

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

February 5, 2015 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

REGULAR MEETING MINUTES

1. **Call to Order-** At 1:40pm by JPA Board President, Donna Ferracone
2. **Roll Call-** Quorum Present
Present: Donna Ferracone, President; Cheryl Marshall, Member; Chief Tom Hanneman, Member; Darrayl Felgar, Alternate;

Absent: Alan Duggan; Secretary

Others Present: Michael Sadsad, Robert Edie, Christina Sweeting, Chief Waterhouse
3. Introduced Chief Waterhouse, Fire Chief of San Bernardino City Fire Department.
4. **Approval of Minutes December 4, 2014**
Motion to Approve- Ferracone; Second- Marshall; No Objections; Approve
Felgar- Aye, Hanneman- Aye
5. **Treasurer's Report-** Handouts provided by M. Sadsad
Motion to Approve- Ferracone; Second- Marshall; No Objections; Approve
Hanneman- Aye, Felgar- Aye, Marshall- Aye

Approval of \$20,000 to Equipment Funding 4040-
Motion to Approve- Ferracone, Second- Marshall; No Objections; Approve
Felgar- Aye, Hanneman- Aye
7. **Administration/Operations Reports-** Handouts provided by Christina Sweeting

REPAIRS AND MAINTENANCE-

Kidde repairs and maintenance:

- 1) Spill Fire- Pilot#4 failure.
- 2) Air leak on pneumatic actuator at top of Propane tank.
- 3) Gas Sensor sensitivity and frequent calibration issues.
- 4) Tail Engine Agent sensor issues.
- 5) Three non-working Pendants.
- 6) Control circuit failure
- 7) SAFT gas sensor failed
- 8) Drain lines need to be cleared out- completed on 1/28/15
January 19, 20, 22, 23, 26, 27, 28 2015; February 1-5, 2015

Basic Backflow

January 9, 2015- testing failed; Repairs made 2-4-15

Best Roofing- repaired leak in the bay area

December 22, 2014

Couts Annual Maintenance

December 3, 2014

Air Compressor- Annual maintenance and belt replaced

Apple Valley Communications- reset CO sensor in apparatus bay

MiJAC Alarm- Annual maintenance

UPCOMING TRAININGS

MARKETING/PUBLIC RELATIONS-

December E-Newsletter released

Proposals sent to:

Kelowna Airport- Canada

Grande Prairie Airport- Canada

Victoria Airport - Canada

Shell Oil -Canada

J & M Airport Services- Canada

Abbotsford Airport- Canada

SBRETC ARFF 2015 wall calendars sent out

Postings on ARFF Working Group

Site visits- Orange County, Ontario, LAX, Hayward, Long Beach

UPCOMING TRAININGS

Feb. 9-11	Customized EVOG	Whitehorse- Canada
Feb. 11	Part 139	Orange Co., LA, San Diego
Feb. 23-27	ARFF Basic	Cal Fire, General Atomics, LAFD, Ontario, Ventura Co, San Bndo Co., FAA
Feb. 26	Part 139	Cal Fire, General Atomics, LAFD, Ontario, Ventura Co, San Bndo Co., FAA
Feb TBA	Part 139	Santa Maria, San Diego, Walla Walla, WA
March 24	Part 139	Orange County
March TBA	CARs	
March	Customized EVOG	Tentative
April 7	Part 139	Boeing
Apr 14	CARs	Abbotsford, Boeing
Apr 17	CARs	Abbotsford, Whitehorse
April 21	Part 139	Boeing
May TBD	ARFF Basic	Ventura Co

FACILITY USE-

San Bernardino County FD- Captains Assessment, Hazmat Interviews, Paramedic Skills Assessment, BC Testing

San Bernardino City FD- New Hire Testing

Crafton Hills College- Fire Academy

8. Agenda Items:

- a) Request for Purchases-
 - 1.) Proximity Gear repairs: Max limit (renewable every year) in the amount of \$25,000 through three vendors as a competitive bid
Motion to Approve- Ferracone; Second- Marshall; No Objections; Approve
Hanneman- Aye, Felgar- Aye
 - 2.) Auction items of two general aviation aircraft: Approval of up to \$20,000 to purchase auction items
Motion to Approve- Ferracone; Second- Marshall; No Objections; Approve
Hanneman- Aye, Felgar- Aye
 - 3.) Ratify hood purchase
Motion to Approve- Ferracone; Second- Marshall; No Objections; Approve
Hanneman- Aye, Felgar- Aye
- b) Conference and Vendor Booth Attendance- none
- c) Statement of Economic Interest- Form 700 <http://www.fppc.ca.gov/forms/700-14-15/Form700-14-15.pdf>
need returned to SBRETC by 2/19/2015
- d) Staffing
 - 1.) Scheduling of instructors
 - a.) Need commitment from county and city for regular instructors. County is working on it, there is a bit of push back from division chiefs because they do not want to create a force hire. They have Dustin Krajeski on the scheduling to ensure coverage, last minute classes are a bit harder to cover but will be done. Creating an ARFF Basic incentive.
 - b.) City will ensure coverage. There will be instructors on scheduled days.
 - c.) Hours outside of instruction
 - 1.) We could make use of the Hand Crews to clean up and maintain the grounds. City and County will work together for a maintenance guy.
 - 2.) Dollar amount for independent contractor- Could possibly use an Umbrella Policy or the Hold Harmless Contract. Chief Felgar will look into liability insurance and hold harmless agreement.
- e) Credit Card- Need to accept credit card payments from departments and individuals.
 - 1.) Michael Sadsad is currently working on this project. However, patience is needed due to discrepancies in cost service fees. Exploring other avenues such as PayPal and sending payments electronically to our treasury account. It is a long process because we must be consistent with county, who currently does not accept credit cards. However, it is in the works.
- f) Social Media Policy-
Motion to Approve- Ferracone; Second- Hanneman; No Objections; Approve
Felgar- Aye
- g.) Approve Social Media Accounts- Twitter, Facebook, and Instagram
Motion to Approve- Ferracone; Second- Hanneman; No Objections; Approve
Felgar- Aye
- h.) Authorization for Credit Card- Christina Sweeting
Motion to Approve- Ferracone; Second- Marshall; No Objections; Approve
Hanneman- Aye, Felgar- Aye
 - 1.) JPA is allowing purchase of an upgrade to our accounting system (QuickBooks); we can buy the upgrade off the shelf.

9. Old Business:

- a. Sheriff helicopter storage Bell 222
Storage Sherriff helicopter- waiver max 10 months. No key to gate will be allowed.
- b. Website updates- Edie
- c. Policy Manual- Sweeting

Procedures Manual is continuously being updated.

10. New Business

- a.) Need to review Business Plan for updates. Do we need to bring in more partners?
 - 1.) Next meeting to be a working meeting for a new Business Plan.
 - 2.) Hanneman and Felgar's will search for original documents for Business Plan.

11. Public Comment

None

12. Next Meeting: April 2, 2015; 1:30 p.m. meeting scheduled till 3:30pm for discussion on Business Plan

13. Adjournment – Meeting adjourned at 3:30pm