

SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER JOINT POWERS AUTHORITY

November 7, 2019

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

REGULAR MEETING MINUTES

1. **Call to Order:** Meeting was called to order at 2:39 p.m. by Stephanie Houston.
2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Kevin Horan, member; William Rehbaum, Treasurer; Cristal Terredanio, Secretary; Alan Duggan, member; Dan Word, Alternate (2:49); Dan Mejia, member (2:41).
Absent: Dan Munsey, Vice President; Mike Alder, member; Chris Bowden, member.
Guest: None
3. **Approval of Minutes:**
Tabled until next meeting.
4. **Administration/Operations Report: (Handouts provided by Cristal Terredanio)**
Program Administrator discussed repairs and maintenance. Marketing, including Facebook postings. Program Administrator is working with Michelle Riggs from Crafton Hills College to get support with updating the SBRETC website, registration forms, social media forums and to get new video footage of courses offered at the center. Program Administrator discussed upcoming classes/trainings including customized trainings. She discussed 2020 courses added to the training calendar. The center has clients enrolled for courses as far out as May 2020. Discussed new clients, and facility use. Reviewed SBRETC Comparative Data by Fiscal Year chart. In the month of October 2019, SBRETC had 7 classes, served 76 clients from 22 different departments.
5. **Agenda Items:**
A.) Treasurer's Report- Budget Report:
Budget presented in new format. It now includes actuals and forecast. Commitment items discussed including tires. Tires are already on the rig. Cash balances discussed. Since we have started tracking cash balances 11-01-19 is the highest cash balance we have had. Aging reports discussed. June 2018 and October 2019 aging reports compared. In June 2018 SBRETC needed to collect \$126,630.00 in invoices that were past due 91 days and over. As of October 2019 SBRETC has \$7,935.00 in past due invoices 91 days and over. A lot of money has been collected since June 2018. Processes departments must go through to get invoices paid was discussed.

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

Huston	Aye
Horan	Aye
Rehbaum	Aye
Word	Aye
Terredanio	Aye
Duggan	Aye
Mejia	Aye
Nay-	None

**B.) Travel Request – Cristal Terredanio
ARFF Leadership Conference, February 11-14, 2019,
Expected cost \$3,975 (3 people)**

This is the ARFF conference we attend every year. This conference is the Leadership conference that all the big decision makers will attend. Conference is in Las Vegas. Personnel will be taking County vehicles. No airfare expenses. Attendees Chris Bowden, Tom Curtis and Cristal Terredanio.

Motion to approve 3 people to attend the ARFF Leadership Conference

Motion approved. M/S/A Horan/Duggan.

Vote was verbal and recorded:

Huston	Aye
Horan	Aye
Rehbaum	Aye
Word	Aye
Terredanio	Aye
Duggan	Aye
Mejia	Aye
Nay-	None

C.) Instructor signature stamp for course certificates – Allan Duggan

Allan Duggan discussed that when classes are full the training instructors can be signing a big number of certificates. Allan suggested that the training instructors get signature stamps so that Program Administrator can stamp the certificates after she has created them.

Motion made to get 6 signature stamps. Two per instructor. One large on and one small one to fit both certificates.

Motion approved. M/S/A Horan/Word

Vote was verbal and recorded:

Huston	Aye
Horan	Aye
Rehbaum	Aye
Word	Aye
Terredanio	Aye
Duggan	Aye
Mejia	Aye
Nay-	None

6. **Old Business:**
A.) Update from Task Force/ Long Term Planning Group
Stephanie Houston gave update. She stated she met with Kimberly Benson and Chief Dan Munsey to discuss the potential of a business plan. Kimberly put together a proposal of different types of potential activities for the center. Stephanie requested that at the next study session they can present a timeline of where we are to let the board know of the current status. Value propositions for the district and county can then be discussed. The information that Kimberly has submitted can be used as a sample for potential opportunities. They will present in December.

7. **New Business:**
A.) Plaque presented to SBRETC on 11/6/19 from Los Angeles Fire Department
Allan Duggan shared that last year during our training with Los Angeles Fire Department one of their personnel had a sudden cardiac event and dropped during our training. SBRETC personnel jumped in, started CPR and had a full arrest save. This individual is back on the job and trained with SBRETC on 11/6/19 and presented the center with a plaque to show his appreciation.

8. **Next agenda items: none**

Public Comment: none

9. **Next Meeting:** December 5, 2019; 1:30 p.m. *Please submit all agenda items to Program Administrator by November 28, 2019.

10. **Adjournment:** Meeting adjourned by Stephanie Houston at 3:01 p.m.
Motion approved. M/S/A Horan/Mejia.

Vote was verbal and recorded:

Huston	Aye
Horan	Aye
Rehbaum	Aye
Word	Aye
Terredanio	Aye
Duggan	Aye
Mejia	Aye



Dan Munsey, Vice President
Joint Powers Authority