

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

July 7, 2020 1:00 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 1:00 p.m. by Stephanie Houston.

- 2. Roll Call: Quorum Present**
Present: Stephanie Houston, President; Dan Munsey, Vice President; Cristal Terredanio, Secretary; Chris Bowden, member; Alan Duggan, member; William Rehbaum, Treasurer; Kevin Horan, member; Dan Mejia, member; Dan Word, Alternate.
Absent: Mike Alder, member.
Guest: Grant Hubbell, San Bernardino County Fire

- 3. Approval of: June 8, 2020 minutes:**
Minutes for May 7, 2020 minutes were accepted as written. M/S/A Bowden/Horan
Vote was verbal and recorded:

Houston	Aye
Munsey	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Mejia	Aye
Duggan	Aye
Nay-	None

- 4. Administration/Operations Reports- Handouts provided by Cristal Terredanio**
Program Administrator discussed repairs and maintenance. We received our new permits for our compressors. Sprinkler system has a leaky valve, landscaper coming out 7/8/20 to look at the leak. Most ceiling tiles have been installed except for the hard to reach tiles and tiles that need cut outs for sprinklers, sensors etc. Chris will work on getting last tiles up. Program Administrator discussed past and upcoming classes. She discussed classes are filling quickly due to capping classes off at 12 for social distancing in classrooms. Program Administrator also shared that we had a new client, NASA Jet Propulsion, train with us June 1-5 and we added August 14, 2020 to our training calendar for a Part 139 Live burn for San Francisco fire department. The center has clients enrolled for courses as far out as December 2020. In June SBRETC had 6 classes, served 61 students, and trained with 18 different departments. Houston pointed out numbers were low compared to year end number for last fiscal year. Being closed for 2 and a half months due to COVID was discussed along with Ontario not training with SBRETC but using a mobile trainer this last fiscal year so they could use their own rigs.

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5. Agenda Items:

A.) Treasurer's – Budget Report

Treasurer Will Rehbaum stated that we are within budget. Treasurer stated that our bills for the last two months have come in very low because the center was vacant for the last two months due to COVID. Treasurer had a question for Program Administrator and Training Officer regarding a line item 5010 that was added to the 2021 budget for \$150,000.00. Training Officer Bowden stated that was added as the worst case scenario for the charge backs to county fire for staffing. Because of the triple costs for personnel we had to assume every assistant was a captain and used that cost. Past due open invoices were also discussed. Program Administrator will send past due invoice to county's collections department to try to collect on these invoices. At next meeting adding verbiage to registration forms will be discussed to let students know they are responsible for their invoice if their department does not pay.

Motion to accept the treasure's report. Motion approved. M/S/A Horan/Duggan.

Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Mejia	Aye
Duggan	Aye
Nay-	None

B.) Election of Officers – S. Houston

Stephanie Houston elected as President. Chief Grant Hubbell was elected as Vice President. Finance Officer Will Rehbaum elected as Treasurer. Program Administrator Cristal Terredanio elected as Secretary.

Motion to accept elected officers. Motion approved. M/S/A Munsey/Horan.

Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Mejia	Aye
Duggan	Aye
Nay-	None

C.) 2020 Local Agency Biennial Notice – S. Houston

Last Biennial Notice submitted an amendment was required. An amended conflict of interest code was submitted on 10-23-18 and approved 4-16-19. No amendment is required this year.

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Motion to accept no amendment is required for the 2020 Conflict of Interest Code.

Motion approved. M/S/A Munsey/Horan.

Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Mejia	Aye
Duggan	Aye
Nay-	None

D.) Firefighters First Credit Union – C. Terredanio

Email from Staff Analyst Stacy Powell shared with JPA regarding ARFF TTR concern. JPA discussed issuing Bowden a Firefighters First Credit Union credit card for budget approved purchases for San Bernardino Regional Emergency Training Center to eliminate confusion when reconciling Cal Card expenses.

Motion to issue Chris Bowden a Firefighters First Credit Union credit card for budget approved spending. Motion approved. M/S/A Horan/Bowden.

Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Mejia	Aye
Duggan	Aye
Nay-	None

Program Administrator informed JPA of the current credit card holders for the Firefighters First Credit Union account.

Motion to remove June Yamamoto as a First Credit Union credit card holder. Motion approved. M/S/A Horan/Rehbaum.

Vote was verbal and recorded.

Houston	Aye
Munsey	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Word	Aye
Mejia	Aye
Duggan	Aye
Nay-	None

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6. Old Business:

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

Chief Munsey stated that Chief Hubbell will start engaging with Kimberly Benson to continue the development of the business plan and to discuss what new possibilities there are for the training center. Ideas will be brought back to the board. Houston mentioned the Community College District is engaging in updating their strategic plan. The JPA and structure of that will be part of their strategic plan. It is in the very beginning stages right now.

B.) Update from facility use Workgroup – C. Bowden/K. Horan

Bowden and Horan had a chance to talk and discuss the facility use fees and came up with 2 questions so they could get some direction from the JPA group. 1.) Are we going to be consistent with charging groups to use the center? 2.) How do we set our rates? 3.) JPA discussed having different tiers for different types of groups like non-profits verses profits. Bowden stated we are right in the middle between what the College charges for profits verses non-profits. Bowden stated he ran some rough numbers and it costs about \$450 a day to run the center. Horan stated when we allow non fire groups to use the facility it is additional work and there are additional costs that are not being captured. JPA should not be absorbing the cost of additional custodial, additional clean up time, additional utilities for non-fire groups. Houston stated liability with facility use requests is a concern especially during the COVID - 19 pandemic. We will bring these concerns forward to August agenda to take action.

7. New Business:

A.) 2020-2021 Alliant Property Insurance – C. Terredanio

Program Administrator informed the JPA that the 2020-2021 insurance docs have been signed by Chief Hubbell and returned to Alliant. Alliant's invoice has been submitted for payment. Last year's policy was \$18, 992.10 this year's policy is \$23,166.97. Account manager stated that for the 20-21 SPIP renewal we received a 21.98% increase in premium due to the hard market of storms and wildfires this past year. Everyone in the program received the increase across the board.

8. Next meeting agenda items:

- A.) Verbiage to add to registration forms to make students liable for invoices if their department does not pay.
- B.) Past due invoices.
- C.) Facility use.

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:** August 6, 2020; 1:30 p.m. *Please submit all agenda items to Program Administrator by July 30, 2020.

- 10. Adjournment:** Meeting adjourned by Stephanie Houston at 2:11 p.m. Motion approved.

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M/S/A Rehbaum/Bowden.

Vote was verbal and recorded:

Houston	Aye
Munsey	Aye
Horan	Aye
Terredanio	Aye
Bowden	Aye
Rehbaum	Aye
Duggan	Aye
Nay-	None

Cristal Terredanio

Cristal Terredanio, Secretary
Joint Powers Authority

