

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

March 5, 2020 1:30 pm

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

REGULAR MEETING MINUTES

1. **Call to Order:** Meeting was called to order at 1:34 p.m. by Stephanie Houston.
2. **Roll Call: Quorum Present**

Present: Stephanie Houston, President; Kevin Horan, member; Cristal Terredanio, Secretary; Chris Bowden, member; Dan Mejia, member.
Absent: Dan Word, Alternate; William Rehbaum, Treasurer Mike Alder, member; Alan Duggan, member; Dan Munsey, Vice President.
Guest: Edward Segura, San Bernardino County Fire
3. **Approval of: February 6, 2020 minutes:**

Minutes for February 6, 2020 minutes were accepted as written. M/S/A Horan /Mejia
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Nay-	None
4. **Administration/Operations Reports- Handouts provided by Cristal Terredanio**

Program Administrator discussed repairs and maintenance. Program Administrator informed the JPA that the elevator permit expired 10-30-18. Department of Industrial Relations has been contacted. It was their error that they had not yet sent out an inspector to our location. They have submitted a work order for an inspector to come out. Marketing, including Facebook postings. Program Administrator discussed upcoming classes/trainings including customized trainings. She discussed 2020 courses added to the training calendar. Program Administrator pointed out Eagle County came to train with SBRETC and had not been to our center since 2017. The center has clients enrolled for courses as far out as October 2020. In the month of February 2020, SBRETC had 3 classes, served 32 clients from 13 different departments. On February 14th, the repairs and retest were done for the backflow test that failed.
5. **Agenda Items:**
 - A.) **Treasurer's – Budget Report**

Treasurer was not in attendance at the meeting, budget report prepared and presented by Edward Segura. Edward stated he expanded on the treasurer's report. He entered actuals for the two years we have actuals 17/18. Budget reviewed. Edward stated budget is looking good. Budget shows we are using \$130,000 of our fund balance and that it is due to the trainer and maintenance contract that was approved at the last meeting. The \$139,000 showing over is due to operating systems PLC upgrades, KFT contract that will

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

be billed over a 2-year fiscal year. Currently 1.1 million in the fund balance. Horan asked for 1 change on the budget add a line item expenditure from the fund balance to bring it to zero to indicate tracking.

Motion to accept the treasure's report with the 1 change. Motion approved. M/S/A Horan/Mejia.

Vote was verbal and recorded.

Houston	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Nay-	None

B.) Travel request – C. Bowden

ARFFF Working Group Presents: 31st Annual Int'l Educational Conference & Training Symposium August 23-26, 2020 expected cost \$3,783 (1 person) \$5,556 (2 people) \$7,329 (3 people).

Chris stated this is one of the main two conferences we do yearly with the ARFF Working Group where we set up a booth to promote our Training Center. We are looking to take 3 people, Chris Bowden, Cristal Terredanio and Jeffrey Alexy. This has already been budgeted in.

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

Vote was verbal and recorded.

Houston	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
Bowden	Aye
Nay-	None

6. Old Business:

A.) Update from Task Force/Long Term Planning work group
Tabled to next meeting.

7. New Business:

A.) Smart Board – Chris Bowden

Chris discussed he is trying to modernize the classrooms with smartboards. 1 board for each classroom. Smartboards, projectors, short throw projectors discussed. Kevin Horan will have someone from AB reach out to Chris Bowden to support with this.

B.) Patch Display – Chris Bowden

When our clients come through, they like to exchange patches to leave their mark when they come to train with us. We have a good collection of patches and would like to get a new patch board constructed to give off a professional presentation. Chris will provide and written quote at next meeting.

C.) Facility Use Fees – C. Bowden

We have never charged facility use fees for the large number of people that come in to use our facility. Calendar of facility reservations reviewed. Kevin Horan asked if

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

Cristal Terredanio could generate a report, that if we did charge based on the utilization what it would generate. The facility use form discussed. Stephanie Houston asked if the agency reserving the room has to provide any liability insurance verification/coverage. Cristal shared that information is not requested on the form. Prices have already been in our fee schedule. A Certificate of Liability Insurance will now be required when reserving the facility. Facility Use forms will need to be updated.

D.) ARFF Facility – Alan Duggan

Alan Duggan did not attend the meeting. Cristal Terredanio read an email from Alan regarding an update on the loud thump heard in the walls of the facility. Email stated that the areas in question at the center were inspected and nothing out to the ordinary was found.

Round Table:

Drone Training Center Partnership update:

Chris Bowden shared the airport came in today with a group from Caltech and did a presentation. They are doing development and research and a lot of it ties in with fire services. Some attendees included Supervisor Hagman, Forest Service, Sherriff's Department, Airport Administration, they are very interested in moving forward in developing a partnership with the region as well as the facility. They liked the location and space of the center. It was a positive meeting in looking at additional things that we can do out of this facility to help bring in revenues.

8. Next meeting agenda items: None

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: May 7, 2020; 1:30 p.m. *Please submit all agenda items to Program Administrator by April 30, 2020.

10. Adjournment: Meeting adjourned by Stephanie Houston at 2:04 p.m.

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

Vote was verbal and recorded:

Houston Aye


Horan Aye

Mejia Aye

Terredanio Aye

Bowden Aye

Nay- None


Dan Munsy, Vice President
Joint Powers Authority

