

SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER JOINT POWERS AUTHORITY

June 6, 2019

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

REGULAR MEETING MINUTES

1. **Call to Order:** Meeting was called to order at 1:39 p.m. by Stephanie Houston.
2. **Roll Call: Quorum Present**
Present: Stephanie Houston, Vice President; Dan Mejia, Treasurer; Dan Word, Alternate; Mike Alder, member; Kevin Horan, member.
Absent: John Chamberlin, President; Dan Munsey, member
Guest: Robert Edie (on phone), Cristal Terredanio, William Rehbaum, June Yamamoto.
3. **Approval of Minutes:**
Minutes for May 2, 2019 were accepted as written. M/S/A Mejia/Alder.
Vote was verbal and recorded:

Alder	Aye
Mejia	Aye
Houston	Aye
Horan	Abstain
Word	Abstain
Nay-	None
4. **Administration/Operations Report: (Handouts provided by Cristal Terredanio)**
Discussed repairs and maintenance. Marketing, including Facebook postings and scheduled meetings with Hawaii airports. Las Vegas airport visited. Discussed upcoming classes/trainings. Next 40 Hour ARFF Basic course is full and we have waitlist. Discussed new clients, and facility use. Reviewed SBRETC Comparative Data by Fiscal Year chart. By the end of May 2019 fiscal year, SBRETC served 749 clients this is the most clients SBRETC has served since 2005. By the end of May 2019 fiscal year, SBRETC served 133 departments this is the most departments SBRETC has seen since 2005. Election of officers will be added to August agenda. SBRETC phone number corrected in QuickBooks.
5. **Agenda Items:**
 - 1.) **Treasurer's Report- Budget Report:**
Report presented by William Rehbaum. Handouts provided. Chief Munsey had requested instead of doing a QuickBooks A/R aging report to do an accounts receivable. Now listed on the balance sheet as accounts receivable. Accounts receivable as of 5-1-19 \$191,940.00. Accounts receivable as of 6-1-19 \$158,895.00. Case balance since last month increased by \$4,000 since last month. 19/20 budget is still unbalanced. William

Rehbaum will get together with Robert Edie for the 19/20 budget. Suggestion by William Rehbaum is to have a confident revenue number for next year's budget. Treasurers Report was accepted as written. M/S/A Horan/Mejia.

Vote was verbal and recorded:

Alder	Aye
Mejia	Aye
Houston	Aye
Horan	Aye
Word	Aye
Nay-	None

2.) Proposed Fiscal year 2020 Budget – W. Rehbaum:

William Rehbaum will meet with Robert Edie for 19/20 budget.

Tabled until next meeting.

3.) Change Task Force Members (JPA Partner Responsibilities).

Program Administrator will resend document with bi-laws.

Tabled until next meeting.

4.) Contract for Edie & Payne:

William Rehbaum will provide Cristal Terredanio with a request for proposal letter to send out to agencies.

Tabled until next meeting.

6. Old Business:

1.) Desktops for center came in but no Wi-Fi – Update from Word

Computer not Wi-Fi compatible.

2.) Update on SBRETC contract extension with IVDA:

Group discussion included talking to politicians, attending Alliance California breakfast meeting on June 11th to talk to Gibbs, no lease for the center is able to be found, Amazon buying out property and attending airport board meetings. PA was asked to get schedule of SBIA board meetings. The future of the JPA discussed including mobile trainers affecting the centers revenue, extending the lease, meeting FAA lease, Task force having multiple directives, expensive upcoming costs for the center, possible lease options with a fire apparatus. Long term planning for center needs to be discussed at next meeting. KFT contract expiring R. Edie will explore different companies and at the December 2019 meeting he will present 3 bids.

7. New Business- Information reviewed individually by the board

1.) Customized class December 2-6, 2019 for Germany Fire Department – R. Edie Decided to come back for a week long training including field trips, good profit margin.

Public Comment:

8. Next Meeting: Conference call 6-18-19, 2019; 1:30 p.m., Stephanie Houston will send out Zoom meeting invite.

9. **Adjournment:** Meeting adjourned at 2:58 p.m.