

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

**December 1, 2020 1:30 pm**

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

**ZOOM MEETING MINUTES**

1. **Call to Order:** Meeting was called to order at 1:32 p.m. by Stephanie Houston.
  
2. **Roll Call: Quorum Present**  
Present: Stephanie Houston, President; Grant Hubbell, Vice President; Cristal Terredanio, Secretary; Chris Bowden, member; William Rehbaum, Treasurer (1:37); Kevin Horan, member; Dan Mejia, member; Mike Alder, member.  
Absent: Alan Duggan, member; Dan Word, Alternate.  
Guest: None
  
3. **Approval of: November 3, 2020 minutes:**  
Minutes for November 3, 2020 were accepted as written. M/S/A Horan/Bowden/.  
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Bowden	Aye
Horan	Aye
Nay-	None
  
4. **Administration/Operations Reports- Handouts provided by Cristal Terredanio**  
Program Administrator discussed repairs and maintenance. Clark Pest Control conducted regular maintenance. Specialized elevator came in for our regular maintenance and Mijac Alarm came in to fix our fire alarm. Program Administrator discussed upcoming classes. The December and January 40 Hour ARFF Basic Courses are full due to smaller class sizes to abide by COVID guidelines. In February we have added a 40 Hour ARFF Basic Course for LAFD. This course will be a closed session for LAFD personnel only. The center has clients enrolled for courses as far out as March 2021. In November SBRETC had 9 classes, served 106 students, and trained with 14 different departments. Smoke test conducted, elevator passed and permits received. 2021 15<sup>th</sup> Annual ARFF Training Alliance Leadership Conference is cancelled.
  
5. **Agenda Items:**
  - A.) **Treasurer's – Budget Report**  
Treasurer Will Rehbaum stated accounts receivable amount as of November 30, 2020 was \$253,930. Fund balance as of 11-30-20 is \$1,114,000. A/R Aging Summary was reviewed, \$56,440 in new receivables.  
Motion to accept the treasure's report. Motion approved. M/S/A Horan/Bowden.  
Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye

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Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Horan	Aye
Mejia	Aye
Alder	Aye
Nay-	None

**B.) Cristal Terredanio’s Contractor contract – S. Houston**

Extend existing contract until June 30, 2021. Motion approved.

Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Horan	Aye
Mejia	Aye
Alder	Aye
Nay-	None

**6. Old Business:**

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

Tabled until next meeting.

**B.) Student Registration Packet – G. Hubbell**

Item will be changed to “Legal Situation” Chief Hubbell did email Chief Munsey for his advice and direction. He has not yet heard back from him. Hubbell will follow up with Munsey. We may need to explore other legal options. Houston stated we should start to draft a list of potential representatives.

**C.) Pro Board – C. Bowden**

Tabled until next meeting. More info provided next month.

**D.) SCBA’s – C. Bowden**

Chris Bowden and Chief Hubbell met on this topic. More information provided at next meeting.

**E.) Audit – W. Rehbaum**

Will reached out to our auditors to finish the 18/19 audit. They are waiting for a few confirmation letters. That is the last piece that they are waiting on. There was one finding on a call card-packed when Porter was at SBRETC. His cal-card packet was not counter signed. This is an easy fix; we will add a new procedure for this. Moving forward, when the Chief uses his cal-card, JPA President will sign off on packet.

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**7. New Business:**

A.) Lease Agreement/ Certificate of Compliance – G. Hubbell  
Will Rehbaum was able to locate the Certificate of Compliance. This document was signed on October 17, 20 of 2006. This would put us at our lease expiring in October of 2026. The plan moving forward is that Hubbell and Bowden will present this document to Mike Burrows.

**8. Next meeting agenda items:**

**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:** January 7, 2021; 1:30 p.m. \*Please submit all agenda items to Program Administrator by December 31,2020.

10. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:30 p.m.

Motion to adjourn. Motion approved.

Vote was verbal and recorded:

Houston	Aye
Hubbell	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Horan	Aye
Mejia	Aye
Alder	Aye
Nay-	None

