

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

November 3, 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; Kevin Horan, member; Dan Word, Alternate; Dan Mejia, member; Mike Alder, member.
Absent: Alan Duggan, member
Guest: None

3. **Approval of: October 1, 2020 minutes:**
Minutes for October 1, 2020 were accepted as written. M/S/A Horan/Rehbaum/.
Vote was verbal and recorded:

Hubbell	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Duggan	Aye
Horan	Aye
Mejia	Aye
Word	Aye
Nay-	None

4. **Administration/Operations Reports- Handouts provided by Cristal Terredanio**
Program Administrator discussed repairs and maintenance. Cousts Heating and Cooling came in to perform our regular maintenance and came back a week later to fix a leak upstairs from a clogged pipe. Clark Pest Control conducted regular maintenance. We will be adding gopher control to our regular service for an additional \$40 a month. Specialized elevator came in for our regular maintenance and Mijac Alarm came in to fix our fire alarm. Program Administrator discussed past and upcoming classes. The center has clients enrolled for courses as far out as March 2021. In October SBRETC had 4 classes, served 43 students, and trained with 12 different departments.

5. **Agenda Items:**
 - A.) **Treasurer's – Budget Report**
Treasurer Will Rehbaum stated accounts receivable amount as of October 30, 2020 was \$174, 035. Fund balance as of 10-30-20 is \$1,108,672. A/R Aging Summary was reviewed, \$44,950 in new receivables.
Motion to accept the treasure's report. Motion approved. M/S/A Hubbell/Horan/.

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Vote was verbal and recorded:

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

B.) Cristal Terredanio's Contractor contract – S. Houston

Extend existing contract until June 30, 2021. Add this agenda item to December's agenda and provide a draft of a contract from July 1, 2021 through June 30, 2022.

Motion approved. M/S/A Mejia/Rehbaum.

Vote was verbal and recorded:

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

6. Old Business:

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

Chief Hubbell met with Kim Benson today. Kim stated they have plans to further develop the UAS center. Some of the Fire Department personnel have already been trained with plans to train more personnel and do some advanced training. They are also trying to line up with Fire Scope and get some state adopted curriculum. They are also working on developing a UAS team that can be dispatched to incidents. Grant Hubbell discussed developing a strategic plan.

B.) Student Registration Packet – G. Hubbell

Email from Scott Runyan provided in the handouts. Scott Runyan reached out to his supervisor to see if county counsel can provide services to the JPA. The reply from the supervisor was that county counsel cannot provide services to the JPA. Chief Hubbell will discuss this further with Chief Munsey for his advice and direction.

C.) Pro Board – C. Bowden

Chris printed out documents and sat down with Chief Hubbell to see what needs to be done. First step is a policy and procedure manual will need to be created. A strategic action plan also needs to be developed. This accreditation only applies to our 40 Hour ARFF Basic courses.

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D.) SCBA's – C. Bowden

Chris Bowden and Chief Hubbell met on this topic, and Hubbell gave Bowden some people to contact to develop a use agreement. Agreement will be brought to the next meeting.

E.) Update on Training Center – C. Bowden

- **Landscaping Quotes** – Quotes were reviewed. Major clean up, SOD and bi-weekly services will be started by Rodriguez Landscaping. Will is going to add notes to the budget to explain these new invoices.

7. New Business:

A.) Audit – W. Rehbaum

- Will reached out to our auditors to finish the 18/19 audit.

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:** December 1, 2020; 1:30 p.m. *Please submit all agenda items to Program Administrator by November 23, 2020.

10. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:26 p.m.

Motion to adjourn. Motion approved. M/S/A Horan/Bowden.

Vote was verbal and recorded:

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

