

SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER

JOINT POWERS AUTHORITY

December 1, 2016 1:30 p.m.

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 1:31 pm by JPA Board President, Alan Duggan

2. Roll Call- Quorum Present

Present: Alan Duggan, President; Darrayl Felgar, Vice President; Wei Zhou, Secretary; and June Yamamoto, Alternate Member

Others Present: Michael Sadsad, Tim Porter, Christina Sweeting, Dan Mejia, Mark Anthony, and Rob Edie

3. Approval of: Minutes Oct. 6, 2016

Motion was made to approve minutes of October 6, 2016 by Yamamoto, 2nd by Felgar.

Vote was verbal and recorded.

June Yamamoto Aye

Wei Zhou Aye

Darrayl Felgar Aye

Alan Duggan Aye

4. Treasurer's Report- Michael Sadsad

Publications ARFF Training Manual at 53%

Alarm Monitoring budget high due to 3 months worth of payments (October, November and December)

Received \$35,689 in revenue

Audit was conducted, for the last 3 years we have had no findings. However, QuickBooks program was just implemented resulting in a few findings (paperwork error)

Motion was requested to approve the annual audit by Felgar, 2nd Duggan

Vote was verbal and recorded.

June Yamamoto Aye

Wei Zhou Aye

Darrayl Felgar Aye

Alan Duggan Aye

5. Administration/Operations Report

REPAIRS AND MAINTENANCE-

SBIA Electrical Work: October 3, 2016

District Maintenance Workers: October 20, 2016

SB County Technology (Jeff Carter): November 3, 2016

Cliff's Pest Control: October 27 and November 22, 2016

Mutual Propane: November 9, 2016

Extractor Repair: November 22, 2016

Avalon Cleaning: October 5, 12, 19, 26 and November 2,9,16,22

Frontier: September 30, 2016

Specialized Elevator: November 3, 2016

Couts Heating and Cooling: Annual Maintenance November 17, 2016

Sigma Net WiFi Deployment: November 22, 2016

MARKETING/PUBLIC RELATIONS-

Postings on ARFF WG

E-Newsletter

PSA Field Trips in November

UPCOMING TRAININGS

12/5-9/16 ARFF Basic/Fire Control 5 Class

12/12-16/2016 ARFF Basic/Fire Control 5 Class

1/4/17 Pt 139 Recert

1/10/17 Pt 139 Recert

1/11/17 Pt 139 Recert

1/12/17 Pt 139 Recert

1/13/17 Pt 139 Recert

1/18/17 Pt 139 Recert

1/24/17 Pt 139 Recert w/extrication

1/26/17 Pt 139 Recert

FACILITY USE-

San Bernardino County/SoCal Gas/DigAlert Event

San Bernardino County Company Officer Workshop

San Bernardino County ARFF Training Interviews

San Bernardino County Chief's Workshop

6. Agenda Items

- 1.) Travel Request/Vendor booth request for the ARFF Chiefs and Leadership

Motion was made to approve vendor booth by Yamamoto, 2nd by Felgar.

Vote was verbal and recorded.

June Yamamoto Aye

Wei Zhou Aye

Darrayl Felgar Aye

Alan Duggan Aye

- 2.) Update on Board Members/Positions
 - County Members: Darrayl Felgar, John Chamberlein, Dan Mejia and Tim Porter (default)
 - Next Agenda, Election of Officers
- 3.) Update on Rosenbauer
 - Maintenance will be conducted this month
- 4.) Extractor Update
 - Extractor needs additional repair and will be conducted by the end of the month.
- 5.) Gate access/Electrical gate
 - Electricity is installed

7. Old Business

- Michelle Riggs unable to help with the Business Plan. In need of a new facilitator
- Still looking for grants

8. Public Comment N/A

9. Next Meeting: February 2, 2017 at 1:30 p.m. until 3:00p.m.

10. Adjournment – Meeting adjourned at 2:30 p.m.