

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

**October 5, 2017**

Administrative Offices of the  
Emergency Training Center Joint Powers Authority – Conference Room  
2235 E. Perimeter Road, San Bernardino, California 92408-0216

**MEETING MINUTES**

1. **Call to Order-** At 2:07 pm by JPA Board President, John Chamberlin

2. **Roll Call- Quorum Present**

Present: John Chamberlin, President; Dan Mejia, Treasurer; Tim Porter, Secretary; Dan Word, Alternate; Michael Alder, Member; Donna Ferracone, Vice President

Absent: Wei Zhou Member

Guests: Robert Edie, Michael Sadsad, Crystal DeLaRosa

3. **Approval of: Minutes August 10, 2017**

Motion was made to approve minutes of August 10, 2017 M/S/A Ferracone/Porter

Vote was verbal and recorded.

Porter	Aye
Chamberlin	Aye
Mejia	Aye
Ferracone	Aye
Word	Aye
Nay-	none

4. **Treasurer's Report- Michael Sadsad**

Michael Sadsad reported that the budget shows a net gain of \$850,000. There are some costs/income that are not currently shown due to bookkeeping overlap.

M/S/A Ferracone/Porter to accept and file the Treasurer's Report

Vote was verbal and recorded.

Porter	Aye
Chamberlin	Aye
Mejia	Aye
Ferracone	Aye
Word	Aye
Nay-	none

5. **Administration/Operations Report**

Full report is attached.

6. **Agenda Items**

- 1.) Clerk Position; – Donna Ferracone reported the Program Administrator position with the District would be classified management. It is the only way the proposed schedule for this person would fit into a position. This level would cost a good deal more than the JPA was intending to pay. Research will be done before the next meeting to see if there are other options within Fire.

Motion to table until next meeting was made M/S/A Chamberlin/Word

Vote was verbal and recorded.

Porter	Aye
Chamberlin	Aye

Mejia Aye  
Ferracone Aye  
Word Aye  
Nay- none

2.) Copier – Dan Word reported that the college is unable to provide a copier for the Training Center. The proposals received for a copier are very similar. M/S/A Alder/Porter to accept the proposal from Bizhub C558 form Konica Minolta. Discussion followed about the need to start charging other departments for copies to help offset costs.

Vote was verbal and recorded.

Porter Aye  
Chamberlin Aye  
Mejia Aye  
Ferracone Aye  
Word Aye  
Nay- none

3.) Gate Installment - tabled until next meeting until previous minutes are reviewed to see what the airport agreed to regarding the installation of the gate.

4.) JPA responsibilities- tabled until next meeting until everyone receives a copy of the original JPA original agreement.

5.) PPE's – A general discussion took place about the condition of the safety gear and the number of jackets and pants in adequate condition for classes. The number of the gear safe to use would limit the number of students that can be registered in classes. The general consensus was that we need to purchase additional gear so the agency is able to continue taking adequate numbers of students into classes. M/S/A Ferracone/Word to approve the purchase of structural gear, from Chief, not to exceed \$25,000, and pending the decision that the quality of the gear is adequate for training. M/S/A Ferracone/Word to approve the purchase of jackets and pants from LN Curtis, not to exceed \$45,000 in the event the Chief gear is not acceptable.

Vote was verbal and recorded.

Porter Aye  
Chamberlin Aye  
Mejia Aye  
Ferracone Aye  
Word Aye  
Nay- none

Further discussion took place regarding the need for helmets that are out of safety compliance. The proposed helmets would be orange in color so students are clearly identified. M/S/A Ferracone/Word to approve the purchase of 20 structural firefighting helmets from whichever vendor has the best price, not to exceed \$5500.

Vote was verbal and recorded.

Porter Aye  
Chamberlin Aye  
Mejia Aye  
Ferracone Aye  
Word Aye  
Nay- none

The Training Center also needs new structural boots. This is also a safety issue. These may be purchased

from the SB County Fire Warehouse. M/S/A Chamberlin/Ferracone to approve the purchase of 30 boots for a cost of \$3570.

Vote was verbal and recorded.

Porter Aye  
Chamberlin Aye  
Mejia Aye  
Ferracone Aye  
Word Aye  
Nay- none

- 6.) Change in the price of classes – Discussion took place around the current cost of classes. A comparison has been done of the other agencies and their charges. M/S/C Porter/Mejia to increase the cost of each class by 5% beginning next fiscal year. Agencies will be notified of the impending increases.

Vote was verbal and recorded.

Porter Aye  
Chamberlin Aye  
Mejia Aye  
Ferracone Aye  
Word Aye  
Nay- none

- 7.) Discussion about purchasing aircraft frame from Unical Aviation- OBJ Code 4040 Discussion took place around purchasing an aircraft frame form Unical Aviation-OBJ Code 4040. The purchase was tabled until next meeting until a charge which was unclear on the invoice could be clarified.
- 8.) Additional clerical help needed during the upcoming busy class season. Dan Word will explore some options and will bring a report to the next meet

## 6. Old Business

- 1.) Aircraft Frame invoiced \$1500 for taxes.

## 7. Public Comment- None

## 8. Next Meeting: December 7, 2017 at 1:30 p.m. until 3:00 p.m.

## 9. Adjournment – Meeting adjourned at 3:40 p.m. M/S/A Porter/Ferracone

Vote was verbal and recorded.

Porter Aye  
Chamberlin Aye  
Mejia Aye  
Ferracone Aye  
Word Aye  
Nay- none

