

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

**December 7, 2017**

Administrative Offices of the  
Emergency Training Center Joint Powers Authority – Conference Room  
2235 E. Perimeter Road, San Bernardino, California 92408-0216

**MEETING MINUTES**

1. **Call to Order-** At 1:36 pm by JPA Board President, John Chamberlin
  
2. **Roll Call-** Quorum Present  
Present: John Chamberlin, President; Dan Mejia, Treasurer; Tim Porter, Secretary;  
Donna Ferracone, Vice President; Wei Zhou Member  
Absent: Michael Alder, Member; Dan Word, Alternate

Guests: Robert Edie, Michael Sadsad, Crystal DeLaRosa

3. **Approval of: Minutes October 5, 2017**  
M/S/C Ferracone/Porter to approve the minutes as written.  
Vote was verbal and recorded.  
Ferracone     Aye  
Porter         Aye  
Zhou           Aye  
Chamberlin    Aye  
Mejia          Aye  
Nay- none

4. **Treasurer's Report-** Michael Sadsad  
Michael Sadsad reported that our net pay is about -6.5% now. When the outstanding departments pay their invoices we should receive about \$200,000.  
M/S/A Ferracone/Mejia to accept and file the Treasurer's Report  
Vote was verbal and recorded.  
Porter         Aye  
Chamberlin    Aye  
Zhou           Aye  
Ferracone     Aye  
Mejia          Aye  
Nay- none

Michael also reported that there was one finding on the audit regarding accounts receivable and they are addressing it.

5. **Administration/Operations Report**

Full report is attached. There was discussion regarding the fact that the social media and web accounts are being updated. There have been an increased number of classes and January is also well scheduled

## 6. Agenda Items

- 1.) Orlando ARFF Conference- M/S/A Chamberlain/Porter to approve Robert and Crystal to attend the Orlando ARFF Conference, not to exceed the amount of \$5,000.00 for travel and shipping.

Vote was verbal and recorded.

Ferracone	Aye
Mejia	Aye
Zhou	Aye
Porter	Aye
Chamberlain	Aye
Nay-	none

- 2.) Discussion took place around ads for the Center in Firewire Magazine and Fire House Magazine. It was decided to address Fire House in February after more information is obtained. The board also asked Robert to look into the Daily Dispatch and report back to the JPA in February. M/S/C Ferracone/Porter to approve a ½ page ad in Firewire Magazine for \$209. The understanding is that the set- up fee will be waived. The annual quarterly fee would be a total of \$230.

Zhou	Aye
Porter	Aye
Chamberlin	Aye
Mejia	Aye
Ferracone	Aye
Nay-	none

- 3.) Baby B' Air Endorsement Letter – After discussion, the consensus was that we would not write a letter of endorsement.

- 4.) KFT Software upgrade- was tabled until February 1, 2018. However the following discussion took place.

The software needs to be upgraded to current windows programs. Chief Chamberlin suggested we look into our own platform and just use the Kidde software. We need to be able to have quick response when things go down and Kidde does not have a good reputation for adequate service. Robert will supply the details to the proper board members so that Crafton Hills College and San Bernardino County Fire are able to approach their people.

## 7. Old Business

- 1.) Unical Aviation Aircraft Frame invoiced \$1500 for taxes. M/S/C Porter and Mejia to approve payment.

Zhou	Aye
Ferracone	Aye

Chamberlin Aye  
Mejia Aye  
Porter Aye  
Nay- None

2.) Clerk Position There is no report from Dan Word. There was also discussion regarding getting a WEX worker from County Fire. This s a 6 month to 1-year position which would be paid by County Fire.

3.) Personnel Safety (Gate) was approved for Hand crew to do. Chief Porter reported that the lights in the parking lot have been fixed but it is still very dark and the need for the gate still exists. The JPA minutes from 6/14/14 shows that Allan Duggan was to follow up but that the Airport had agreed to share the cost 50/50. The cost for a solar powered gate is \$7500. A long discussion followed regarding need, parking area and cost. To save costs County Fire staff could do much of the work to control costs. M/S/C Chamberlain/Ferracone to go ahead with the gate, not to exceed \$3000.

Zhou Aye  
Porter Aye  
Chamberlin Aye  
Mejia Aye  
Ferracone Aye  
Nay- none

4.) JPA Partner responsibilities- Table to next meeting.

**8. Public Comment None**

**9. Next Meeting:** February 1, 2018 at 1:30 p.m. until 3:00 p.m.

**10. Adjournment –** Meeting adjourned at 2:52 p.m.





San Bernardino Regional Emergency Training Center JPA

Treasurer's Report - FY 17/18

Operating Fund MSB 530

December 2017

OBJ	REVENUE	BUDGET	1st QTR	OCT	NOV	DEC	2nd QTR	YTD	50%	BALANCE	NOTES
8500	Interest	\$ 3,500	\$ -	\$ 2,439.39	\$ -	\$ -	\$ 2,439.39	2,439.39	69.7%	\$ 1,061	
8525	Rental of PPEs	4,500	(4,255)					(4,255.00)	-94.6%	8,755	\$4,255 Year-end Accrual/Reversal and Collections
9540	Class Revenue	325,000	(61,000)	33,525	6,500		40,025	(20,975.06)	-6.5%	345,975	\$78,950 Year-end Accrual/Reversal and Collections
9800	Other Revenue - Promotional	0	(4,689)					(4,689.49)	0.0%	\$ (4,689)	
9930/70	Other Revenue/Promotional	500	-	199	30		229	229.00	45.8%	\$ 229	
9984	Other Revenue/Promotional	-	1,027					1,027.19	0.0%	\$ 1,027	
	Revenue Subtotal	\$ 333,500	\$ (68,917)	\$ 36,163	\$ 6,530	\$ -	\$ 42,693	\$ (26,223.97)	-7.9%	\$ 359,724	
	Contingency	228,407	-	-	-	-	-	-	-	228,407	
	<b>Total Revenue</b>	<b>\$ 561,907</b>	<b>\$ -</b>	<b>\$ 36,163</b>	<b>\$ 6,530</b>	<b>\$ -</b>	<b>\$ 42,693</b>	<b>\$ (26,223.97)</b>	<b>-4.7%</b>	<b>\$ 588,131</b>	
<b>OBJ</b>	<b>EXPENDITURES</b>										
2025	Clothing & Supplies	\$ 10,000	\$ 31	\$ 296	\$ -	\$ -	\$ 296	327.55	3.3%	\$ 9,672	
2070	Food	7,000	743.99		542	386	928	1,671.92	23.9%	5,328	
2075	Memberships	300	-		185		185	185.00	61.7%	115	
2080	Publications	6,000	2,488.79					2,488.79	41.5%	3,511	
2090	Misc. - Telecommunication	1,500	592.65	200	199		399	991.35	66.1%	509	
2115	Computer licenses	250	-					-	0.0%	250	
2116	Computer Hardware	500	-					-	0.0%	500	
2120	Small Tools & Instrmnts	250	-			37	37	36.63	14.7%	213	
2130	Non-Inv. Equipment	7,000	744.42	36		290	326	1,070.29	15.3%	5,930	
2135	Special Dept Expense	7,000	-					-	0.0%	7,000	
2180	Utilities	40,000	12,993.05	1,164	3,949		5,113	18,106.37	45.3%	21,894	
2182	Utilities - Electricity	-	-	2,851			2,851	2,851.08	0.0%	(2,851)	
2235	Vehicle Liability	32,625	-					-	0.0%	32,625	
2245	Insurance	17,443	13,823.34	1,629			1,629	15,452.34	88.6%	1,991	
2285	Collision Insurance	462	-					-	0.0%	462	
2304	Ofc. Exp. - Outside Vendors	1,000	54.41	223	623		846	900.73	90.1%	99	Firefighters First - Training Materials
2350	Printing	500	-		679		679	679.23	136%	(179)	Firefighters First - Training Manuals
2355	Advertising	10,000	385.27	986			986	1,371.74	14%	8,628	
2405	Auditing	9,000	-	5,300			5,300	5,300.00	59%	3,700	
2415	County Services (COWCAP)	3,000	-					-	0%	3,000	
2441	Exterminator	1,500	130.00	65			65	195.00	13%	1,305	
2444	Alarm Monitoring	1,500	354.00	354			354	708.00	47%	792	
2445	Other Prof Services	180,000	7,150.00	7,150	148	3,575	10,873	18,023.00	10%	161,977	
2835	General Household Exp	700	15.61	400	830		1,230	1,246.01	178%	(546)	\$830 Waste Sanitary Supply
2840	Purchase Medical	500	113.66	2,614			2,614	2,727.31	545%	(2,227)	OP Expense - Service and Supplies
2855	Maint. (Props, veh, equip)	55,000	48,307.08	792	658		1,450	49,757.14	90%	5,243	Maintenance Props, Vehicles, Equipment
2860	Fuel - Diesel	5,000	-					-	0%	5,000	
2865	Vehicle Maintenance	13,877	(3,324.95)					(3,324.95)	-24%	17,202	
2870	Building Maint/upkeep	13,000	3,403.10	2,160	436		2,596	5,999.47	46%	7,001	
2890	Grounds Maint.-Contracts	3,400	-					-	0%	3,400	
2895	Rents/Leases-Copier	1,600	2,067.04	197	228		425	2,492.27	156%	(892)	Airgas-207 Propane and Tank Rental
2930	Vehicle Svcs (ISF)	1,500	56.91		32	2,245	2,277	2,334.07	156%	(834)	Maintenance Charges
2940	Private Mileage	500	-					-	0%	500	
2941	Conf/Training/Smmr Fees	3,000	200.00	759			759	958.75	32%	2,041	
2942	Hotel	3,000	-		807		807	806.70	27%	2,193	
2943	Meals	1,000	-					-	0%	1,000	
2945	Air Travel	3,000	394.46					-	0%	2,606	
2946					910		910	909.70	13%	(910)	
2953	Fuel - Propane	100,000	-	10,878	11,328		22,206	22,205.93	22%	77,794	Accrual/Reversal Financial Accounting & Reporting
4040	Equipment	20,000	16,200.00					16,200.00	81%	3,800	
	<b>Total Expenditures</b>	<b>\$ 561,907</b>	<b>\$ -</b>	<b>\$ 38,055</b>	<b>\$ 21,553</b>	<b>\$ 6,533</b>	<b>\$ 66,142</b>	<b>\$ 173,065.88</b>	<b>31%</b>	<b>\$ 388,841</b>	
	<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,892)</b>	<b>\$ (15,023)</b>	<b>\$ (6,532.83)</b>	<b>\$ (23,448)</b>	<b>\$ (199,290)</b>			



San Bernardino Regional Emergency Training Center  
 Conference/ Vendor Booth Request  
 JPA Board Meeting: December 7, 2017

ARFF Working Group Conference

February 26-March 1, 2018      Travel dates February 25-March 2, 2018

Orlando FL

Sponsored by ARFF Working Group

Purpose: The ARFF Chiefs & Leadership conference is the premier event for the aviation firefighting industry. It is the largest gathering of ARFF professionals in one location. For many of the participants this is the one chance each year to become acquainted with service associated with their profession. A booth will provide exposure to the SBRETC to participants/departments located throughout the US and internationally.

Funds requested:

Exhibit booth (early bird registration)-\$750

Exhibitor fee includes one registrations; additional booth reg- \$200

Hotel \$165/per night/per room

	hotel (4-5 nights)	airfare/baggage/mileage to airport	airport parking	meals	additional registration/ table fee	Total
1 person	874.50	499	72	237	750	\$ 2432.50
2 persons	874.50	499	72	237	200	\$ 1882.50
3 persons	874.50	499	72	237	200	\$ 1882.50

*not to exceed 5,000 for*

Total cost \$4,315.00

*extra \$ 200*

San Bernardino Regional Emergency Training Center  
Administrative/Operations Report  
December 7, 2017

**REPAIRS AND MAINTENANCE-**

Couts Heating and Cooling: December 4, 2017  
Moore 4 Less: Nov. 21, 23, 28, 30. December 5, 7.  
Specialized Elevator: December 14, 2017

**MARKETING/PUBLIC RELATIONS-**

FAA request for "best of breed" course lesson plans  
Postings on ARFF WG  
E-Newsletter  
Postings on social media  
Updated the Website

**UPCOMING TRAININGS**

1/3/18	Part 139/Long Beach
1/4/18	Part 139/Long Beach
1/5/18	Part 139/Long Beach
1/16/18	Part 139/ Cars

**FACILITY USE-**

HRO Conference Call- Dec 1, 2017 and January 5, 2018  
SBCoFD- Medic testing Nov. 27-30, 2017  
OFM- OSHA Training December 7-8, 2017  
Confire – EMD December 11-13, 2017  
OFM- Fire Prevention class January 10-11, 2018

**Other-**



SBRETC Comparative Data by Fiscal Year

Month	Classes																		Students																		Departments									
	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	05-06	06-07	07-08	08-09	08-09 Ethics	09-10	09-10 Ethics	10-11												
July	0	0	2	0	0	0	0	0	0	0	1	1	0	0	0	0	17	0	0	0	0	0	0	7	7	0	0	0	0	5	0	0	0	0	0	0	0	5	0	0	0	1				
Aug	0	0	0	0	0	1	0	1	1	1	0	1	0	0	0	0	0	0	7	0	17	11	19	0	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Sept	2	5	4	3	4	3	4	1	1	1	4	0	1	13	69	42	42	28	50	27	41	8	16	39	0	9	5	5	16	9	0	0	0	0	5	5	8	5	0	0	0	9				
Oct	5	4	6	4	3	6	9	9	6	6	8	10	6	41	50	59	59	35	31	79	115	105	60	122	132	73	9	5	8	3	0	0	0	0	8	8	5	0	0	0	0	2				
Nov	5	5	4	4	3	6	4	8	12	14	11	9	9	46	47	44	44	36	28	46	52	101	157	184	153	118	9	9	8	3	0	0	0	0	6	6	3	0	0	0	0	2				
Dec	0	6	3	2	1	0	1	0	0	1	4	3	3	0	58	42	42	7	31	0	7	0	0	9	64	30	0	0	4	7	0	0	0	0	6	6	7	0	0	0	0	20				
Jan	5	5	5	12	12	13	10	9	10	12	9	9	9	51	78	56	56	128	137	144	118	106	115	150	120	120	4	4	13	9	11-11	11	11	10	10	10	7	0	0	0	0	10				
Feb	1	2	7	5	2	1	3	3	3	0	1	1	1	5	24	90	90	81	16	9	30	43	44	0	3	3	1	1	5	7	0	0	0	6	6	6	7	0	0	0	0	6				
March	2	2	6	4	5	3	2	1	2	4	5	3	3	20	15	72	55	50	45	29	11	25	31	51	67	67	3	3	12	19	28-1	11	8	10	10	10	12	0	0	0	0	10				
Apr	0	7	3	15	9	11	10	11	5	7	4	5	5	0	77	35	214	135	155	146	150	51	84	26	52	52	0	0	4	17	11-11	3	3	4	4	4	4	0	0	0	0	4				
May	2	3	1	6	5	3	8	4	4	5	7	3	3	28	28	15	55	34	16	45	75	50	67	109	31	31	8	5	6	17	11-11	10	10	4	4	4	4	0	0	0	0	4				
June	0	2	2	2	0	6	2	1	2	1	1	3	3	0	25	18	23	0	51	24	7	26	9	11	25	25	0	4	7	4	0	0	0	5	5	5	5	0	0	0	0	5				
Totals	4	32	39	58	49	49	51	49	44	50	57	51	48	48	301	466	697	534	567	549	623	526	602	708	668	668	11	37	83	102	61	74	42	77	77	77	77	0	0	0	0	77				

Site visits from: China, Finland, Mexico, Netherlands  
 United Arab Emirates, AL, CT, FL, GA, WA