

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

**February 5, 2025 @ 1:30 pm (continued from January 8, 2025)  
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 1:39 p.m. by Stephanie Houston.  
**Roll Call: Quorum Present**  
Present: Stephanie Houston, President; Wen Mai, Treasurer; Dan Word, member; Gary Jager, member; Kevin Horan, member; Chris Bowden, Secretary.
2. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS:**  
No public comment.
3. **ANNOUNCEMENT OF CLOSED SESSION**
  - A. **Public Comment on Closed Session Items** – No public comment.
  - B. **Government Code Section 54956.9(e)(1) or (d)(1): Conference with legal counsel- anticipated litigation.**
4. **RECONVENED PUBLIC MEETING @ 1:50 p.m.**
  - A. **Report of Actions Taken by the Commission in Closed Session**  
**Public Comment on Closed Session Items -no public comment**  
**Government Code Section 54956.9(e)(1) or (d)(1): Conference with legal counsel- anticipated litigation.**  
Reconvened and reported no action taken.
5. **ADMINISTRATIVE ACTION AGENDA**
  - A. **Approval of December 4, 2024 Meeting Minutes**  
Motion to approve December 4, 2024 minutes with an amendment to correct minutes to remove Ms. Terredanio as a voting member from the minutes. In the rollcall for the quorum anyone identified in the quorum, for quorum includes members only and guests a separate section. Any action taken on the action agenda that memorializes the vote, that only voting members are reflected. M/S/A Horan/Bowden. Discussion that if any errors are found in the previous minutes, for last fiscal year, that those minutes are corrected and brought forward at the next meeting for action.  
Vote was verbal and recorded:

Word	Aye
Houston	Aye
Bowden	Aye
Mai	Aye
Jager	Aye
Horan	Aye
Nay-	None

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**B. Acceptance of January 2025 Treasurer Report: January report included in review and acceptance of February 2025 report.**

**C. Acceptance of February 2025 Treasurer Report**

**Treasurer Report (C. January 2025 report included): Wen Mai**

- Actuals from 7/1/24 – 1/31/25
- YTD Expenditures is \$303,939 (36% of budget vs target of 58%)
- YTD Revenue is \$267,716 (35% of budget vs target of 58%)
- Current expenditures exceed our revenue by \$36,223.
- Cash Balance is \$1,070,155 (an increase of \$15,856 over prior reporting period)
- Total Account Receivables are \$81,410 (True A/R is \$33,250, \$48,160 is for future classes)
- High usage categories are clothing, personal supplies, utilities, security services, Other professional services, Outside Legal Counsel and maintenance charges. New expenses in two categories that we do not have budget for which are inventorable equipment.

Motion to accept the February's Treasurer's report as presented. Motion approved.

M/S/A Horan/Jager. Vote was verbal and recorded:

Vote was verbal and recorded:

Word	Aye
Houston	Aye
Bowden	Aye
Mai	Aye
Jager	Aye
Horan	Aye
Nay-	None

**D. Firefighters First credit card for Ed Noble – Chris Bowden.**

Ed Noble is taking over most of the instruction and maintenance tasks at the training center. For him to operate more efficiently at the center and keep training center needs up, it would behoove Ed Noble to have a credit card. Motion made for Ed Noble to get a credit card for the training center from Firefighters First Credit Union.

M/S/A Bowden/Horan. Vote was verbal and recorded:

Vote was verbal and recorded:

Word	Aye
Houston	Aye
Bowden	Aye
Mai	Aye
Jager	Aye
Horan	Aye
Nay-	None

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**6. REPORTS**

**A. Administrative and Operations Reports – Handouts provided by Chris Bowden**

Bowden discussed Firefighter Settles services were in January and accommodations for burns were made so that all personnel could attend. Training center prices were increased this month with the delivery of the truck. Any trainings involving the truck have been increased from \$50- \$100. Backflow was tested, we did receive one fail. An estimate has been sent to us for repairs. We had a new client in our last 40 Hour ARFF Basic course from McCurdy Sydney Canada. The instructors have recently updated the structure of the Part 139 Live Burns. Ed Noble has changed a lot in the curriculum and the feedback from the participants is very positive. The drills are more realistic, and scenario based. Oakland is back training with us in April. Numbers for January are very close to last year's January numbers. Bowden stated we served 327 students last month. Classes held 12. Departments served 19. Chris Bowden stated he will promote to Battalion Chief on Saturday. He will be heading out to the south dessert area. He will meet with his new boss and find out what his responsibilities will be there and what level of involvement he will allow him to retain here at the center. KFT was out this week to conduct maintenance and repairs.

**B. Current Disposition of the old ARFF vehicles- Chris Bowden**

Old ARFF vehicle needs a significant number of repairs. Bowden's recommendation is to not invest to have repairs done but instead sell the vehicle. Bowden asked what the process is to do this. Research will be done and brought to next meeting.

**C. SBRETC Office Space – Chris Bowden**

Garber asked Bowden to bring this to the Board. Garber wants to figure out an appropriate charge for office space usage by the county district. Bowden to get square footage and Wen to get template for a cost allocation. This will be brought to the next meeting.

**D. Business Plan – Stephanie Houston** -Business plan is still in process. The recommendation is to have a separate meeting to business plan and documents from legal counsel.

**E. Updates**

- a. SBCCD update – Spring enrollment going strong they have exceeded their target. New massive problem they are dealing with is fraudulent students.
- b. SBFD update – Garber penciled to attend next meeting. He has a replacement and may bring him next meeting. Garber retires on March 7, 2025. Chief Bixler will be his replacement. Jager reports several strike teams deployed out for civil arrests at protests.
- c. Airport update – They have their annual exercise of their Emergency Plan on February 19, 2025 @ 10:00 a.m. in the auditorium.

**F. Strategic Priorities – JPA Board**

- a. Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification – Chris Bowden – No updates.
- b. Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan - No updates.

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- c. Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – No updates.
- d. Strategy #3 – Review and update the JPA agreement. – Stephanie Houston – No updates.

**7. ADJOURNMENT**

**Next Meeting March 5, 2025 @ 2:00**

Meeting adjourned by Stephanie Houston at 2:26 p.m.

Vote was verbal and recorded:

Word	Aye
Houston	Aye
Bowden	Aye
Mai	Aye
Jager	Aye
Horan	Aye
Nay	None

  
Chris Bowden, Secretary  
Joint Powers Authority

