**October 4, 2018**

**Administrative Offices of the**

**Emergency Training Center Joint Powers Authority – Conference Room**

**2235 E. Perimeter Road, San Bernardino, California 92408-0216**

**REGUALR MEETING MINUTES**

 **1. Call to Order:** Meeting was called to order at 1:35 p.m. by President Chamberlin

**2. Roll Call: Quorum Present**

Present: John Chamberlin, President; Donna Ferracone, Vice-President; Tim Porter, Secretary; Mike Alder, Member; Dan Mejia, Treasurer; Mike Strong, member

Absent:

Guest: Robert Edie, Mark-Anthony Coombs, Cristal Terredanio, David Meddles, Dan Word

 **3.** **Approval of Minutes:**

Minutes for June 7, 2018 were accepted as written. M/S/A Ferracone /Mejia

Vote was verbal and recorded:

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Strong Aye

Ferracone Aye

Nay- None

**4. Treasurer’s Report- Budget Report:**

Big turnover on the fiscal side. Discussion followed. People in positions will be announced at next meeting. Treasures report tables until next meeting.

**5. Administration/Operations Report: (Handouts provided by Cristal Terredanio)**

Discussed repairs and maintenance. Marketing, 2019 calendars available. Discussed upcoming trainings, new clients and facility use.

 **Accept and file the Administration/Operations Report;** M/S/A /Porter/Chamberlin

Vote was verbal and recorded:

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Strong Aye

Ferracone Aye

Nay- None

 **6. Agenda Items:**

**1. Chief Dave Meddles as an alternate:**

Discussion about compositions. A letter to request Dave Meddles as an alternate will be written and sent out.

**2. Election of Officers:**

Discussion about positions. Election of officers tables until next meeting

**3. Administrative Oversight** **Administrative Oversight- CHC hiring Professional Expert-Report out from 9-13-18:**

 Dan Word reported June Yamamoto has been hired as the Professional Expert.

**7. Old Business:**

**1. JPA Partners Responsibilities:**

Discussion of getting clarity of roles and responsibilities between partners to support the function of the training center.

* 1. **Report from Business Plan Task Force:**

Alder and Meddles appointed to review operational plan.

**2. Update on Conflict of Interest Resolution-**

Dan Word volunteered to continue to follow up on getting the resolution updated.

**3. Report - ARFF Working Group Conference**

R. Edie reported lots of positive feedback including new clients, requests for proposals.

C. Terredanio reported great learning experience, met new clients, met competitors.

**4. Laptop for center:**

Both entities will continue to look in to options and get bids.

**8. New Business**

**1.)** **International Clients**: Nigerian customized training at our center on November 29 – December 7, 2018 and Gambia client training at our center January 14 – 18, 2019.

**9. Public Comment:** None

**10. Next Meeting:** December 6, 2018; 1:30 p.m., SBRETC

**11. Adjournment:** Meeting adjourned at 2:25 p.m. M/S/C Porter/Alder

M/S/C Porter/Mejia to receive and file the Treasurer’s Report.

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Strong Aye

Nay- None