

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

June 7, 2018

**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 1:32 p.m. by President Chamberlin

2. **Roll Call: Quorum Present**
Present: John Chamberlin, President; Donna Ferracone, Vice-President; Tim Porter, Secretary Mike Alder, Member;
Absent: Dan Mejia, Treasurer;
Guest: Robert Edie, Michael Sadsad, Cristal Terredanio, Mike Strong (approved during the meeting to replace Wei Zhou on the board)

3. **Approval of Minutes:**
Minutes from April 5, 2018 approve with a change in the date on the minutes to April 5, 2018. M/S/C Porter/Alder
Vote was verbal and recorded:
Chamberlin Aye
Ferracone Aye
Porter Aye
Alder Aye
Nay- None

4. **Treasurer's Report- Budget Report: (Handouts provided):**
Revenue at 36%; Expenses at 75%. Deposit of \$122,734 in transit to be deposited. An additional amount due of \$191,000 has been identified in accounts receivable.
We will finish the year with \$515,000 in Revenue and approximately \$420,000 in expenses under the presumption that the \$191,000 will be collected.
Of the \$191,000 the majority is 90 days + overdue. One item for \$25,000 goes back 18 months.
Checks and balances are now in place. San Bernardino County Fire Department will have to take out about \$5000 for training.
M/S/C Porter/Alder to receive and file the Treasurer's Report.
Chamberlin Aye
Ferracone Aye
Porter Aye
Alder Aye
Nay- None

5. Administration/Operations Report: No report

6. Agenda Items:

1) Contract for Cristal Terredanio as an independent contractor, through Dec. 31, 2018.
M/S/C Porter/Alder to approve.

Chamberlin	Aye
Ferracone	Aye
Porter	Aye
Alder	Aye
Nay-	None

2) A letter from the San Bernardino Community College District was presented to request Mike Strong as a member to replace Wei Zhou. M/S/C Chamberlain/Porter to approve

Chamberlin	Aye
Ferracone	Aye
Porter	Aye
Alder	Aye
Nay-	None

3) A request to approve June Yamamoto as a volunteer for the Center was presented. M/S/C Porter/Alder to approve.

Chamberlin	Aye
Ferracone	Aye
Porter	Aye
Alder	Aye
Strong	Aye
Nay-	None

4) A Meraki Cloud License Renewal for WiFi was presented. It included costs for 1,3, and 5 years. Discussion followed. M/S/C Porter/Alder to obtain for 1 year.

Chamberlin	Aye
Ferracone	Aye
Porter	Aye
Alder	Aye
Strong	Aye
Nay-	None

5) Request for Robert Edie to travel to Salt Lake City ARFF Training Center to meet with their ARFF staff. He will attempt to get them to sign on with us for training. Cost less than \$700.00.
M/S/C Chamberlain/Porter to approve.

Chamberlin	Aye
Ferracone	Aye
Porter	Aye
Alder	Aye
Strong	Aye
Nay-	None

6) Request for two people to attend the AARF Working Group Conference in Memphis, TN in September 2018. Robert Edie and one other instructor will attend from September 15 – 20, 2018. M/S/C Chamberlain/Porter to approve \$4783 plus \$500 for shipping if necessary.

Chamberlin	Aye
Ferracone	Aye
Porter	Aye
Alder	Aye
Strong	Aye
Nay-	None

7. Old Business:

1) Clerk Position at SBRETC- Both entities are looking into this.

2) JPA Partners Responsibilities- Discussion regarding the responsibilities of the JPA entities. Strong, Porter and Ferracone will meet to review the business plan before next meeting. CHC will also bring back appropriate curriculum which is in the catalog.

8. Public Comment: None

10. Next Meeting: August 2, 2018; 1:30 p.m., SBRETC

11. Adjournment: Meeting adjourned at 2:42 p.m. M/S/C Chamberlin/Porter

Chamberlin	Aye
Ferracone	Aye
Porter	Aye
Alder	Aye
Strong	Aye
Nay-	None

May 31, 2018

BOARD OF TRUSTEES

JOSEPH WILLIAMS
President

GLORIA MACÍAS HARRISON
Vice President

Dr. Anne L. Viricel
Clerk

DONNA FERRACONE

JOHN LONGVILLE

FRANK REYES

DR. DONALD L. SINGER

ELIJAH GERARD
CHC Student Trustee

AUTUMN BLACKBURN
SBVC Student Trustee

CHANCELLOR

BRUCE BARON

John Chamberlin
Board President

San Bernardino Emergency Training Center Joint Powers Authority
2235 E. Perimeter Road
San Bernardino, CA 92408-0216
Via email: june@sbretc.org

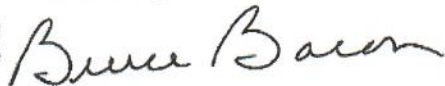
Dear Mr. Chamberlain,

I am writing this letter to request for Michael Strong to be added to the JPA Board.

Mr. Strong has been serving as the lead vice president for Crafton Hills College, reporting directly to the Chancellor and will be your main contact on campus.

If you have any questions, please do not hesitate to call me.

Sincerely,



Bruce Baron
Chancellor

Cc: Donna Ferracone
Mike Strong

114 South Del Rosa Drive

San Bernardino, CA 92408

Tel 909.382.4090

Fax 909.382.0153

www.sbccd.edu



San Bernardino Regional Emergency Training Center
2235 E. Perimeter Road, San Bernardino, CA 92408
VOLUNTEER SERVICE FORM

Volunteer Name: June Yamamoto

Home Address: 29073 River Run Ln, Highland, CA 92346

Telephone: Cell- 909-389-3208

Home: 909-425-0957

I will volunteer at the San Bernardino Regional Emergency Training Center on (date) May 2, 2018 and ending on (date) June 30, 2019.

- Assist with operations of SBRETC until a new independent consultant is hired
- Answer questions from newly hired consultant as needed
- Act as an Ambassador, visiting fire departments and providing materials from SBRETC

I acknowledge that I will not receive remuneration of any kind for services performed.

Volunteer Signature: *June Yamamoto*

Date: 5-2-2018

Authorization Signature:

Date:

Meraki Cloud License Renewal for WiFi- Expires June 27, 2018

	1 year	3 years	5 years
Wireless AP Enterprise License Renewal (2)	\$ 194	\$ 390	\$ 584
MX64 Enterprise License Renewal (1)	\$ 195	\$ 776	\$ 311
24P License- Meraki MS220-24P Enterprise Lic	\$ 103	\$ 207	\$ 1,170
Total	\$ 492	\$ 1,373	\$ 2,065
Average Cost Per Year	\$ 492	\$ 457.66	\$ 413

Travel Request

ITEM:

Robert Edie visiting the Salt Lake City ARFF Training Center on June 26th, 2018

JUSTIFICATION:

The Salt Lake City ARFF Training Center is closing their facility July 1, 2018. SLC was one of SBRETC's two main business competitors and after speaking to many of their clients, it seems like most were very happy with the training format they received. I would like to travel to Salt Lake City's ARFF Training Center for two reasons:

1. To observe and learn from Salt Lake's training format so SBRETC can have the opportunity to possibly mirror SLC's format in the future.
2. To market SBRETC to the Salt Lake City Fire Department in an attempt to obtain their ARFF business in the future.

COST: Less than \$686.00 Total

Airfare: \$403.00 plus tax

Airport Parking: Less than \$36.00

Hotel: \$81.00 plus tax

Taxi/Airport Shuttle: Less than \$40.00

Food: \$74.00

1 Breakfast (\$11.00)

1 Lunch (\$15.00)

2 Dinners (\$24.00)

Tax: \$52.00 (Estimated at 10%)

PREPARED BY:

Robert Edie
Training Officer 184
SBCoFD
(909) 838-5647 Cell

San Bernardino Regional Emergency Training Center
 Conference/ Vendor Booth Request
 JPA Board Meeting: June 7, 2018

ARFF Working Group Conference

September 16-19, 2018 Travel dates September 15-20, 2018

Memphis, TN

Sponsored by ARFF Working Group

Purpose: The ARFF WG annual conference is the premier event for the aviation firefighting industry. It is the largest gathering of ARFF professionals in one location. For many of the participants this is the one chance each year to become acquainted with service associated with their profession. A booth will provide exposure to the SBRETC to participants/departments located throughout the US and internationally.

Funds requested:
 Exhibit booth \$1125 (early bird registration)
 Exhibitor fee includes two registrations; additional booth reg- \$225
 Cost will range from \$4651 - \$6837

ARFF Working Group Conference
 Memphis, TN
 Sept. 16-19, 2018

	2 persons September 16-20	3 persons September 16-20	2 persons September 15-20	3 persons September 15-20
Travel Costs	\$ 3,526	\$ 5,289	\$ 3,658	\$ 5,487
Exhibitor Fees	\$ 1,125	\$ 1,350	\$ 1,125	\$ 1,350
Totals	\$ 4,651	\$ 6,639	\$ 4,783	\$ 6,837

**SAN BERNARDINO EMERGENCY TRAINING CENTER
TRAVEL REQUEST**

Robert Edie requests in accordance with the Travel Policy:
Person Traveling on Behalf of JPA

Authorization for travel on official JPA business.

PERSONS TRAVELING: List names and titles.

TRAVEL DATES, inclusive September 15-20, 2018

DESTINATION Memphis, TN

PURPOSE: (Attach any items that support this request along with a justification memo.)

EXPENSES:

Transportation:	Aircraft	\$ 425.00	County Car	
	Taxi	\$ 75.00	Parking	\$ 90.00

Meals:

<i>Breakfast</i>	Number	<u>6</u>	Cost Per Meal	\$ 11.00	Total	\$ 66.00
<i>Lunch</i>	Number	<u>4</u>	Cost Per Meal	\$ 15.00	Total	\$ 60.00
<i>Dinner</i>	Number	<u>5</u>	Cost Per Meal	\$ 24.00	Total	\$ 108.00
Total Number of Meals:		<u>15</u>	Total Cost of Meals:		<u>\$ 234.00</u>	

Lodging: Number of Nights: 5 Cost Per Night: \$ 191.00 Total Cost of Lodging: \$ 955.00

Registration Fee: _____

Other Costs: \$ 50.00 Explain: baggage charge

TOTAL COST OF TRAVEL \$ **1,829.00**

Reason for extraordinary expenses: _____

COMMENTS:

The above request is:	Approved	Denied
Dated: _____	By: _____	
	Treasurer	
Fiscal Review: _____	Board Member _____	

DISTRIBUTION:
JPA Files
County Fire Fiscal
JPA Treasurer

**SAN BERNARDINO EMERGENCY TRAINING CENTER
TRAVEL REQUEST**

Thomas Curtis requests in accordance with the Travel Policy:
Person Traveling on Behalf of JPA

Authorization for travel on official JPA business.

PERSONS TRAVELING: List names and titles.

TRAVEL DATES, inclusive September 15-20, 2018

DESTINATION Memphis, TN

PURPOSE: (Attach any items that support this request along with a justification memo.)

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COMMENTS:

The above request is:	Approved	Denied
Dated: _____	By: _____	
	Treasurer	
Fiscal Review: _____	Board Member _____	

DISTRIBUTION:
JPA Files
County Fire Fiscal
JPA Treasurer



San Bernardino Regional Emergency Training Center JPA

Treasurer's Report - FY 17/18
Operating Fund 530-000-5200
June 2018

OBJ	REVENUE	BUDGET	1st QTR	2nd QTR	3rd QTR	APR	MAY	JUN	4th QTR	YTD	92%	BALANCE
8500	Interest	\$ 3,500	\$ -	\$ 2,439.39	\$ 3,147.64	\$ 3,117.99	\$ -	\$ -	\$ 3,117.99	8,705.02	248.7%	\$ (5,205)
8525	Rental of PPEs	4,500	(4,255)	-	50	-	50	-	50	(4,155.00)	-92.3%	8,655
9540	Class Revenue	325,000	(61,000)	77,225	41,003	-	142,375	-	142,375	199,602.94	61.4%	125,397
9800	Other Revenue - Promotional	0	(4,689)	-	-	-	-	-	-	(4,689.49)	0.0%	\$ (4,689)
9930/70	Other Revenue/Promotional	500	-	369	70	20	10	-	30	469.00	93.8%	\$ 469
9984	Other Revenue/Promotional	-	1,027	-	-	-	-	-	-	1,027.19	0.0%	\$ 1,027
	Revenue Subtotal	\$ 333,500	\$ (68,917)	\$ 80,033	\$ 44,271	\$ 3,138	\$ 142,435	\$ -	\$ 145,573	200,959.66	60.3%	\$ 132,540
	Contingency	228,407	-	-	-	-	-	-	-	228,407	-	\$ 228,407
	Total Revenue	\$ 561,907	\$ -	\$ 80,033	\$ 44,271	\$ 3,138	\$ 142,435	\$ -	\$ 145,573	200,959.66	35.8%	\$ 360,947
EXPENDITURES												
2025	Clothing & Supplies	\$ 10,000	\$ 31	\$ 296	\$ 41,652	\$ 5,573	\$ 4,708	\$ -	\$ 10,281	52,260.83	522.6%	\$ (42,261)
2070	Food	7,000	743.99	2,741	1,199	657	160	81.69	898	5,582.25	79.7%	1,418
2075	Memberships	300	-	185	-	-	-	-	-	185.00	61.7%	115
2080	Publications	6,000	2,488.79	3,440	-	228	1,071	2,340.82	3,640	9,568.61	159.5%	(3,569)
2090	Misc. - Telecommunication	1,500	592.65	598	599	-	398	-	398	2,187.75	145.9%	(688)
2115	Computer licenses	250	-	636	-	-	-	-	-	636.00	254.4%	(386)
2116	Computer Hardware	500	-	-	-	-	-	-	-	-	0.0%	500
2120	Small Tools & Instrmnts	250	-	37	-	-	-	-	-	36.63	14.7%	213
2130	Non-Inv. Equipment	7,000	744.42	388	-	351	-	-	351	1,483.64	21.2%	5,516
2135	Special Dept Expense	7,000	-	-	-	1,880	-	-	1,880	1,880.00	26.9%	5,120
2180	Utilities	40,000	12,993.05	8,948	9,604	2,909	3,077	-	5,986	37,531.27	93.8%	2,469
2182	Utilities - Electricity	-	-	2,851	-	-	-	-	-	2,851.08	0.0%	(2,851)
2235	Vehicle Liability	32,625	-	1,629	16,323	-	16,323	-	16,323	32,645.00	100.1%	(20)
2245	Insurance	17,443	13,823.34	1,629	-	882	231	-	882	16,333.87	93.6%	1,109
2285	Collision Insurance	462	-	-	4,191	-	319	-	231	4,421.50	957.0%	(3,960)
2304	Ofc. Exp. - Outside Vendors	1,000	54.41	1,052	137	160	-	-	480	1,723.54	172.4%	(724)
2350	Printing	500	-	679	-	-	-	-	-	679.23	135.8%	(179)
2355	Advertising	10,000	385.27	986	316	514	-	-	514	2,201.40	22.0%	7,799
2405	Auditing	9,000	-	8,300	-	1,400	-	-	1,400	9,700.00	107.8%	(700)
2415	County Services (COWCAP)	3,000	-	-	-	-	-	65.00	65	325.00	21.7%	1,175
2441	Exterminator	1,500	130.00	65	65	-	-	-	354	1,416.00	94.4%	84
2444	Alarm Monitoring	1,500	354.00	354	354	354	-	-	9,503	46,272.30	25.7%	133,728
2445	Other Prof Services	180,000	7,150.00	14,696	14,923	5,268	3,825	410.00	29	1,275.04	182.1%	(575)
2835	General Household Exp	700	15.61	1,230	-	29	-	-	-	2,727.31	545.5%	(2,227)
2840	Purchase Medical	500	113.66	2,614	-	-	-	-	1,901	52,432.13	95.3%	2,568
2855	Maint. (Props, veh, equip)	55,000	48,307.08	1,499	725	1,901	-	-	-	-	0.0%	5,000
2860	Fuel - Diesel	5,000	-	-	-	-	-	-	-	(3,324.95)	-24.0%	17,202
2865	Vehicle Maintenance	13,877	(3,324.95)	-	-	-	-	-	-	15,456.30	118.9%	(2,456)
2870	Building Maint/upkeep	13,000	3,403.10	4,276	4,355	1,842	1,580	-	3,422	15,456.30	118.9%	3,400
2890	Grounds Maint -Contracts	3,400	-	-	-	-	-	-	-	-	0.0%	-
2895	Rent/Leases-Copier	1,600	2,067.04	617	626	445	1,464	-	1,909	5,218.78	326.2%	(3,619)
2905	Vehicle Svcs (ISF)	1,500	56.91	2,277	-	-	-	-	-	2,334.07	155.6%	(834)
2940	Private Mileage	500	-	-	-	-	-	-	-	-	0.0%	500
2941	Conf/Training/Smmr Fees	3,000	200.00	759	950	-	-	-	-	1,908.75	63.6%	1,091
2942	Hotel	3,000	-	1,613	-	1,875	-	-	1,875	3,488.20	116.3%	(488)
2943	Meals	1,000	-	-	810	(323)	-	-	(323)	486.61	48.7%	513
2945	Air Travel	3,000	394.46	-	1,016	-	-	-	547	1,410.58	47.0%	1,589
2946	Fuel - Propane	100,000	-	22,206	15,323	36,291	-	-	49,244	86,772.88	86.8%	13,227
4040	Equipment	20,000	16,200.00	-	-	-	-	-	-	16,200.00	81.0%	3,800
5010	Service and Supply Transfer Out	0	-	-	1,231	-	4,117	-	1,231	2,462.00	-	(2,462)
5012	Total Expenditures	\$ 561,907	\$ -	\$ 85,883	\$ 118,559	\$ 62,782	\$ 38,504	\$ 15,850	\$ 117,137	420,268.13	74.8%	\$ 141,639
	Net Income/(Loss)	\$ -	\$ -	\$ (5,850)	\$ (74,288)	\$ (59,644)	\$ 103,931	\$ (15,850)	\$ 28,436	(219,308)		

San Bernardino Regional Emergency Training Center JPA

Treasurer's Report - FY 17/18

Operating Fund MSB 530

June 2018

DESCRIPTION	BUDGET	1st QTR	2nd QTR	3rd QTR	APR	MAY	JUN	4th QTR	YTD	92%
REVENUE	\$ 561,907	\$ -	\$ 80,033	\$ 44,271	\$ 3,138	\$ 142,435	\$ -	\$ 145,573	\$ 200,960	36%
EXPENDITURES	561,907	-	85,883	118,559	62,782	38,504	15,850	117,137	420,268	75%
NET INCOME / (LOSS)	\$ -	\$ -	\$ (5,850)	\$ (74,288)	\$ (59,644)	\$ 103,931	\$ (15,850)	\$ 28,436	\$ (219,308.5)	

*\$191,000
Collect*

** 25,000
goes back
1 yr. + 1/2*