

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

February 6, 2020 1:30 pm

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

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; Chris Bowden, member; Mike Alder, member (arrived at 1:36); Alan Duggan, member; Dan Mejia, member Dan Munsey, Vice President (arrived at 1:54, left at 2:08).
Absent: Dan Word, Alternate; William Rehbaum, Treasurer.
Guest: Edward Segura, San Bernardino County Fire
3. **Approval of: October 3, 2019 minutes:**
Minutes for October 3, 2019 were accepted as written. M/S/A Houston /Mejia
Vote was verbal and recorded:

Houston	Aye
Horan	Abstain
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Alder	Abstain
Duggan	Abstain
Nay-	None
4. **Approval of: December 5, 2019 minutes**
Minutes for December 5, 2019 were accepted as written. M/S/A Horan /Houston
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Mejia	Abstain
Terredanio	Aye
Bowden	Aye
Alder	Abstain
Duggan	Abstain
Nay-	None
5. **Administration/Operations Reports- Handouts provided by Cristal Terredanio**
Program Administrator discussed repairs and maintenance. Marketing, including Facebook postings. Program Administrator stated 2020 Calendars have been printed up and mailed out to clients to promote program. Program Administrator discussed upcoming classes/trainings including customized trainings. She discussed 2020 courses added to the training calendar including an offsite EVOC training for Lake Havasu. Program Administrator pointed out a new client training with SBRETC, Walla Walla

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Washington. The center has clients enrolled for courses as far out as October 2020. Program Administrator discussed center received a notice to test backflow from the City of San Bernardino Municipal Water District. We received results. One of the valves did fail. We received an estimate of \$595.00 to fix the valve. We have 20 days to make repairs and retest. Program Administrator reviewed SBRETC Comparative Data by Fiscal Year chart. In the month of January 2020, SBRETC had 7 classes, served 83 clients from 14 different departments. Chris Bowden spoke about a customized Helicopter training coming up for North Peace Airport. Alan Duggan spoke about surrounding construction going on and that a temporary fence and block wall will be going up for a few weeks.

6. Agenda Items:

A.) Treasurer's – Budget Report

Treasurer was not in attendance at the meeting, but budget report prepared and presented by Edward Segura. Edward stated that the center is on target. Budget reviewed. Edward stated revenues are on target. Fund balance is 1.2 million.

Motion to accept the treasurer's report. Motion approved. M/S/A Horan/Duggan.
Vote was verbal and recorded.

Houston	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Alder	Aye
Duggan	Aye
Nay-	None

B.) Course Titles and Pricing – C. Bowden

Chris Bowden discussed prices and verbiage to reflect what is being provided during the live burns. Motion to approve verbiage in course titling starting 7/2020. Motion approved. M/S/A Horan/Duggan.

Vote was verbal and recorded.

Houston	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Alder	Aye
Duggan	Aye
Nay-	None

6. Old Business:

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

Tabled to next meeting.

B.) Update on Fire Props and Rosenbauer – C. Bowden

Chris reported we are still struggling with props. We did have the repair tech out to conduct some service on them. They have been working fairly well. Vaporizer was

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also serviced. We are on schedule for upgrades to be done in June. Alan Duggan discussed struggles with getting the Rosenbauer fixed. Parts have been ordered but we have not received word back from the vendor on when we will receive the parts. Dan Munsey discussed identifying grants to support the facility. Discussion about writing a grant for an apparatus. Edward will look in to being able to write an Assistance for Firefighting Grant (AFG). Chris will talk to vendors at the ARFF conference to see if they know about grant options. Departments are calling in asking if we have two apparatuses to run during training. We are letting them know we cannot guarantee two apparatuses. This may cause departments to want to train at other facilities.

7. New Business:

A.) Drone Training Center partnership – D. Munsey

Interest in this area for public safety high end drone training. Airport Authority is working with Unical, County Fire, County of San Bernardino and Esri. Discussion about the Drone Technology school leasing some of the excess capacity here at the training center. This could bring in a new revenue stream into the center to help take care of costs. This would be the forming of a JPA to provide drone technology training. In 2 weeks, a meeting will take place. Horan will check to see what drone training is currently being provided at the college.

**B.) 2019 Annual Statement of Economic Interests (Form 700) Filing Deadline:
April 1, 2020 – C. Terredanio**

Received notice from Clerk of the Board of Supervisors. Our 2019 Annual Statement of Economic Interest (Form 700) needs to be filed and are due by April 1, 2020. JPA had discussion about the forms and how to complete them correctly. Forms were completed during the meeting and handed in to Program Administrator to be mailed out.

**C.) SBRETC contacted by Health & Safety Officer for San Diego Fire-Rescue
Department – C. Bowden**

The training center was contacted by the San Diego Health and Safety Officer regarding some safety concerns. San Diego stated until their concerns were addressed, they would stop sending their personnel to SBRETC for their training. Captain Chris Bowden investigated the concerns and the concerns were also reviewed by San Bernardino County's Safety Officers and Fire Chief. Chris submitted a letter detailing his findings. The San Diego Health and Safety Officer reviewed the investigation and corrective action taken and reauthorized training at the training center. Alder will send Duggan the PPE checklist they are using.

D.) SCBA Repair Tech Training – C. Bowden

Chris Bowden discussed we rent out SCBA's. Chris spoke to our BA tech about loaning us a test piece of equipment and training some of our personnel. Chris discussed sending 2 personnel to get trained to be able to work on SCBA's and keep them in good condition. Estimated cost \$3,397 for 2 personnel. Chris thanked Alder for the donation of 15 SCBA's. A motion was made to send 2 personnel to SCBA repair Tech Training. Motion approved. M/S/A Horan/Mejia.

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Vote was verbal and recorded.

Houston	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Alder	Aye
Duggan	Aye
Nay-	None

E.) Legislative Meeting update – C. Bowden

Meeting was on February 4, 2020. Chris spoke to the group and told them what we do at the center and the struggles we have at the center. Chris gave them a tour of the facility and demo of the pit. The pit failed and shut down during the demo. The group came to listen to us and hopefully find some financial support for the center.

F.) Course Evaluations – A. Duggan

Alan discussed course evaluations from clients that state the training centers equipment and apparatus needs to be improved. Course evaluations go back as far as 2018.

G.) Purchase of second ARFF truck – A. Duggan

Purchasing of a new apparatus was discussed. Edward will look to see what the centers cash fund balance requirement is. Duggan will reach out to San Manuel to gather information on being able to approach them to ask for a new apparatus.

H.) Mud for EVOC course – A. Duggan

The center needs more mud for the EVOC course. Duggan will explore who to get it from, the cost and how much we will need. Duggan estimates the center will need 20 yards. Duggan will bring the estimate of mud purchases to the next meeting.

I.) California Explorer Academy at SBRETC March 23-24, 2020 – A. Duggan

The center is having 160 explorers training with us over a two-day period, March 23-24, 80 explorers on each day. They will be bringing their own gear. The center will be putting on a Part 139 Live Burn class for them. The logistics are still being worked out. They will be covering all their expenses. Their total cost is \$8,300.

J.) Working on next year's budget – C. Bowden/C. Terredanio

Chris and Cristal met with Stacy Powel, Staff Analyst II San Bernardino County District to begin working on next year's budget. This is a working document. Group discussion on what the JPA would like to see on the budget and how they would like it to be labeled. Edward will work with Stacy on the budget.

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8. Next meeting agenda items: None

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.

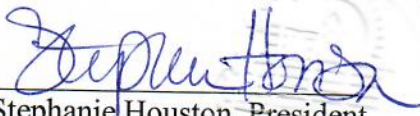
9. Next Meeting: March 5, 2020; 1:30 p.m. *Please submit all agenda items to Program Administrator by February 27, 2020.

10. Adjournment: Meeting adjourned by Stephanie Houston at 3:36 p.m.

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

Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Alder	Aye
Duggan	Aye
Nay-	None


Stephanie Houston, President
Joint Powers Authority