

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

**Thursday, April 3, 2014 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:** 1:37 p.m. by Donna Ferracone, President
- 2. Roll Call:** Quorum Present

Present: Alan Duggan, Treasurer; Dan Munsey, Alternate; Don Trapp, Member; Cheryl Marshall, Member.

Absent: George Avery, Vice President; Mark Hartwig, Member; Dan Odom, President; Darrayl Felgar, Alternate

Others present: June Yamamoto, Michael Sadsad, and Mark Gibbs

- 3. Approval of Minutes: Feb 6, 2014, Regular Meeting:**  
Motion to approve the Minutes by George Avery and 2<sup>nd</sup> by Dan Odom; hearing no objection, minutes approved.

- 4. Use of Rosenbauer Apparatus at Airport**

Mark Gibbs from SBIA requested to use the Rosenbauer ARFF apparatus to supplement the fleet at the airport. He stated this would allow the airports index to be increased. This increase would allow larger planes to land per FAA rules. Discussion about the Training Center using the airports apparatus on a regular basis for training and no monetary obligation for either party. No objections, however it was discussed to follow up with legal advice.

Mr. Gibbs offered to install electric gate at rear of training center to allow for faster access to airport movement area,

Motion was made by Duggan for Mr. Gibbs to develop MOU for formal use of Rosenbauer as part of the index of the airport, 2<sup>nd</sup> by Munsey, Hearing no objections, motion approved

Duggan aye

Munsey aye

Ferracone aye

Marshall aye

Trapp abstained

**5. Treasurer's Report: (Handouts provided by Michael Sadsad):**

Budget Report

Discussion on instructor reimbursement. Both City and County are over budget of \$50,000. City over \$2,700 and County over \$8000.

Michael Sadsad to prepare a spreadsheet showing several years of instructor costs to help develop next year's budget.

Motion to approve overage and expenditures over the \$50,000 for instructor reimbursement through this fiscal year 2013 by Dan Munsey, 2<sup>nd</sup> by Cheryl Marshall, hearing no objection, motion approved.

Duggan aye  
Munsey aye  
Ferracone aye  
Marshall aye  
Trapp abstained

Motion was made by Dan Munsey to accept the Treasurer's Report and 2<sup>nd</sup> by Cheryl Marshall; hearing no objection, Treasurer's Report approved.

Duggan aye  
Munsey aye  
Ferracone aye  
Marshall aye  
Trapp abstained

**6. Administrative/Operations Reports – Handout (June Yamamoto)**

**Repairs and Maintenance**

Wing engine had water in gas line. No longer using turrets to apply water  
Smoke drum container had leak, all fluid transferred to another drum  
Security lighting in front parking area bulbs burned out. Facilities to coordinate with airport to use scissor lift to replace bulbs.  
727 vandalized, unknown persons kicked in aluminum sheeting over cockpit window.  
Not other damage to aircraft.  
East door lower glass broken by lawn crew while using weed eater. Second time this has happened.

**Marketing and Public Relations**

Site visits to  
Oakland Airport  
Buchanan Airport (Concord)

Proposals sent to:  
Sacramento Metro  
Port of Seattle  
Hanover, Germany  
Grande Prairie, Canada

SBRETC ARFF wall calendars  
Postings on ARFF Working Group forums

#### UPCOMING TRAININGS

April 3	Part 139/CARS	Abbotsford, Canada; Ontario
April 8	Part 139	Boeing, San Diego
April 15	Part 139	Boeing, Los Alamitos
April 22	Part 139	Boing, Los Alamitos, San Diego
May 6	Part 139	Prescott, AZ
May 8	Part 139	Los Alamitos, Gunnison, CO
May 19-23	ARFF Basic	

#### FACILITY USE

Police Academy- SBVC  
Crafton Hills College- Fire Investigations Course; Fire Academy  
San Bernardino County Fire- Simulation Training

#### 7. Agenda Items:

- a. Discussion on workers for special operations such as secretarial tasks. None available at this time
- b. Insurance costs for apparatus to be followed up by Michael Sadsad.
- c. Discussion – addition of DSL lines for students to use online test books during class. This is the direction the State is heading instead of printing books. This will get us connections for four computers and six wifi lines for each DSL line. Motion was made by Alan Duggan to authorize funds to have two DSL lines installed, 2<sup>nd</sup> by Cheryl Marshall, hearing no objection, motion approved.

Duggan aye  
Munsey aye  
Ferracone aye  
Marshall aye  
Trapp abstained

- d. Pest Control – Discussion on which vendor to use, Cliffs Pest and Gopher control had best price. Motion made by Cheryl Marshall to contract with Cliffs Pest Control, 2<sup>nd</sup> by Dan Munsey, hearing no objection, motion approved.

Duggan aye

Munsey aye  
Ferracone aye  
Marshall aye  
Trapp abstained

e. Clerical contracts - Discussion on duties. Contracts are brought up every 6 months no changes. Motion made by Cheryl Marshall to continue contracts without changes, 2<sup>nd</sup> by Dan Munsey, hearing no objection, motion approved.

Duggan aye  
Munsey aye  
Ferracone aye  
Marshall aye  
Trapp abstained

**8. Old Business:**

a. Update – Airport installation of automatic gate at SBRETC – Airport has RFP, going out to bid next week for three bids.

**9. New Business:**

- a. New safety gear needed. Three bids will be needed. 10 hoods
- b. Windsocks to be installed in the next two weeks
- c. Con crew came in and cleaned grounds. Did good job
- d. Website needs to be updated.
- e. Discussion – repair and replacement of new BK radios, will refer to Darrayl Felgar
- f. Looking for classroom space for Crafton Hills College fire technology classes. June not comfortable scheduling classes at Training Center without staff being present.

**10. Public Comment:** None

**11. Next Meeting:** June 5, 2014, 1:30pm

**12. Adjournment:** Meeting adjourned at 2:48 p.m.