

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

**December 5, 2019**

**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:** Meeting was called to order at 1:35 p.m. by Stephanie Houston.
2. **Roll Call: Quorum Present**  
Present: Stephanie Houston, President; Kevin Horan, member; Cristal Terredanio, Secretary; Dan Word, Alternate; Chris Bowden, member.  
Absent: Dan Munsey, Vice President; William Rehbaum, Treasurer; Alan Duggan, member; Mike Alder, member; Dan Mejia, member.  
Guest: None
3. **Approval of October 3, 2019 Minutes:**  
Tabled until next meeting.
4. **Approval of November 7, 2019 minutes:**  
Minutes for November 7, 2019 were accepted as written. M/S/A Horan /Word  
Vote was verbal and recorded:

Huston	Aye
Horan	Aye
Word	Aye
Terredanio	Aye
Bowden	Abstain
Nay-	None
5. **Administration/Operations Report: (Handouts provided by Cristal Terredanio)**  
Program Administrator discussed repairs and maintenance. Marketing, including Facebook postings. Program Administrator stated 2020 Calendars are currently being printed up. Program Administrator discussed upcoming classes/trainings including customized trainings. She discussed 2020 courses added to the training calendar. The center has clients enrolled for courses as far out as May 2020. Program Administrator shared that during weeklong customized training December 2-6, German clients were taken to LAFD/LAX for a tour. Program Administrator discussed new clients, and facility use. Reviewed SBRETC Comparative Data by Fiscal Year chart. In the month of November 2019, SBRETC had 9 classes, served 104 clients from 6 different departments.

6. **Agenda Items:**

**A.) Treasurer's Report- Budget Report:**

Treasurer was not in attendance at the meeting, but budget report was provided by email. Budget report reviewed. Horan pointed out that some of the equipment expenditures have posted.

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

Vote was verbal and recorded:

Huston	Aye
Horan	Aye
Word	Aye
Terredanio	Aye
Bowden	Aye
Nay-	None

**B.) Cristal Terredanio's Contractor contract:**

Current contractor contract is ending January 2020.

Motion to approve contract from January 2020 to June 2020.

Motion approved. M/S/A Horan/Word.

Vote was verbal and recorded:

Huston	Aye
Horan	Aye
Word	Aye
Terredanio	Aye
Bowden	Abstain
Nay-	None

**C.) KFT and Simulation Proposals:**

Equipment is currently using software from 2000 and having many issues. Center reached out to 3 companies to come out and give quotes for replacing computer systems. All 3 companies came out. We received 2 quotes, one from Simulation and one from KFT. One company did not provide a quote due to their software was not compatible with our system. KFT built our props originally, our current maintenance contract is with KFT through May of 2020. There are 2 parts to the contract, equipment replacement and maintenance contract starting May of 2020 when the current contract expires through October of 2023. Simulations quote \$447,240 for upgrade. KFT's quote for upgrade \$246,255. KFT prices was cheaper. Timeline is to get work started in June. Work will take 3-4 weeks to complete.

Motion to accept KFT contract.

Motion approved. M/S/A Horan/Word

Vote was verbal and recorded:

Huston	Aye
Horan	Aye
Word	Aye
Terredanio	Aye
Bowden	Abstain
Nay-	None



**D.) Superior Energy Systems quote:**

Classes needed to be cancelled due to the vaporizer shutting down on us. Superior Energy Systems was called out to the facility and provided a quote for the repair. Vaporizer needs to be serviced and extra parts may need to be ordered. Bowden will check with company about setting up a schedule for regular maintenance of the vaporizer.

Motion to accept Superior Energy Systems quote of \$4,065 for vaporizer repair.

Motion approved. M/S/A Horan/Word

Vote was verbal and recorded:

Huston	Aye
Horan	Aye
Word	Aye
Terredanio	Aye
Bowden	Abstain
Nay-	None

**6. Old Business:**

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

Have not met. Nothing to report.

**7. New Business:**

**A.) Dan Munsey appointed new County Fire Chief**

Chief Dan Munsey will continue to be active and engaged with the JPA until he gets a replacement.

**8. Next agenda items: none**

**Public Comment: none**


**9. Next Meeting:** February 6, 2020; 1:30 p.m. \*Please submit all agenda items to Program Administrator by January 30, 2020.

**10. Adjournment:** Meeting adjourned by Stephanie Houston at 2:07 p.m.

Motion approved. M/S/A Horan/Bowden.

Vote was verbal and recorded:

Huston	Aye
Horan	Aye
Word	Aye
Terredanio	Aye
Bowden	Abstain
Nay-	None

  
Dan Munsey, Vice President  
Joint Powers Authority