

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

February 4, 2021 1:30 pm

**Administrative Offices of the
Emergency Training Center Joint Powers Authority
2235 E. Perimeter Road, San Bernardino, California**

ZOOM MEETING MINUTES

1. **Call to Order:** Meeting was called to order at 1:32 p.m. by Stephanie Houston.
2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Cristal Terredanio, Secretary; Chris Bowden, member; William Rehbaum, Treasurer; Dan Word, Alternate.
Absent: Alan Duggan, member; Grant Hubbell, Vice President; Kevin Horan, member; Dan Mejia, member.
Guest: None
3. **Approval of: January 7, 2021 minutes:**
Minutes for January 7, 2021 were accepted as written. M/S/A Bowden/Rehbaum.
Vote was verbal and recorded:

Houston	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Nay-	None
4. **Administration/Operations Reports- Handouts provided by Cristal Terredanio**
Program Administrator discussed repairs and maintenance. Clark Pest Control conducted regular maintenance. Specialized Elevator conducted regular maintenance. Mijac Alarm tested the fire alarm. Backflow was tested and test results received, passed. 2021 SBRETC Calendars have been printed and mailed out to departments to promote Training Center. Program Administrator discussed upcoming classes. The February LAFD 40 Hour ARFF Basic Course is full due to smaller class sizes to abide by COVID guidelines. The center has clients enrolled for courses as far out as November 2021. In January SBRETC had 6 classes, served 74 students, and trained with 12 different departments. There was a drop in January numbers this year compared to last year. Program Administrator shared last year we had Canada clients train with us and this year due to COVID they are not traveling to train as they received an extension for their recertifications. Bowden shared updates on facility. This included replacing lightbulbs with LED's including parking lot lights. Bathroom upgrades with touch free faucets and soap dispensers.
5. **Agenda Items:**
 - A.) **Treasurer's – Budget Report**
Treasurer Will Rehbaum stated our cash went up \$10,000. We had more revenue than expenses for the month. We are at 58% of revenues and tracking. Expenses are tracking we are at 56%. Nothing on the aging report. Bowden asked when we can start working

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

on next year's budget. Will stated they can meet in a few weeks and hopefully provide a draft at next JPA meeting.

Motion to accept the treasure's report. Motion approved. M/S/A Word/Bowden.

Vote was verbal and recorded:

Houston	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Nay-	None

B.) Instructor Chargebacks– C. Bowden, W. Rehbaum, G. Hubbell

Emails have been sent out. Chief Hubbell is waiting to hear back from Diane in contracts. More info provided at the next meeting.

C.) Travel Request– C. Bowden

31st Annual ARFF Working Group Int'l Educational Conference and Training Symposium

August 29 – September 1, 2021

Expected cost \$ (1 person) \$ (2 people) \$ (3 people)

Due to COVID registration is restricted to a certain number of vendors.

Motion to approve 3 personnel to attend the 31st Annual ARFF Working Group conference in Saint Louis. Motion approved. M/S/A Bowden/Word. Vote was verbal and recorded:

Houston	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Nay-	None

6. Old Business:

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

1.) Update from Airport – Tabled until next meeting.

B.) Independent Legal Counsel – G. Hubbell

Houston will send a list of retainers to Program Administrators. Hubbell is still working with the county about services.

C.) Pro Board workgroup– C. Bowden

More info provided next month.

D.) SCBA's – C. Bowden

Chris Bowden and Chief Hubbell put together an agreement and sent it off to County Counsel for review. Waiting to hear back from County Legal Counsel regarding some insurance requirements. More information provided at next meeting.

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

7. New Business:

A.) 700 Forms – C. Terredanio

JPA Board members will send completed and signed 700 forms to Program Administrator to mail out.

B.) Lease Agreement – C. Bowden

The Training Center is coming to the end of the commitment time with the FAA for the federal funds that we acquired. Rough estimate we need about 7 million dollars of federal funding to modernize and make the facility last another 20 years. We would need to go back to the FAA through the airport for that funding. This year the center has put in roughly about \$250,000 into the props and there are still issues. We need to start having discussion with the airport regarding the lease, future of the lease and interest in reapplying to the FAA for grant funding. Houston proposed we should try to have a Zoom meeting with the airport to have a conversation around where we are and the lease date. Bowden will speak with Hubbell to see if they can set up a date in the next 30 to 45 days for a Zoom meeting to speak to the airport to open the discussion. On March 15th Houston will be attending a board retreat and stated if there is any movement on this issue, she will bring the status to the board. Bowden will try to track down the grant paperwork.

8. Next meeting agenda items: None

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:** March 4, 2021 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by February 25, 2021.

10. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:30 p.m.

Motion to adjourn. Motion approved.

Vote was verbal and recorded:

Houston	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Nay-	None


Cristal Terredanio, Secretary
Joint Powers Authority

