

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

September 3, 2020 1:30 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 1:32 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; Dan Mejia, member.  
Absent: Mike Alder, member; Dan Word, Alternate.                      Guest: None
  
3. **Approval of: August 6, 2020 minutes:**  
Minutes for August 6, 2020 minutes were accepted as written. M/S/A Bowden/Mejia.  
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Duggan	Aye
Horan	Aye
Mejia	Aye
Nay-	None
  
4. **Administration/Operations Reports- Handouts provided by Cristal Terredanio**  
Program Administrator discussed repairs and maintenance. Coutts Heating and Cooling came in to fix a clogged valve that caused a leak on the carpet in the hall next to the offices. Department of Industrial Relations came in to inspect the elevator. Program Administrator discussed past and upcoming classes. Program Administrator shared that Chief Johnson from San Francisco's came out to observe his personnel's training this month. Chief Johnson expressed the safety briefing was very informative, the staff was very calm and that the center was a hidden gem. He hopes to be training with us again next year. 2021 trainings added to the training calendar. The center has clients enrolled for courses as far out as December 2020. In August SBRETC had 4 classes, served 47 students, and trained with 10 different departments.
  
5. **Agenda Items:**
  - A.) **Treasurer's – Budget Report**  
Treasurer Will Rehbaum stated KFT invoice came through. Bowden stated this was part of the upgrades that were authorized last year. This would be made in 3 payments. First payment in December, second payment was before they started the work and last payment was upon completion of the work. Upgrades were delayed due to COID. We have still not been invoiced for our maintenance contract. Treasurer stated that he moved

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150k out of salaries and benefits line item and put into General maintenance, structure, improvements, & grounds line item per request at last meeting to cover expenses for prop parts. Accounts receivable amount as of August 31, 2020 \$111,170. Fund balance as of 8-31-20 is \$1,001, 993. Cash is just over 1 million. Lowest fund balance since 2/2019. Bowden asked if IVDA check has posted yet. Treasurer stated not yet. Bowden stated we are going to have to spend some money to keep a professional image. Houston stated that some of the decisions that have been made we knew we would be dipping into the reserves, but we knew these things had to get fixed.

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

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

**B.) Discharge of Accountability Form – W. Rehbaum**

Finance Officer Will Rehbaum revised the County's discharge of accountability form adding in the government code that applies to us so that we can have a formal form when needing to write off items.

Motion to approve the Discharge of Accountability Form. Motion approved. M/S/A Bowden/Rehbaum.

Vote was verbal and recorded.

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

**6. Old Business:**

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

Chief Hubbell has taken Chief Munsey's place on the task force. He shared there was a UAS drone demo day, many members attended. He has had many conversations with Kim Benson regarding the relationship between County Fire District and the UAS center regarding training opportunities.

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

Tabled until next meeting.

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**C.) Student Registration Packet – W. Rehbaum**

Registration packet currently includes 3 forms Release and Hold Harmless, Photo Consent and Employer Statement. Will added a Student Statement form to the packet to hold students responsible for payment if their employer decides not to pay. JPA agreed the word “Student” needs to be changed to “participant”. Registration packet needs to be reviewed by county counsel. Chief Hubbell will reach out to Scott Runyan about reviewing the registration forms.

**D.) IFSAC/Pro Board – C. Bowden**

Chris Bowden will work with Chief Hubbell to come up with a plan for IFSAC/Pro Board. More info and a timeline will be provided at the next meeting.

**E.) SCBA’s – C. Bowden**

Chris Bowden will work with Chief Hubbell to come up with a plan to get some different SCBA’s and an authorized technician who can keep SCBA’s fixed and working correctly. More info will be provided at the next meeting.

**7. New Business:**

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

- Fee Increases – State Fire Training is increasing all the costs of certifications. FSTEP diplomas increased by 275%. Starting July 1, 2021 Chris Bowden proposed to add an increase to our 40 Hour ARFF Basic course fee schedule to account for diploma increase. Proposed new fee schedule will brought to the next meeting.
- **Landscaping** - Over the years the center has utilized the Hand Crew for the upkeep of the grounds. Unfortunately, with COVID, early releases and hand crews having other priorities the Hand Crew has not been able to work on the facility grounds. Quote provided for front and back area clean up. Line item General Maintenance-Structure, Improvements & Grounds will be used for this work on the grounds. Quotes for artificial turf and bi-weekly maintenance service will be brought to next meeting.

**8. Next meeting agenda items:**

- New Fee Schedule
- Artificial Turf quotes

**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:** October 1, 2020; 1:30 p.m. \*Please submit all agenda items to Program Administrator by September 24, 2020.

- 9. Adjournment:** Meeting adjourned by Stephanie Houston at 2:53 p.m.

