

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

**March 11, 2026 @ 1:30 p.m.
Administrative Offices of the
Emergency Training Center Joint Power Authority- Conference Room
2235 E. Perimeter Road, San Bernardino, California 92408**

REGULAR MEETING MINUTES

1. **CALL TO ORDER:** Meeting was called to order at 1:30 p.m. by Stephanie Houston.
Roll Call: Quorum Present
Present: Stephanie Houston, President; Wen Mai, Treasurer; Kevin Horan, member; Gary Jager, member; Amanda Ward, member; Mark Bixler, member; Kenny Halseth, member.
Guests: Cristal Terredanio, SBRETC Program Administrator.
2. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS:**
No public comment.
3. **ANNOUNCEMENT OF CLOSED SESSION at 1:30**
 - 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 at 1:35 p.m.**
 - A. **Report of Actions Taken by the Commission in Closed Session**
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** - Reconvened and reported no action taken.
5. **ADMINISTRATIVE ACTION AGENDA at 1:42**
 - A. **Approval of February 4, 2026 Meeting Minutes**
Motion to approve February 4, 2026 minutes as written. M/S/A Horan/Bixler
Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Jager	Aye
Bixler	Aye
Halseth	Aye
Nay-	None
 - B. **Acceptance of March 2026 Treasurer Report – Wen Mai**
 - Actuals from 7/1/25-2/28/25
 - YTD Expenditures are \$326,642 (42% of budget vs target of 67%)
 - YTD Revenue is \$259,767 (38% of budget vs target of 67%)

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- Current expenditures exceed revenue by \$66,875.
- Cash Balance is \$1,240,908 (an increase of \$19,326 over prior reporting period)
- Total Account Receivables to collect are \$47, 220.

Motion to accept the January 5, 2026, Treasurer's report as presented. Motion approved.
M/S/A Horan/Bixler. Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Jager	Aye
Bixler	Aye
Halseth	Aye
Nay-	None

C. Notify the Secretary of State of dissolution of the San Bernardino Regional Emergency Training Center. The dissolution of the San Bernadino Regional Emergency Training Center is on the board agenda for the Board of Supervisors for May 5, 2026.

6. REPORTS

A. Administrative update – Cristal Terredanio

- a. **700 Forms for January 1, 2025, through December 31, 2025.**
Forms were signed and will be mailed out by the Program Administrator.
- b. **Inventory List** – Office items will be left at the training center for new occupants. These details will be added to the dissolution. **Class records** - FAA Requirement for ARFF Training Records. Under 14 CFR §139.301 (Records): ARFF and emergency medical service personnel training records must be maintained for 24 consecutive calendar months (2 years). Any records older than two years will be properly destroyed.

B. San Bernardino County Fire update – No updates

C. San Bernardino Community College District update – No updates

7. ADJOURNMENT @ 2:01 Meeting adjourned by Stephanie Houston

Next meeting May 26, 2026 @ 1:30 p.m. Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Halseth	Aye
Jager	Aye
Nay-	None



Amanda Ward, Secretary
Joint Powers Authority