

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

**September 5, 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 3:00 p.m. by Dan Munsey.
  
2. **Roll Call: Quorum Present**  
Present: Dan Munsey, Vice President; William Rehbaum, Treasurer; Dan Mejia, member; Cristal Terredanio, Secretary; Kevin Horan, member; Chris Bowden, member; Alan Duggan, member.  
Absent: Stephanie Houston, President; Alternate; Mike Alder, member; Dan Word, alternate  
Guest: Kimberly Benson, Bob Evans.
  
3. **Approval of Minutes:**  
Minutes for August 1, 2019 were accepted as written. M/S/A Horan/Duggan.  
Vote was verbal and recorded:

Munsey	Aye
Rehbaum	Aye
Bowden	Aye
Duggan	Aye
Horan	Aye
Mejia	Aye
Terredanio	Aye
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. Discussed new clients, and facility use. Reviewed SBRETC Comparative Data by Fiscal Year chart. In the month of August 2019, SBRETC had 3 classes, served 23 clients from 8 different departments. Customized Trainings contribute to the higher than norm client numbers in August. When our clients stay at the Ayres Hotel to train at SBRETC the hotel will get a shuttle to accommodate 10 people for convenience in shuttling our personnel back and forth with ease.

**Agenda Items:**

**1.) Treasurer's Report- Budget Report:**

Report presented by William Rehbaum. Handouts provided. We are at an odd time two months in to the year because we are cash basis until the end of the year and then we do accruals. We currently have reverse accruals hitting. Alliant Insurance came in higher than what was budgeted for. Cash balance \$1,114,300.00 as of 9-1-19. Revenues show we are at (\$26,600). New billed customers for July 2019 \$11,470.00 and August 2019 \$24,645.00. Next month Treasurer will provide a forecast column in the report. All amounts rounded.

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

Vote was verbal and recorded:

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

**2.) Cristal Terredanio's Contractor contract**

Treasurer looked in to getting insurance through the county but since Program Administrator contract is not a county contract it is a contract with the Training Center this cannot be done. No way to get benefits through the county without it being a county contract. Research for outside coverage needs to be done. Program Administrator will research basic medical plans and bring the info back to the JPA board.

**6. Old Business:**

**1.) Update from Task Force.**

Kevin Horan provided a handout, Historical Course Offerings at the SBRETC. The business model that the Training Center currently has generates more revenue than a structural service agreement would. Discussion followed. This is the first step further exploration from Task Force will be done. Program Administrator to send Kevin Horan SBRETC price list.

**2.) Update from Long Term Planning Group.**

Task Force continues to do their part with exploring new steps and Kim Benson continues to work on the Business Plan.

**7. New Business:**

**Request for proposal for prop assessment and replacement**

1.) Props continue to fail. Personnel is always working on the props. In order to continue to do business the props need to be upgraded. Robert Edie will get 3 bids. Robert has an appointment to meet with Simulations in Michigan while at the ARFF conference. Robert has reached out to other companies including Fire Blast to schedule site visits. Tires have not yet been received but are in order through our shop. The shop

found 6 tires. Bids will be presented at the December meeting. Whoever is chosen will do both the PLC upgrade and the long term maintenance contract. Current contract is until May 30, 2020 by the March 2020 meeting a company should be chosen so we can start the upgrades during our 2020 summer break.

**2.) Official stamped copy of the minutes.**

Moving forward an official stamped copy of the minutes will be upload on the website.

**3.) Provide direction and discuss SBRETC Business Plan and development.**

Kim Benson continues to work on the Business Plan. She has done all the work she can. To move forward she needs the input of the JPA board regarding budgets, land lease expiration, marketing. Without the completed Business Plan, she cannot go after grant money. A 2-hour Business Plan Workshop was scheduled for Friday, September 20, 2019 at 8:30 am. Program Administrator will send out meeting invite.

**8. Next agenda items: none**

**Public Comment: none**

**9. Next Meeting:** October 3, 2019; 1:30 p.m. \*Please submit all agenda items to Program Administrator by September 26, 2019.

**10. Adjournment:** Meeting adjourned by Dan Munsey at 3:47 p.m.



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Dan Munsey, Vice President  
Joint Powers Authority