

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

October 3, 2019

**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 1:33 p.m. by Stephanie Houston.

2. **Roll Call: Quorum Present**
Present: Stephanie Houston, President; Dan Munsey, Vice President; Dan Mejia, member; Cristal Terredanio, Secretary; Chris Bowden, member; Dan Word, Alternate.
Absent: Mike Alder, member; Kevin Horan, member; William Rehbaum, Treasurer; Alan Duggan, member
Guest: None

3. **Approval of Minutes:**
Minutes for September 5, 2019 were accepted as written. M/S/A Munsey/Mejia.
Vote was verbal and recorded:

Houston	Aye
Munsey	Aye
Bowden	Aye
Mejia	Aye
Terredanio	Aye
Word	Abstain
Nay-	None

4. **Administration/Operations Report: (Handouts provided by Cristal Terredanio)**
PA discussed repairs and maintenance. Marketing, including Facebook postings. PA discussed upcoming classes/trainings including customized trainings. PA discussed 2020 courses added to the training calendar. The center has clients enrolled for courses as far out as February 2020. Discussed new clients, and facility use. Reviewed SBRETC Comparative Data by Fiscal Year chart. In the month of September 2019, SBRETC had 5 classes, served 57 clients from 2 different departments. Customized Trainings contributed to the higher than norm client numbers in September. Jersey Mike's will now be giving the center 10% off all future meals purchased for the Part 139 Live Fire trainings.

Agenda Items:

1.) Treasurer's Report- Budget Report:

Treasurer was not in attendance. No budget report was provided. Tabled until next meeting.

2.) Cristal Terredanio's Contractor contract

Program Administrator was asked to leave the room for closed discussion. When PA returned, she was informed that a motion was made to make an amendment to the current contract to provide a \$500 per month health benefit stipend for the duration of the contract effective October 1, 2019.

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

Vote was verbal and recorded:

Houston	Aye
Munsey	Aye
Bowden	Aye
Mejia	Aye
Word	Aye
Nay-	None

6. Old Business:

A.) Update from Task Force/B.) Long Term Planning Group

Chief Munsey asked if moving forward Old Business item A and B could be one agenda item. Chief Munsey stated the task force is still looking at the long-term viability of the JPA. The Task Force members include Kimberly Benson, Stephanie Houston and Dan Munsey. Dan Word confirmed that no instructional, educational elements will be discussed in these first discussions. Dan Word to have further discussion with Kevin Horan to identify all sources of revenue. Topic will be added to next month's agenda.

C.) Update on request for proposal for prop assessment and replacement

Chris Bowden provided the update. While in Michigan SBRETC staff met with vendors to discuss various options for PLC computer systems upgrades. Vendors are scheduled over the next 3-4 weeks to visit the center and look at the equipment to get an idea of what needs to be done so that they can provide a proposal.

D.) Business Plan Key Points

Tabled until next meeting.

7. New Business:

A.) Update from ARFF Working Group conference. – R. Edie

Chris Bowden provided update. Cristal, Robert and Chris attended the Michigan conference. Booth was in a good location, lots of people walking by. Spoke with current clients and decision makers from other agencies. Lots of new contacts. Latin America/South America clients are very interested in attending our Training Center but need courses taught in Spanish. Captain Bowden is reaching out to Spanish speaking personnel to see if they would be interested in coming to teach at the center. Captain Bowden hoping for more international traffic. Updated booth gave a good presence at the conference.

8. Next agenda items: none

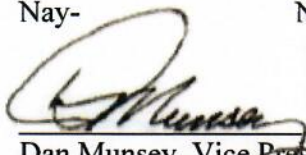
Public Comment: none

9. **Next Meeting:** November 7, 2019; 1:30 p.m. *Please submit all agenda items to Program Administrator by October 31, 2019.

10. **Adjournment:** Meeting adjourned by Stephanie Houston at 2:00 p.m.
Motion approved. M/S/A Munsey/Word.

Vote was verbal and recorded:

Houston	Aye
Munsey	Aye
Bowden	Aye
Mejia	Aye
Word	Aye
Terredanio	Aye
Nay-	None



Dan Munsey, Vice President
Joint Powers Authority

