

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

August 6, 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 1:33 p.m. by Stephanie Houston.

2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Grant Hubbell, Vice President; Cristal Terredanio, Secretary; Chris Bowden, member; Alan Duggan, member; William Rehbaum, Treasurer; Kevin Horan, member (1:36); Dan Word, Alternate (1:36).
Absent: Mike Alder, member; Dan Mejia, member.
Guest: None

3. **Approval of: July 7, 2020 minutes:**
Minutes for July 7, 2020 minutes were accepted as written. M/S/A Duggan/Bowden.
Vote was verbal and recorded:

Houston	Aye
Hubbell	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. New patch board is up. 31st Annual Int'l Educational Conference & Training Symposium was cancelled due to COVID-19 pandemic. SBRETC is now registered as a Supplier/Bidder with San Francisco. Program Administrator discussed past and upcoming classes. Cristal worked with Chris for the upcoming 2021 training calendar. The center has clients enrolled for courses as far out as December 2020. In July SBRETC had 0 classes, served 0 students, and trained with 0 different departments due to center was closed for prop upgrades.

5. **Agenda Items:**
 - A.) **Treasurer's – Budget Report**
Treasurer Will Rehbaum stated that we are one month in and everything is where it should be. Treasurer stated that we are double budgeted for instructor chargebacks. Fund balance as of 7-31-20 is \$1,043,000. We continue to maintain our over \$1,000,000 fund balance. Good job with expenses matching revenue.
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

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Bowden	Aye
Rehbaum	Aye
Word	Aye
Duggan	Aye
Nay-	None

B.) Past Due Invoices for SBETC – W. Rehbaum

Finance Officer Will Rehbaum discussed 3 past due invoices. \$850 from 2017, \$1,250 from 2016 and \$1,295 from 2019. Program Administrator explained 2016 and 2017 invoices were created before she started working here. She stated it looked like the invoices were never even sent out as there was not an email address on the invoices. Program Administrator stated we continue to train with these departments, and she does not have an issue collecting from them for current trainings. Treasurer Will recommended to write these 3 invoices off as discharge of accountability. Motion to approve Will's recommendation to discharge the excess 90-day open invoices officers. Motion approved. M/S/A Horan/Duggan.

Vote was verbal and recorded.

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

C.) Verbiage on SBRETC registration forms – W. Rehbaum

Verbiage will be changed on SBRETC registration forms to hold students liable for invoices if department decides not to pay. Will changed verbiage on the forms and will send the entire SBRETC registration packet to County Council for review. County Council will also be asked if we need to add any new language in the forms to mitigate our risks associated with any COVID-19 or pandemics in general. Packet will be brought to next meeting for approval of verbiage change.

D.) Facility Use Requests during COVID-19 pandemic – S. Houston

Limit outside Facility Use requests during this COVID- 19 pandemic and until this topic is revisited by the JPA Board. Stakeholders will still have access to the facility, County Fire strict and College District strict.

Motion to approve. Motion approved. M/S/A Bowden/Horan.

Vote was verbal and recorded.

Houston	Aye
Hubbell	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Duggan	Aye

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Nay-

None

6. Old Business:

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

Stephanie Houston stated the Community College District is engaging in updating their strategic plan. The JPA and structure of that will be part of their strategic plan. It is in the very beginning stages right now.

B.) Update from facility use Workgroup – C. Bowden/K. Horan

Bowden stated they have not had a change to meet since the last meeting. Nothing to report.

7. New Business:

A.) Quotes for sprinkler valve repair – C. Terredanio

Program Administrator informed the JPA that she had 3 landscapers come out to the center to look at the broken valve. Two landscapers left quotes, Unlimited Landscaping \$2,250, and Daniel's Affordable Landscaping \$1,025. Quotes reviewed. Low bid chosen.

B.) Quote from KFT for repairs – C. Bowden

Bowden explained more repairs need to be done, components to the system. Quote is for repairs to components. Components are aging and getting worn out and meeting the end of their life. Quote is for \$94,300. This is not already built in the budget. Will stated we have extra money in the budget that is not in the repair line item. Will, will make the change for next month's treasures report to be voted on.

C.) Update on the Training Center – C. Bowden

KFT finished all repairs. Instructors were trained on the equipment. We have our first class on August 14, 2020.

- IFSAC/Pro Board – Professional accreditation agencies for training in the fire service. We are asked frequently if we are IFSAC or Pro Board certified., we are not. Bowden stated becoming certified will keep us competitive. Duggan stated the DOJ only recognizes IFSAC/Pro Board they do not recognize our certificates. Becoming IFSA/Pro Board certified will allow personnel to make their certifications portable from one state to another. It is an 18 month to 2-year process. Hubbell stated he thinks that is a direction we should take and ask it be added it to next meeting's agenda.
- SCBA's -Tabled until next meeting.

8. Next meeting agenda items:

- SBRETC registration packet
- IFSAC/Pro Board
- SCBA's

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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.

9. **Next Meeting:** September 3, 2020; 1:30 p.m. *Please submit all agenda items to Program Administrator by August 27, 2020.

10. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:35 p.m. Motion approved. M/S/A Rehbaum/Bowden.

Vote was verbal and recorded:

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

