

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

October 1, 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 1:34 p.m. by Grant Hubbell.

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

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

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

- 4. Administration/Operations Reports- Handouts provided by Cristal Terredanio**
Program Administrator discussed repairs and maintenance. Coats Heating and Cooling came in to fix an exhaust fan that had a bad motor. Tri-City Plumbing came to fix the floor drain system that was clogged. Clark Pest Control conducted regular maintenance. Chief Hubbell would like Program Admin to ask if pest control includes gopher control. Program Administrator discussed past and upcoming classes. Program Administrator discussed upcoming classes. The center has clients enrolled for courses as far out as March 2021. In September SBRETC had 5 classes, served 60 students, and trained with 8 different departments.

- 5. Agenda Items:**
 - A.) Treasurer's – Budget Report**
Treasurer Will Rehbaum stated accounts receivable amount as of September 29, 2020 \$144,880. Fund balance as of 9-29-20 is \$1,108,307. Last month we were at our lowest fund balance in the last 6 months and this month we are at the highest fund balance since May. Fund balance has been kept over 1 million for quite a while. There was an issue with receivables. SBRETC checks were not being deposited once handed over to County Fire fiscal. This issue is addressed.

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

Motion to accept the treasure's report. Motion approved. M/S/A Horan/Mejia.

Vote was verbal and recorded:

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

B.) Maintenance Proposal – C. Bowden

There was a clerical error with the first Maintenance Proposal quote. The amount is \$45,290 more than originally anticipated. With yearly maintenance we will be locked in for pricing on contract for the next 2 years. Motion to amend last decision of going with Option 2 for a three-year period and instead go with Option 1 for a 1-year period. Motion approved. M/S/A Bowden/Horan.

Vote was verbal and recorded:

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

C.) New Fee Schedule – C. Bowden

New fee schedule was presented by Chris Bowden including incremental increases to account for the certificate fee price increase. Motion approved. M/S/A Horan/Alder.

Vote was verbal and recorded:

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

6. Old Business:

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

Chief Hubbell continues to work with UAS Drone center personnel to expand the center and integrating our organization to get some of our personnel trained. The UAS center is working with Fire Scope to try to integrate some of the training statewide.

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

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

The center will remain closed for use by outside organizations until further notice.

C.) Student Registration Packet – G. Hubbell

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. Chief Hubbell reached out to Scott Runyan about reviewing the registration forms. Scott Runyan was going to ask his supervisor if county counsel can provide services to the JPA. Chief Hubbell is still waiting to hear back from them.

D.) IFSAC/Pro Board – C. Bowden

Chris Bowden provided details. The cost would be \$4350 to get through the accreditation. It is \$2750 max a year depending on how many certs. \$5.50 a cert. Approximately 8-12 months to get through the program. Chief Hubbell recommends moving forward with this certification and suggested putting a workgroup together. Chris Bowden will get some personnel from the station to start up a workgroup. Chris will bring more information to the next meeting to start a workgroup.

E.) SCBA's – C. Bowden

Chris Bowden stated we have some issues with keeping our maintenance up on SCBA's because our techs are not certified for that brand. Bowden would like to get our SCBA's in line with the ones we are using at County Fire. That will give us access to a tech for repairs and maintenance. Chief Hubbell stated there is an extra cash available at the Fire District for the JPA center to use. A use agreement needs to be worked out between the Fire District and the JPA. Hubbell and Bowden will continue to work on this agreement. More info will be provided at the next meeting.

7. New Business:

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

- Airport sent grounds crew in to clean up. The crew did the grounds, weeds and overgrowth but there are some things that still need to be addressed and the trees still need to be trimmed.
- **Landscaping Quotes** – Quotes were reviewed and JPA agreed to go with sod instead of artificial turf. JPA requested some more quotes for the sod instillation and bi-weekly maintenance. Quotes for sod and bi-weekly maintenance service will be brought to next meeting.

8. Next meeting agenda items:

- **Audit**

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:** November 3, 2020; 1:30 p.m. *Please submit all agenda items to Program Administrator by October 27, 2020.

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

9. **Adjournment:** Meeting adjourned by Grant Hubbell at 2:33 p.m.

Cristal Perredano
Cristal Perredano, Secretary
Joint Powers Authority

