June 3rd to perform the annual safety inspections for the compressors. We will be receiving our new permits in the mail. Program Administrator discussed cancelled classes due to COVID-19/upcoming classes/recent classes. She discussed classes are filling quickly due to capping classes off at 12. Program Administrator also shared that on June 4th the center had a morning and afternoon Part 139 Live Burn, and all went well. The center has clients enrolled for courses as far out as October 2020. In May SBRETC had 0 classes as the Deputy Chief of Operations for San Bernardino County Fire Department Suspended all Non-essential trainings due to COVID.
5. **Agenda Items:**
 - A.) **Treasurer's – Budget Report**
Treasurer Will Rehbaum stated receivables is down \$51,000. Cash balance is over one million. All line items are trending as they should. Utility bills have been very low. Big expense will be for the training instructor chargebacks. We will not hit our revenue budget due to the pandemic. Waiting for the chargeback for the ARFF vehicle tires.

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Motion to accept the treasure's report. Motion approved. M/S/A Munsey/Rehbaum.
Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Duggan	Aye
Nay-	None

B.) Election of Officers – S. Houston

Election of Officers will be held at the July meeting. Chief Munsey has identified Chief Hubbell to be his proxy. Chief Munsey will still attend meetings to provide support.

C.) Facility Use & License Agreement – K. Benson

JPA has signed an agreement with IVDA. IVDA will pay the JPA \$48,000 for this upcoming fiscal year in exchange for utilizing the SBRETC facility for a drone training school. The school will be used for companies that want to come and test their drone products and for drone training. A launch pad and small storage area will be built for the school. Drone instructors will be coming in to use the classrooms about once or twice a month. The airport is also making exterior improvements to the facility including the gate, the entry methods and other ground improvements.

D.) Report for Facility Use in 2019 – C. Terredanio

At the March 5th meeting, Kevin Horan asked Program Administrator to generate a facility use report to show potential revenue. Chief Munsey stated the board should look at the schedule and possibly have different classifications for facility use rentals. Munsey stated the JPA Board should also look at how they will charge partners/organizations. A work group was established of Kevin Horan, Chris Bowden, and Program Administrator to come back with a draft of what a fee structure could look like for the JPA to consider.

6. Old Business:

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

Due to COVID the Task Force has not been able to meet. Tabled until next meeting. Chief Munsey stated he would like the JPA Board to continue to look for other opportunities like leasing the center for drone use to determine if at the end of the FAA grant requirement we will keep the center open. Stephanie Houston stated to keep this on the agenda.

B.) Update on reopening of the Training Center – Chris Bowden

We reopened the center June 1st by hosting a 40 Hour ARFF Basic Course. We are using all the enhanced cleaning and social distancing guidelines. Program Administrator is taking students temperatures and signing them in due to contact less sign-ins. Chris stated class went well. Class was capped at 12. We had 12 enrolled and at the last minute we had one cancellation. 11 personnel attended the course. Patch board is getting finished up. Ceiling tiles are still in process.

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7. Next meeting agenda items: None

Public Comment

A three-minute limitation shall apply to each member of the public who wishes to address the JPA Board Members. No member of the public shall be permitted to "share" his/her three minutes with any other member of the public.

8. Next Meeting: July 7, 2020; 1:00 p.m. *Please submit all agenda items to Program Administrator by June 30, 2020.

9. Adjournment: Meeting adjourned by Stephanie Houston at 1:43 p.m. Motion approved.

M/S/A Duggan/Bowden.

Vote was verbal and recorded:

Houston	Aye
Munsey	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Duggan	Aye
Nay-	None

