

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

August 1, 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 1:30 p.m. by Stephanie Houston.

2. **Roll Call: Quorum Present**
Present: Stephanie Houston, Vice President; Dan Mejia, Treasurer; Dan Word, alternate; Dan Munsey, member, Kevin Horan, member.
Absent: John Chamberlin, President; Alternate; Mike Alder,
Guest: Cristal Terredanio, William Rehbaum, Chris Bowden, Kimberly Benson.

3. **Approval of Minutes:**
Minutes for June 6, 2019 were accepted as written. M/S/A Horan/Mejia.
Vote was verbal and recorded:
Munsey Aye
Mejia Aye
Houston Aye
Horan Aye
Word Aye
Nay- None

4. **Approval of Minutes:**
Minutes for June 18, 2019 were accepted as written. M/S/A Horan/Word.
Vote was verbal and recorded:
Munsey Aye
Mejia Aye
Houston Aye
Horan Aye
Word Aye
Nay- None

5. **Administration/Operations Report: (Handouts provided by Cristal Terredanio)**
Discussed repairs and maintenance. Marketing, including Facebook postings and site visits. Hawaii airports visited. Summary handout provided. Discussed upcoming classes/trainings including customized trainings. Discussed new clients, and facility use. Reviewed SBRETC Comparative Data by Fiscal Year chart. By the end of June 2019 fiscal year, SBRETC served 795 clients this is the most clients SBRETC has served since 2005. By the end of June 2019 fiscal year, SBRETC served 149 departments this is the most departments SBRETC has seen since 2005.

6. **Agenda Items:**

1.) Request to replace San Bernardino County Fire District SBRTC Commission representatives.

Chief Munsey requested to change memberships due to operational changes. Will Rehbaum will assume treasurer role. Captain Alan Duggan will bring institutional knowledge. Chris Bowden will also be placed on the board.

Motion to have Rehbaum, Duggan and Bowden added to JPA commission was approved.

M/S/A Horan/Word.

Vote was verbal and recorded:

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

2.) Treasurer's Report- Budget Report:

Report presented by William Rehbaum. Handouts provided. Waiting for Instructor charge backs to post. Ending the year going up in fund balance. Expenditures \$517,000 revenue \$596,000, up \$79,000 for the year. Cash balance \$1,080,000.00. Since June 30, 2019 there is \$134,000.00 in receivables some of which has already been collected. All amounts rounded.

Motion to accept Treasurers Report as written. M/S/A Munsey/Horan.

Vote was verbal and recorded:

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

3.) Review of Request for Quotes from auditing agencies.

Cristal sent out request for quotes. Eadie & Payne sent back a quote for \$9,500. The Pun Group sent back a quote for \$5,000.

Motion to accept Pun Group's quote for \$5,000 was approved. M/S/A Horan/ Munsey.

Vote was verbal and recorded:

Munsey	Aye
Mejia	Aye
Houston	Aye
Horan	Aye
Word	Aye
Nay-	None.

4.) Election of officers.

Stephanie Houston elected as President. Chief Dan Munsey elected as Vice President. Finance Officer Will Rehbaum elected as Treasurer. Cristal Terredanio elected as Secretary.

Motion to accept elected officers approved. M/S/A Word/Mejia.

Vote was verbal and recorded:

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

5.) Approve JPA Officers to sign agreements on behalf of the JPA for the 2019-2020 fiscal year.

Both entities are liable for the training center. Both entities would need to go through their legal department before signing. Process may take long if both agencies need to sign. Horan to follow-up and see if Crafton or District have ever used County Counsel. This will be a future agenda item.

Motion to have day to day operational contracts to run the facility taken to Assistant Chief of the SBRETC for approval and signatures. M/S/A Horan/Mejia.

Vote was verbal and recorded:

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

Motion to have signatures from both agencies required for any out of norm operation contracts. M/S/A Mejia/Munsey.

Vote was verbal and recorded:

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

6.) Form work groups for:

Task force (JPA Partner Responsibilities) & Long Term Planning

Kimberly Benson has started drafted an updated Business Plan. Task Force will consist of Stephanie Houston, Dan Munsey and Kimberly Benson to update the Business Plan. Different revenue options for both entities discussed. Long Term Planning group will consist of Chris Bowden, Robert Edie and Dan Word who will work together to find options around revenue and other offerings that could be offered.

At next meeting a drafted timeline for the work to be done will be presented to the group.

7.) Update Firefighters First Credit Union account. Delete Chief Porter and add Chief Munsey to the account.

Chief Porter is no longer with the training center. Chief Munsey has taken his place. Motion to Delete Chief Porter and add Chief Munsey to the account was approved.

M/S/A Horan/Word

Vote was verbal and recorded:

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

8.) Cristal Terredanio's Contractor contract

Tabled until next meeting.

9.) Travel request –

**International Aviation Fire Protection – ARFF Conference:
September 4-6, 2019.**

Expected cost \$2,038 (1 person)

SBRETC has never attend this conference. This would be a great opportunity to promote the facility. New faces and departments will be at this conference. Due to Salt Lake City closing down it is important to continue trying to recruit their clients.

Motion to approve 1 person to attend the International Aviation Fire Protection – ARFF Conference: September 4-6, 2019 was approved. M/S/A Horan/Word

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

Stephanie Houston exited the meeting at 2:45 p.m.

7. Old Business:

1.) Update on SBRETC contract extension with IVDA - SBRTC Commission documents and status of the SBRTC airport lease agreement.

Group discussion included reviewing the lease. Assumption of lease ending date was incorrect. Work groups formed. Document has been emailed to all JPA board members and filed with JPA documents.

8. New Business- Information reviewed individually by the board

1.) Introduction of Kim Benson (Zenaida Global) and possible development of a business plan.

Her goal for the airport is to increase their jet traffic. Focus is middle east and Africa. She wants to support with marketing to add value to the airport and training center to

increase revenue. She would also like to look to see what government funding and grants may be available. In order to do this, she needs an updated business plan.

2.) Alliant premium increase

Increase discussed.

3.) June Yamamoto was hired by Crafton Hills College as a part-time interim dean, she will no longer be able to assist with SBRETC. This will be through December. It will be up to her if she wants to come back after that.


4.) JPA will now be meeting every month. Meetings will be on the first Thursday of every month.

5.) Munsey requested on next agenda we list additional new business.

6.) Captain Chris Bowden and Captain Allan Duggan from the airport fire station will be given a stipend to run the training facility once Robert Edie returns to a fire station in October. The 6 employees will engage in the operation, maintenance, the scheduling of the classes and assume the role of Robert Edie.

Public Comment:

9. **Next Meeting:** September 2, 2019; 3:0 p.m., Cristal Terredanio will send meeting invite.
10. **Adjournment:** Meeting adjourned by Dan Munsey at 2:53 p.m.



Dan Munsey, Vice President
Joint Powers Authority