

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

**February 1, 2018**

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 1:30 pm by JPA Board Secretary, Tim Porter
  
2. **Roll Call-** Quorum Present  
Present; Dan Mejia, Treasurer; Tim Porter, Secretary; Wei Zhou Member; Donna Ferracone, Vice President  
Absent: Michael Alder, Member; Dan Word Alternate; John Chamberlin, President  
  
Guests: Robert Edie, Michael Sadsad, Crystal DeLaRosa
  
3. **Approval of: Minutes December 7 2017**  
Motion was made to Table minutes of December 7, 2017 until the next meeting of the JPA. M/S/A Ferracone/Mejia  
Vote was verbal and recorded.  
Ferracone     Aye  
Porter         Aye  
Zhou           Aye  
Mejia          Aye  
Nay- none
  
4. **Treasurer's Report-** Michael Sadsad  
Michael Sadsad reported that we are at 58% of the year and our revenue is at 8%. This is based on the delayed payments from departments who have taken classes. Expenses are at 43%.  
M/S/A Mejia/Ferracone to accept and file the Treasurer's Report  
Vote was verbal and recorded.  
Porter         Aye  
Zhou           Aye  
Ferracone     Aye  
Mejia          Aye  
Nay- none
  
5. **Administration/Operations Report**  
Full report is attached.  
SBCO, PD and Confire are requesting to use classrooms 2 nights per week.  
M/S/A Zhou/Mejia to approve.  
Vote was verbal and recorded.  
Porter         Aye  
Zhou           Aye  
Ferracone     Aye  
Mejia          Aye  
Nay- none
  
6. **Agenda Items**
  - a) Request for attendance at Fire House World Conference March 3 through March 8 in San Diego. The center has not attended this conference before. Chief Mejia sees value in attending. M/S/A- Ferracone/

Mejia to send Robert to this conference.

Vote was verbal and recorded.

Ferracone Aye

Mejia Aye

Zhou Aye

Porter Aye

Nay- none

There was subsequent conversation regarding if the already planned Orlando trip costs were reflected in the budget. Robert could not answer that question. M/S/A Ferracone/Mejia to allow for 2 people to attend the San Diego Conference if the Orlando costs are already reflected in the current budget.

Vote was verbal and recorded.

Porter Aye

Zhou Aye

Ferracone Aye

Mejia Aye

Nay- none

a) FDIC Conference was discussed. Robert feels there is potential value but he suggests passing on the conference this year.

b) Daily Dispatch (see attached handout) M/S/C Mejia/Zhou to buy 4 months of advertising for \$550.

Porter Aye

Zhou Aye

Ferracone Aye

Mejia Aye

Nay- none

c) KFT Software upgrade- was tabled until next meeting on April 5, 2018. Chief Porter will look into the possibility of any grants that might help with costs.

d) Computer for Classes- The classroom computer is on its last legs. CHC was to find a new computer for the classroom but have not completed this task. Several requests have been made. Dr. Zhou will follow up on this. This can be a lap top. Needs access to the District system, U Tube, and Power Point.

### 1. Old Business

a) Clerk Position \_ No follow up from Dan Word yet.

b) JPA Partner responsibilities- Members are to read the original agreement and be ready to discuss at the next meeting.

### 7. Public Comment None

8. Next Meeting: April 5, 2018 at 1:30 p.m. until 3:00 p.m.

9. Adjournment – Meeting adjourned at 2:20 p.m.



San Bernardino Regional Emergency Training Center JPA

Treasurer's Report - FY 17/18

Operating Fund MSB 530

February 2018

OBJ	REVENUE	BUDGET	1st QTR	DEC	2nd QTR	JAN	3rd QTR	YTD	58%	BALANCE	NOTES
8500	Interest	\$ 3,500	\$ -	\$ -	\$ 2,439.39	\$ 3,147.64	\$ 3,147.64	\$ 5,877.03	159.6%	\$ (2,087)	
8525	Rental of PPEs	4,500	(4,255)	-	-	50	50	(4,205.00)	93.4%	8,705	\$4,255 Year-end Accrual/Reversal and Collections
9540	Class Revenue	325,000	(61,000)	37,200	77,225	33,000	33,000	49,224.94	15.1%	275,775	\$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	-	140	369	70	70	439.00	87.8%	\$ 439	
9984	Other Revenue/Promotional	-	1,027	-	-	-	-	1,027.19	0.0%	\$ 1,027	
	Revenue Subtotal	\$ 333,500	\$ (68,917)	\$ 37,340	\$ 80,033	\$ 36,268	\$ 36,268	\$ 47,383.67	14.2%	\$ 286,116	
	Contingency	228,407	-	-	-	-	-	-	-	\$ 228,407	
	<b>Total Revenue</b>	<b>\$ 561,907</b>	<b>\$ -</b>	<b>\$ 37,340</b>	<b>\$ 80,033</b>	<b>\$ 36,268</b>	<b>\$ 36,268</b>	<b>\$ 47,383.67</b>	<b>8.4%</b>	<b>\$ 514,523</b>	
<b>OBJ</b>	<b>EXPENDITURES</b>										
2025	Clothing & Supplies	\$ 10,000	\$ 31	\$ -	\$ 296	\$ -	\$ -	\$ 327.55	3.3%	\$ 9,672	
2070	Food	7,000	743.99	1,813	2,741	961	961	4,446.23	63.5%	2,554	
2075	Memberships	300	-	-	185	-	-	185.00	61.7%	115	
2080	Publications	6,000	2,488.79	3,440	3,440	-	-	5,928.79	98.8%	71	
2090	Misc. - Telecommunication	1,500	592.65	199	598	199	199	1,389.41	92.6%	111	
2115	Computer licenses	250	-	636	636	-	-	636.00	254.4%	(386)	
2116	Computer Hardware	500	-	-	-	-	-	-	0.0%	500	
2120	Small Tools & Instrmnts	250	-	-	37	-	-	36.63	14.7%	213	
2130	Non-Inv. Equipment	7,000	744.42	62	388	-	-	1,132.64	16.2%	5,867	
2135	Special Dept Expense	7,000	-	-	-	-	-	-	0.0%	7,000	
2180	Utilities	40,000	12,993.05	3,835	8,948	3,710	3,710	25,651.67	64.1%	14,348	
2182	Utilities - Electricity	-	-	-	2,851	-	-	2,851.08	0.0%	(2,851)	
2235	Vehicle Liability	32,625	-	-	-	-	-	16,322.50	50.0%	16,303	
2245	Insurance	17,443	13,823.34	-	1,629	-	-	15,452.34	88.6%	1,991	
2285	Collision Insurance	462	-	-	-	4,191	4,191	4,190.50	907.0%	(3,729)	Increase rates from Insurance Carrier
2304	Ofc. Exp. - Outside Vendors	1,000	54.41	206	1,052	-	-	1,106.61	110.7%	(107)	Firefighters First - Training Materials
2350	Printing	500	-	-	679	-	-	679.23	135.8%	(179)	Firefighters First - Training Manuals
2355	Advertising	10,000	385.27	-	986	-	-	1,371.74	13.7%	8,628	
2405	Auditing	9,000	-	3,000	8,300	-	-	8,300.00	92.2%	700	
2415	County Services (COWCAP)	3,000	-	-	-	-	-	-	0.0%	3,000	
2441	Exterminator	1,500	130.00	-	65	-	-	195.00	13.0%	1,305	
2444	Alarm Monitoring	1,500	354.00	-	354	354	354	1,062.00	70.8%	438	
2445	Other Prof Services	180,000	7,150.00	7,398	14,696	5,825	5,825	27,671.00	15.4%	152,329	
2835	General Household Exp	700	15.61	-	1,230	-	-	1,246.01	178.0%	(546)	
2840	Purchase Medical	500	113.66	-	2,614	-	-	2,727.31	545.5%	(2,227)	
2855	Maint. (Props, veh, equip)	55,000	48,307.08	49	1,499	25	25	49,831.18	90.6%	5,169	\$830 Waxie Sanitary Supply
2860	Fuel - Diesel	5,000	-	-	-	-	-	-	0.0%	5,000	OP Expense - Service and Supplies
2865	Vehicle Maintenance	13,877	(3,324.95)	-	-	-	-	(3,324.95)	-24.0%	17,202	Maintenance Props, Vehicles, Equipment
2870	Building Maint/upkeep	13,000	3,403.10	1,680	4,276	1,711	1,711	9,390.43	72.2%	3,610	
2890	Grounds Maint.-Contracts	3,400	-	-	-	-	-	-	0.0%	3,400	
2895	Rents/Leases-Copier	1,600	2,067.04	191	617	-	-	2,683.67	167.7%	(1,084)	Airgas-207 Propane and Tank Rental
2930	Vehicle Svcs (ISF)	1,500	56.91	2,245	2,277	-	-	2,334.07	155.6%	(834)	Maintenance Charges
2940	Private Mileage	500	-	-	-	-	-	-	0.0%	500	
2941	Conf/Training/Smmr Fees	3,000	200.00	-	759	-	-	958.75	32.0%	2,041	
2942	Hotel	3,000	-	807	1,613	-	-	1,613.40	53.8%	1,387	
2943	Meals	1,000	-	-	-	-	-	-	0.0%	1,000	
2945	Air Travel	3,000	394.46	-	-	-	-	394.46	13.1%	2,606	
2946					910			909.70		(910)	
2953	Fuel - Propane	100,000	-	-	-	-	-	-	0.0%	100,000	
4040	Equipment	20,000	16,200.00	-	22,206	15,323	15,323	37,529.25	37.5%	62,471	
	<b>Total Expenditures</b>	<b>\$ 561,907</b>	<b>\$ -</b>	<b>\$ 25,562</b>	<b>\$ 85,983</b>	<b>\$ 48,622</b>	<b>\$ 48,622</b>	<b>\$ 241,429.20</b>	<b>43.0%</b>	<b>\$ 320,478</b>	Accrual/Reversal Financial Accounting & Reporting
	<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,778.40</b>	<b>\$ (5,850)</b>	<b>\$ (12,354)</b>	<b>\$ (12,354)</b>	<b>\$ (194,046)</b>			



**San Bernardino Regional Emergency Training Center JPA**

Treasurer's Report - FY 17/18

Operating Fund MSB 530

February 2018

DESCRIPTION	BUDGET	1st QTR	DEC	2nd QTR	JAN	3rd QTR	YTD	58%	NOTES
REVENUE	\$ 561,907	\$ -	\$ 37,340	\$ 80,033	\$ 36,268	\$ 36,268	47,384	8%	
EXPENDITURES	561,907	-	25,562	85,883	48,622	48,622	241,429	43%	
NET INCOME / (LOSS)	\$ -	\$ -	\$ 11,778	\$ (5,850)	\$ (12,354)	\$ (12,354)	(194,045.5)		

San Bernardino Regional Emergency Training Center  
Administrative/Operations Report  
February 1, 2018

**REPAIRS AND MAINTENANCE-**

Couts Heating and Cooling: Jan 18, 2018  
Moore 4 Less: Jan, 2,4,9,22,16,18,23,25,30, Feb 1,6,8,13,15,2018  
Specialized Elevator: Jan 24, 2018

**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**

Jan 29-March 2- ARFF Basic  
March 16- Pt 139 Cars Recert  
March 29- Pt 139 Cars Recert  
June 18- 22- ARFF Basic

**FACILITY USE-**

HRO Conference Call- January 5, February 2, 2018  
SBCoFD- Training DIV. Feb 12, MCI Drill Feb 28,  
OFM- Training January 10-11, 2018  
Confire – Office 360 Training February 22-23, 2018  
Police Academy Audits- January 30, 2018

**Other-**

ARFF Leadership Conference February 25- March 2<sup>nd</sup>, 2018

# Fire House San Diego 3/4-8/18

## Pricing

### **BOOTH:**

- BOOTH SPACE RENTAL: **\$1,875.00**
- LISTING FEE: **\$0**
- FURNITURE (TABLE/CHAIR) RENTAL: **\$0**
- ELCTRICAL CHARGE: **\$0**
- TOTAL SHIPPING COSTS FOR BOOTH AND P.R. ITEMS: **\$0**
- TOTAL TAXES (Estimated at 10%): **\$187.50**
- BOOTH TOTAL: **\$2,062.50**

### **HOTEL:**

- COST PER NIGHT: \$252.00 x 4 or 5 nights: **\$1000.80 or \$1260.00**
- PARKING COSTS AT HOTEL: \$25.00 x 5: **\$125.00**
- TOTAL TAX: **\$100.80 or \$126.00**
- HOTEL TOTAL PER PERSON: **\$1,101.60 or \$1,386.00**

### **MEALS:**

- \$11-BREAKFAST: 5
- \$15-LUNCH: 5
- \$24-DINNER: 5
- TOTAL MEAL COST PER PERSON: **\$250.00**

### **TRANSPORTATION:**

- FLIGHT COST: **\$0**
- AIRPORT PARKING: **\$0**
- FUEL COST (IF NOT FLYING): **\$0**
- RENTAL CAR TOTAL: **\$0**
- SHUTTLE TO AND FROM HOTEL (IF NOT RENTAL CAR): **\$0**

### **TOTAL COST TO ATTEND FIRE HOUSE SAN DIEGO (1 PERSON):**

\$3,414.10 or \$3,698.50

### **TOTAL COST TO ATTEND FIRE HOUSE SAN DIEGO (2 PEOPLE):**

\$4,765.70 or \$5,050.10

# FDIC Indianapolis 4/23-28/18

## Pricing

### **BOOTH:**

- BOOTH SPACE RENTAL: **\$1,728.00**
- LISTING FEE: **\$325.00**
- FURNITURE (TABLE/CHAIR) RENTAL: **\$300.75, tax included**
- ELECTRICAL CHARGE: **\$0**
- TOTAL SHIPPING COSTS FOR BOOTH AND P.R. ITEMS: **\$450.00 (estimated)**
- TOTAL TAXES (Estimated at 10%): **\$205.30**
- **BOOTH TOTAL COST: \$3,009.05**

### **HOTEL:**

- COST PER NIGHT: \$139.00 or \$169.00 x 7 nights: **\$973.00 or \$1,183.00**
- PARKING COSTS AT HOTEL: **\$0**
- TOTAL TAX (Estimated at 10%): **\$97.30 or \$118.30**
- **HOTEL TOTAL PER PERSON: \$1,070.30 or \$1,301.30**

### **MEALS:**

- \$11-BREAKFAST: 8
- \$15-LUNCH: 8
- \$24-DINNER: 7
- **TOTAL MEAL COST PER PERSON: \$376.00**

### **TRANSPORTATION:**

- FLIGHT COST (Per Person): **\$350.00 from LAX**
- AIRPORT PARKING (\$12.00 per day x 8 days): **\$96.00**
- FUEL COST (IF NOT FLYING): **\$0**
- RENTAL CAR TOTAL: **\$0**
- SHUTTLE TO AND FROM HOTEL (IF NOT RENTAL CAR): **\$50.00**

### **TOTAL COST TO ATTEND FDIC (1 PERSON):**

**\$4,951.35**

### **TOTAL COST TO ATTEND FDIC (2 PEOPLE):**

**\$5,908.35**



## REQUEST FOR PURCHASE

ITEM:

Four month advertisement on the *Daily Dispatch* website homepage

JUSTIFICATION:

In an attempt to increase our marketing and potentially increase our revenue, I propose SBRETC runs a four month advertisement with the *Daily Dispatch* website. This ad will be a rotating ad and will be shown anytime someone goes to their website's homepage. Please see the attached form for the location and general appearance of the advertisement. After the four month "trial" period is complete, as a JPA board we can evaluate if we would like to continue to advertise through *Daily Dispatch* on an annual basis.

COST:

Ad Cost: \$125.00 per month

Tax (Estimated at 10%): \$12.50 per month

Total: \$550.00 for a 4 month advertisement

PREPARED BY:

Robert Edie  
Training Officer  
SBCoFD  
(909) 838-5647



## Display Advertising Rates

Effective November 1, 2016

The Daily Dispatch reaches over 60,000 members of the fire service every weekday. With custom state and national fire news, job postings, equipment classifieds and much more, our free newsletter is a valuable service to the Nation's Bravest. Help us continue to serve firefighters across the country by sponsoring the Daily Dispatch with a targeted ad to an engaged audience. Contact us today for a free consultation.

### Sponsor Ads

Cost per insertion - **\$145**

The sponsor ad is a button advertisement that runs in the Daily Dispatch newsletter. Sponsor ads consist of an image as well as room for text. Sponsor ads are designated as a national purchase ad, published in all 50 state newsletters. Three sponsor ad slots are available on the newsletter positioned between the State news and the Announcements. Sponsor ads will link to destination designated by advertiser. The price for a sponsor ad is \$145 per daily insertion. **The image for the sponsor ad is 210x75 pixels with roughly 300 characters of copy.**

### Middle Banner

Cost per insertion - **\$265**

The Middle Banner is an advertisement that runs in the Daily Dispatch newsletter. This is a higher profile ad that runs between the State News and National News sections. The Middle Banner is designated as a national purchase ad, published in all 50 state newsletters. Only one Middle Banner position is available each day on the newsletter. The Middle Banner ad will link to destination designated by advertiser. The price for the Middle Banner ad is \$265 per daily insertion. **The dimension for the Middle Banner is 677x75 pixels.**

### Top Banner

Cost per insertion - **\$550**

The Top Banner ad is an advertisement that runs in the Daily Dispatch newsletter. This is the highest profile ad on the newsletter featured above all content. The Top Banner ad is designated as a national purchase ad, published in all 50 state newsletters. Only one Top Banner position ad is available each day on the newsletter. The Top Banner ad will link to destination designated by advertiser. The price for the Top Banner ad is \$550 per daily insertion. **The ad size for the Top Banner ad is 677x75 pixels.**

### Homepage Web Ads

**\$125 - \$175** per Month

In addition to advertising space on our daily newsletter, we offer Homepage web button ads on our website at [www.dailydispatch.com](http://www.dailydispatch.com). The Homepage Web ad will link to the destination designated by advertiser. These ads are available starting from \$125 per month based on the position on the web page. **The ad size for the Homepage Web ad is 330x100 pixels.**

**Bundled Ad Packages** are available. Contact our Advertising Coordinator to place your ad or to receive more information on our services:

Jennifer Clark | Advertising Coordinator | Daily Dispatch

[jenc@dailydispatch.com](mailto:jenc@dailydispatch.com) | 503.419.6423

25030 SW Parkway Ave., Suite 330, Wilsonville, OR 97070

[www.dailydispatch.com](http://www.dailydispatch.com)

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Western Fire Chiefs Association

# DAILY DISPATCH

## HOMEPAGE WEB ADS

**DAILY DISPATCH**  
*Only News for America's Fire Services*

TODAY'S DISPATCH MEMBER LOGIN

HOME SUBSCRIBE NEWS COLUMNS EQUIPMENT JOBS ADVERTISE ABOUT DD APP CONTACT



### TOP NEWS

**Honolulu fire safety bill allows high-rises to waive sprinkler installation**  
Owners of older high-rise residential buildings would be able to opt out of installing sprinklers under a draft fire safety bill approved by a Honolulu City Council committee Tuesday. Related measures offering financial incentives for high-rise owners who do install sprinklers, meanwhile, moved out of a separate Council committee Wednesday. All the measures were introduced following July's massive fire at the Marco Polo condominium complex that led to four residents' deaths, injuries  
*Star Advertiser*

Search

















### PHOTOS & VIDEO



**Dump Truck Fire - Clallam County, WA - Clallam 2 Fire-Rescue** Firefighters attack two commercial dump trucks on fire in Port Angeles, Washington

### CALIFORNIA HEADLINES change state

- Cambria directors to consider ballot measure for firefighters >  
- Selma looks to rebuild fire station >  
- Follow-up: 2 federal agencies investigate Tesla crash on 405 Fwy in Culver City >  
- Tulare County fire officials targeting homes that pose fire risks >  
- Fire at Catholic Church in Boyle Heights Investigated as Suspicious After Vandalism Is Found >  
- Would-be burglar gets stuck in chimney of City Heights home >  

CHANGE DEFAULT STATE   
MORE CALIFORNIA NEWS 

Media Library >



**Edie, Robert**

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**From:** Cooper, Ryan <Ryan.Cooper@kft.firetrainer.com>  
**Sent:** Tuesday, January 30, 2018 3:58 PM  
**To:** Edie, Robert  
**Subject:** SB software/PLC upgrade

As per our conversation and your request here is the basic outline for a software upgrade.

This will include but not necessarily limited to;

- Upgrades to PLC (updated, smaller, faster unit, Inc wiring alterations if required)
- Upgrades to PC software (user interface and functionality of computer programs)
- New and readily installed computer systems (PC, monitor, printer set up)
- Updated and full program licences

All these things have to be quoted together as they are all part of the upgrade package to work together and communicate throughout the system correctly.

\$186,000

One hundred and eighty six thousand

Regards, Coop