

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

April 5, 2018

**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 1:30 p.m. by President Chamberlin
- 2. Roll Call: Quorum Present**
Present: John Chamberlin, President; Donna Ferracone, Vice-President; Tim Porter, Secretary;
Dan Mejia, Treasurer; Mike Alder, Member; Dan Word, Alternate
Absent: Wei Zhou, Member
Guest: Robert Edie, Michael Sadsad, Crystal DeLaRosa
- 3. Closed Session:**
Board went into closed session; nothing to report out
- 4. Meeting Called Back to Order: 2:05 p.m.**
- 5. Roll Call of Board Members:**
Present: John Chamberlin, President; Donna Ferracone, Vice-President; Tim Porter, Secretary;
Dan Mejia, Treasurer; Mike Alder, Member; Dan Word, Alternate
- 6. Approval of Minutes:**
Minutes for February 1, 2018 were accepted as written M/S/A Mejia/Porter
Vote was verbal and recorded:

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Mejia	Aye
Porter	Aye
Word	Aye
- 7. Treasurer's Report: (Handouts provided by Sadsad):**
Discussion- Reports are for 9 months of operation. Revenues down as payments from fire departments are not yet received. \$ 200 K outstanding receivables. Sadsad will provide a collection letter and spreadsheet of payments due to SBRETC. Letters will be sent out by certified mail. Expenditures at 55%. Current budget presented.

Accept and file the Treasurer's Report M/S/A Chamberlin/Porter

Vote was verbal and recorded:

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Mejia	Aye
Porter	Aye
Word	Aye

Proposed 2019 year budget presented by Sadsad. Accept the proposed 2019 budget M/S/A Chamberlin/Porter.

Vote was verbal and recorded:

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Mejia	Aye
Porter	Aye
Word	Aye

Audit report is completed. There were no findings. Accept the audit report M/S/A Porter/Word

Vote was verbal and recorded:

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Mejia	Aye
Porter	Aye
Word	Aye

8. Administration/Operations Report: (Handouts provided by DeLaRosa)

ARFF Working Group Conference- Good experience. Salt Lake City will close down operation July 1, 2018.

Fire House World- Good experience. Edie spoke to San Diego regarding payment issues.

Accept and file the Administration/Operation Report; M/S/A Porter/Alder

Vote was verbal and recorded:

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Mejia	Aye
Porter	Aye
Word	Aye

9. Agenda Items:

1. Crystal DeLaRosa Contract- Porter will meet with Crystal to discuss her contract extension.

Approve Chief Porter to work with DeLaRosa regarding her contract. M/S/A
Ferracone/Word

Vote was verbal and recorded:

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Mejia	Aye
Porter	Aye
Word	Aye

2. KFT- Kidde Fire Trainer Software Upgrade: Kidde's contract goes through April 2020. Until then we will look for other vendors so we can prepare for the end of the contract. Accept report from KFT regarding a software upgrade. M/S/A Porter/Mejia

Vote was verbal and recorded:

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Mejia	Aye
Porter	Aye
Word	Aye

3. QuickBooks- Current QuickBooks needs upgrading. It is only available on one desktop. A cloud based service would allow more than one person to access the invoice/payment at any time and any place. Approve to purchase QuickBooks, not to exceed \$ 400 annually M/S/A Chamberlin/Porter

Vote was verbal and recorded:

Alder	Aye
Chamberlin	Aye
Ferracone	Aye
Mejia	Aye
Porter	Aye
Word	Aye

10. Old Business:

1. Clerk Position- Table for next meeting
2. JPA Partner responsibilities- Table for next meeting

11. New Business: None

12. Public Comment: None

13. Next Meeting: June 7, 2018; 1:30 p.m. SBRETC

14. Adjournment: Meeting adjourned at 2:56 p.m.



San Bernardino Regional Emergency Training Center JPA

Treasurer's Report - FY 17/18
 Operating Fund 530-000-5200
 April 2018

OBJ	REVENUE	BUDGET 1718	BUDGET 1819	Inc/(Dec)
8500	Interest	\$ 3,500	\$ 7,500	\$ 4,000
8525	Rental of PPEs	4,500	6,000	1,500
9540	Class Revenue	325,000	400,000	75,000
9800	Other Revenue - Promotional	0		(0)
9930/70	Other Revenue/Promotional	500	1,000	500
9984	Other Revenue/Promotional	-		-
Revenue Subtotal		\$ 333,500	\$ 414,500	\$ 81,000
Contingency		228,407	64,078	(164,329)
Total Revenue		\$ 561,907	\$ 478,578	\$ (83,329)
OBJ	PENDITURES			
2025	Clothing & Supplies	\$ 10,000	\$ 3,000	\$ (7,000)
2070	Food	7,000	8,500	1,500
2075	Memberships	300	475	175
2080	Publications	6,000	8,000	2,000
2090	Misc. - Telecommunication	1,500	1,800	300
2115	Computer licenses	250	750	500
2116	Computer Hardware	500	2,000	1,500
2120	Small Tools & Instrmnts	250	500	250
2130	Non-Inv. Equipment	7,000	7,000	-
2135	Special Dept Expense	7,000	2,500	(4,500)
2180	Utilities	40,000	40,000	-
2235	Vehicle Liability	32,625	-	(32,625)
2245	Insurance	17,443	17,002	(441)
2285	Collision Insurance	462	-	(462)
2304	Ofc. Exp. - Outside Vendors	1,000	1,000	-
2350	Printing	500	500	-
2355	Advertising	10,000	7,000	(3,000)
2405	Auditing	9,000	9,500	500
2415	County Services (COWCAP)	3,000	3,500	500
2441	Exterminator	1,500	1,000	(500)
2444	Alarm Monitoring	1,500	1,500	-
2445	Other Prof Services	180,000	150,000	(30,000)
2835	General Household Exp	700	750	50
2840	Purchase Medical	500	3,000	2,500
2855	Maint. (Props, veh, equip)	55,000	65,000	10,000
2860	Fuel - Diesel	5,000	-	(5,000)
2865	Vehicle Maintenance	13,877	-	(13,877)
2870	Building Maint/upkeep	13,000	14,000	1,000
2890	Grounds Maint.-Contracts	3,400	3,400	-
2895	Rents/Leases-Copier	1,600	2,000	400
2930	Vehicle Svcs (ISF)	1,500	3,000	1,500
2940	Private Mileage	500	500	-
2941	Conf/Training/Smnr Fees	3,000	6,000	3,000
2942	Hotel	3,000	4,000	1,000
2943	Meals	1,000	1,500	500
2944	Car Rental		500	500
2945	Air Travel	3,000	3,000	-
2946	Other Travel	0	1,000	1,000
2953	Fuel - Propane	100,000	75,000	(25,000)
4040	Equipment	20,000	20,000	-
5010			7,901	7,901
5012	Service and Supply Transfer Out	0	2,500	2,500
Total Expenditures		\$ 561,907	\$ 478,578	\$ (83,329)



San Bernardino Regional Emergency Training Center JPA
Treasurer's Report - FY 17/18
Operating Fund 530-000-5200
April 2018

OBJ	REVENUE	BUDGET	1st QTR	2nd QTR	JAN	FEB	MAR	3rd QTR	4th QTR	YTD	75%	BALANCE
8500	Interest	\$ 3,500	\$ -	\$ 2,439.39	\$ 3,147.64	\$ -	\$ -	\$ 3,147.64	\$ -	\$ 5,587.03	159.6%	\$ (2,087)
8525	Rental of PPEs	4,500	(4,255)	-	50	-	-	50	-	(4,205.00)	-93.4%	8,705
9540	Class Revenue	325,000	(61,000)	77,225	33,000	8,003	-	41,003	-	57,227.94	17.6%	267,772
9800	Other Revenue - Promotional	0	(4,689)	-	-	-	-	-	-	(4,689.49)	0.0%	\$ (4,689)
9930/70	Other Revenue/Promotional	500	-	-	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)	\$ 80,033	\$ 36,268	\$ 8,003	\$ -	\$ 44,271	\$ -	\$ 55,386.67	16.6%	\$ 278,113
	Contingency	228,407	-	-	-	-	-	-	-	-	-	228,407
	Total Revenue	\$ 561,907	\$ -	\$ 80,033	\$ 36,268	\$ 8,003	\$ -	\$ 44,271	\$ -	\$ 55,386.67	9.9%	\$ 506,520
OBJ	EXPENDITURES											
2025	Clothing & Supplies	\$ 10,000	\$ 31	\$ 296	\$ -	\$ -	\$ 41,652	\$ 41,652	\$ -	\$ 41,979.65	419.8%	\$ (31,980)
2070	Food	7,000	743.99	2,741	961	115	123	1,199	637	5,320.60	76.0%	1,679
2075	Memberships	300	-	185	-	-	-	-	-	185.00	61.7%	115
2080	Publications	6,000	2,488.79	3,440	-	-	-	-	-	5,928.79	98.8%	71
2090	Misc. - Telecommunication	1,500	592.65	598	199	199	201	599	-	1,789.66	119.3%	(290)
2115	Computer Licenses	250	-	636	-	-	-	-	-	636.00	254.4%	(386)
2116	Computer Hardware	500	-	-	-	-	-	-	-	-	-	500
2120	Small Tools & Instrmnts	250	-	37	-	-	-	-	-	36.63	14.7%	213
2130	Non-Inv. Equipment	7,000	744.42	388	-	-	-	-	351	1,483.64	21.2%	5,516
2135	Special Dept Expense	7,000	-	-	-	-	-	-	-	-	-	7,000
2180	Utilities	40,000	12,993.05	8,948	3,710	3,542	2,352	9,604	-	31,545.62	78.9%	8,454
2182	Utilities - Electricity	-	-	2,851	-	-	-	-	-	2,851.08	0.0%	(2,851)
2235	Vehicle Liability	32,625	13,823.34	1,629	16,323	-	-	16,323	-	16,322.50	50.0%	16,303
2245	Insurance	17,443	462	-	4,191	123	14	137	124	4,190.50	907.0%	(3,729)
2304	Collison Insurance	462	-	1,629	-	-	-	-	-	1,629.23	135.8%	(368)
2350	Off. Exp. - Outside Vendors	1,000	54.41	1,052	-	-	14	4,191	-	1,367.94	136.8%	(3,229)
2355	Printing	500	-	679	-	-	-	137	-	679.23	135.8%	(179)
2405	Advertising	10,000	385.27	986	-	316	-	316	-	1,687.24	16.9%	8,313
2415	County Services (COWCAP)	3,000	-	8,300	-	-	-	-	-	8,300.00	92.2%	700
2441	Exterminator	1,500	130.00	-	-	-	65	-	-	260.00	0.0%	3,000
2444	Alarm Monitoring	1,500	354.00	354	354	-	65	65	-	1,416.00	17.3%	1,240
2445	Other Prof Services	180,000	7,150.00	14,696	5,825	4,083	5,015	14,923	354	36,769.00	20.4%	143,231
2835	General Household Exp	700	15.61	1,230	-	-	-	-	-	1,275.04	182.1%	(575)
2840	Purchase Medical	500	113.66	2,614	-	-	-	-	29	2,727.31	545.5%	(2,227)
2855	Maint. (Props, veh, equip)	55,000	48,307.08	1,499	25	-	700	725	851	51,382.13	93.4%	3,618
2860	Fuel - Diesel	5,000	-	-	-	-	-	-	-	-	0.0%	5,000
2865	Vehicle Maintenance	13,877	(3,324.95)	-	-	-	-	-	-	(3,324.95)	-24.0%	17,202
2870	Building Maint/upkeep	13,000	3,403.10	4,276	1,711	2,463	180	4,355	532	12,565.80	96.7%	434
2890	Grounds Maint.-Contracts	3,400	-	-	-	-	-	-	-	-	0.0%	3,400
2895	Rent/Leases-Copier	1,600	2,067.04	617	-	626	-	-	-	3,309.55	206.8%	(1,710)
2905	Vehicle Svcs (ISF)	1,500	56.91	2,277	-	-	1	626	-	2,334.07	155.6%	(834)
2940	Private Mileage	500	-	-	-	-	-	-	-	-	0.0%	500
2941	Conf/Training/Smmr Fees	3,000	200.00	759	-	950	-	950	-	1,908.75	63.6%	1,091
2942	Hotel	3,000	-	1,613	-	-	-	-	-	1,613.40	53.8%	1,387
2943	Meals	1,000	-	-	-	810	-	810	-	1,410.58	141.0%	1,589
2945	Air Travel	3,000	394.46	-	-	1,016	-	1,016	-	952.70	31.8%	(953)
2946	Fuel - Propane	100,000	-	22,206	15,323	43	-	43	-	37,529.25	37.5%	62,471
4040	Equipment	20,000	16,200.00	-	-	-	-	-	-	16,200.00	81.0%	3,800
5010	Service and Supply Transfer Out	0	-	-	-	-	-	-	-	-	-	(1,231)
	Total Expenditures	\$ 561,907	\$ -	\$ 85,883	\$ 48,622	\$ 18,825	\$ 51,112	\$ 118,559	\$ 2,878	\$ 310,126.05	55.2%	\$ 251,781
	Net Income/(Loss)	\$ -	\$ -	\$ (5,850)	\$ (12,354)	\$ (10,822)	\$ (51,112)	\$ (74,288)	\$ (2,878)	\$ (254,739)		