

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

April 1, 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; Grant Hubbell, Vice President; Dan Mejia, member (1:37); Cristal Terredanio, Secretary; Chris Bowden, member; William Rehbaum, Treasurer; Dan Word, Alternate (1:42).  
Absent: Alan Duggan, member.  
Guest: None
  
3. **Approval of: March 4, 2021 minutes:**  
Minutes for March 4, 2021 were accepted as written. M/S/A Bowden/Rehbaum.  
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	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. The center has clients enrolled for courses as far out as November 2021. In March SBRETC had 4 classes, served 37 students, and trained with 11 different departments. Bowden shared updates on facility. All classroom equipment has been installed and is working great.
  
5. **Agenda Items:**
  - A.) **Treasurer's – Budget Report – W. Rehbaum**  
Treasurer Will Rehbaum stated March was a good month. Cash balance went up approximately \$5,000-\$6,000. This is the third straight month of increased cash balance and revenue over expenditures. We are still waiting to do Training Chargebacks. Motion to accept the treasure's report. Motion approved. M/S/A Bowden/Hubbell.  
Vote was verbal and recorded:

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

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**B.) Budget Proposal for 21/22 – W. Rehbaum**

21/22 Proposed budget reviewed. Yearend estimate discussed. Budgeted next year with \$500,000 of revenue. Bowden stated some items have been coming out of the wrong line item on the budget. Bowden shared that the upgrade costs for this year will not be an annual charge and that line item needs to be revised. Revisions changed bottom line deficit. First read. Revised budget will be brought to next meeting.

**C.) Instructor Chargeback rates – C. Bowden, W. Rehbaum, G. Hubbell**

Contracts division is extremely busy with projects and have not had a chance to review what we have asked them to review. They also have a new supervisor in that division. New supervisor has been emailed by Chief Hubbell. Fire district will be asked if they would be willing to enter in a new contract with the JPA with the new rates proposed. Chief will follow up with Lidia. More information brought to the next meeting.

**6. Old Business:**

**A.) Update from Task Force/Long Term Planning work group (Certificate of Compliance 10/2006)**

1. Update from Airport – Chief Hubbell and C. Bowden have reached out to Chris Borrows the Airport Director but have not yet received a response. They would like to discuss the future of the Training Center with the Director. Chief will reach out to Chief Munsey for support connecting with Mike Burrows. Bowden stated that before we can move forward with the FFA we need to connect with airport. First step is to get sit down time with the airport or the IDVA. Houston suggested possibly hosting a meet and greet with an FFA rep, local entities etc. to showcase what is happening with the center. Houston also suggested a promotional video.

**B.) Independent Legal Counsel – G. Hubbell**

Houston sent a link to Law Offices of Margaret A. Chidester and Associates, Law Firm. Hubbell is still working with the county about services. More information provided at the next meeting.

**C.) Pro Board workgroup– C. Bowden**

A draft table of contents provided at next months meeting.

**D.) SCBA's – C. Bowden**

We are waiting for a reply from county counsel. Chief Hubbell with follow up with him. More information provided at next meeting.

**7. New Business:**

**A.) ARFF Vehicle – C. Bowden**

Our ARFF vehicle that we currently have is a 15-year-old vehicle with 40 years of abuse on it. It is becoming difficult to keep running. We need start looking into a vehicle replacement. Bowden reached out to ARFF vehicle vendors. Quotes reviewed. Possible 10-year leasing option discussed. Next step is start drafting an RFP. The JPA will reach out to the County for support with drafting the RFP.

**8. Next meeting agenda items: Promotional video for the center.**

**Public Comment**

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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.

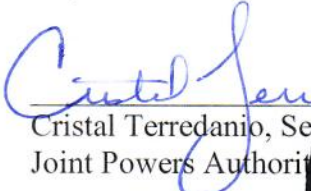
9. **Next Meeting:** May 11, 2021 @ 1:30 p.m. \*Please submit all agenda items to Program Administrator by May 4, 2021.

10. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:35 p.m.

Motion to adjourn.

Vote was verbal and recorded:

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

  
Cristal Terredanio, Secretary  
Joint Powers Authority

