

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

**May 7, 2020 1:30 pm**

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

**ZOOM MEETING MINUTES**

- 1. Call to Order:** Meeting was called to order at 1:34 p.m. by Stephanie Houston.
- 2. Roll Call: Quorum Present**

Present: Stephanie Houston, President (left call 2:08); Dan Munsey, Vice President; Cristal Terredanio, Secretary; Dan Word, Alternate; Chris Bowden, member; Dan Mejia, member, Alan Duggan, member (joined call at 1:41); William Rehbaum, Treasurer (joined call at 1:41).  
Absent: Mike Alder, member; Kevin Horan, member.  
Guest: Edward Segura, San Bernardino County Fire; Grant Hubbell, San Bernardino County Fire; Michael Strong, Crafton Hills College.
- 3. Approval of: March 5, 2020 minutes:**

Minutes for March 5, 2020 minutes were accepted as written. M/S/A Munsey/Bowden  
Vote was verbal and recorded:

Houston	Aye
Munsey	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Word	Aye
Nay-	None
- 4. Administration/Operations Reports- Handouts provided by Cristal Terredanio**

Program Administrator discussed repairs and maintenance. Program Administrator informed the JPA about the roof leak and repair that was done under warranty. Program Administrator discussed cancelled classes due to COVID-19/upcoming classes/trainings including customized trainings. She discussed 2020 courses added to the training calendar. Program Administrator pointed out NASA/ Jet Propulsion Laboratory will be training with us for the first time come June. The center has clients enrolled for courses as far out as October 2020. In the month of March 2020, SBRETC had 2 classes, served 23 clients, and had 9 departments visit our center. In April SBRETC had 0 outside classes due to the Deputy Chief of Operations for San Bernardino County Fire Department Suspending all Non-essential trainings. SBRETC did hold 1 class in April for 14 San Bernardino County fire that were set to expire.



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**5. Agenda Items:**

**A.) Treasurer's – Budget Report**

Treasurer was not in attendance at the meeting, budget report prepared and presented by Edward Segura. Edward stated we have not changed much from the last treasurer's report. We are over for the maintenance on props. In December 2019, the JPA approved to use the fund balance for that. We are still on track. The budget for next year is entered in. Ed had a question regarding a document Dan Munsey sent him earlier in the week. Ed stated our counsel is asking if JPA has their own counsel. Document is regarding IVDA/airport using the SBRETC facility use for drone training. This may be a source of on-going revenue. A year to year contract is what is being proposed. Proposed MOU was sent to Cristal by Ed. Cristal sent proposed MOU to Stephanie.

Motion to accept the treasurer's report. Motion approved. M/S/A Mejia/Rehbaum.

Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Word	Aye
Rehbaum	Aye
Duggan	Aye
Nay-	None

**B.) Update on Training Center/Classes – C. Bowden**

Chris stated we have been shut down since mid-March. We provided a letter to our clients letting them know we were shut down. They were appreciative of the letter as it assisted them with getting extensions from the FAA. The shut down is set to expire May 17, 2020. Bowden went through the classroom and set up the tables and chairs to provide 6 feet of spacing between students. Upstairs classroom can fit 12 students and downstairs classroom can fit 10 students. Weeding has been done around the facility to get it looking nice again. Chief Grant Hubbell introduced himself as the Interim Assistant Chief in charge of Training Safety EMS. Chief Hubbell stated we must follow the county's lead for reopening. Munsey stated if we follow the governor's orders he is comfortable with us opening June 1, 2020. Houston stated per governor if we are in a stage two, three or four we should be able to start offering programs. Munsey stated we may be considered critical training if a department is at risk of expiring with the FAA. Munsey stated in those cases he would be comfortable providing smaller group size classes. Bowden stated last week a burn was held at the training center for 13 County Fire employees that were set to expire.

**C.) Quotes – C. Bowden**

**1.) Ceiling Tiles**

We have a lot of ceiling tiles that have been damaged through roof leaks over the years. We have a quote from the County Fire Facility to replace two different ceiling tiles. The quote is to replace the damaged and missing ceiling tiles to restore our professional look. Quote price \$2913.17.

Motion to approve the ceiling tile purchase. Motion approved. M/S/A Rehbaum/Bowden.

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Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Word	Aye
Rehbaum	Aye
Duggan	Aye
Nay-	None

**2.) Patch Display**

We have a good collection of patches and would like to get a new patch board constructed to give off a professional presentation. Chris provided a written quote for \$875.74. Motion to approve the patch display. Motion approved. M/S/A Rehbaum/Bowden.

Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Word	Aye
Rehbaum	Aye
Duggan	Aye
Nay-	None

**D.) Roof Leak/Service Proposal – C. Terredanio**

Cristal stated the center had a leak in the roof our last rain. We do have a warranty on our roof that does not expire until March 27, 2026. Cristal called and submitted a claim. Best Contracting Services Inc. was sent out to do the repair. Best Contracting Services Inc. stated the reason we keep getting these leaks is because we are not getting regular maintenance done on our roof yearly. Best Contracting Services Inc. work proposal submitted for roof maintenance, price \$4,30100.

Motion to approve the Best Contracting Inc. service proposal and purchase in the 20/21 fiscal year when roofing company suggests states is the best time to get it done. Motion approved. M/S/A Rehbaum/Bowden.

Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Word	Aye
Rehbaum	Aye
Duggan	Aye



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Nay-                                      None

**E.) Cristal Terredanio's Contractor contract – S. Houston**

Cristal's contract is set to expire June 30, 2020. Motion to extend existing contract in all the elements of the contract to December 31, 2020. Motion approved. M/S/A Bowden/Mejia.

Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Word	Aye
Rehbaum	Aye
Duggan	Aye
Nay-	None

**6. Old Business:**

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

A portion of the drone school and looking at other uses the facility could be used for to generate revenue. JPA had a lot of expenses that were not accounted for, so we are trying to increase the revenue. The team has met regarding the drone school. The members that are on the task force are Houston and Munsey.

**B.) Update on Rosenbauer – Chris Bowden**

They picked the Rosenbauer back up two weeks ago. All the parts have come in and they are in the process of putting it back together.

**C.) KFT Date Change – C. Bowden**

Due to us canceling so many classes and knowing when we open back up clients will need to recert we pushed the date back two weeks for repairs. This will allow us time to get some clients in before shutting down for the upgrades.

**7. Information:**

**A.) Report for Facility Use in 2019 – C. Terredanio**

At the March 5, 2020 meeting Kevin Horan asked if a report could be generated to show who used the facility in 2019 and what the centers revenue would have been if those agencies were charged the Training Site Rental fee. Due to Horan not being at the meeting the report was provided as information and will be reviewed at the next meeting.

**B.) Updated Facility Use Request form – C. Terredanio**

At the March 5, 2020 meeting it was decided that a Certificate of Liability Insurance will be required when reserving the Facility for use. The request of this form has been added to the Facility Use Form. Updated form was provided as information.

**8. Next meeting agenda items: None**

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**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:** June 4, 2020; 1:30 p.m. \*Please submit all agenda items to Program Administrator by May 28, 2020.
10. **Adjournment:** Meeting adjourned by Dan Munsey at 2:19 p.m.

