

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

April 10, 2024 @ 1:30 am

**Administrative Offices of the
Emergency Training Center Joint Powers Authority
2235 E. Perimeter Road, San Bernardino, California**

REGULAR MEETING MINUTES

1.

A. Call to Order: Meeting was called to order at 1:30 p.m. by Stephanie Houston.

B. Roll Call: Quorum Present

Present: Stephanie Houston, President; Chris Bowden, Secretary; Martin Serna, Vice President; Cristal Terredanio, member; Dan Word, member; Kevin Horan, member

Absent: Wen Mai, Treasurer; Jon Garber, member.

Guest: Rosina Motta, Management Analyst; Gary Jager Assistant Chief Division 2; Adam Panos, Deputy Fire Marshal with San Bernardino County Fire Protection District (2:14 p.m.)

C. No public comment.

2.

A. Approval of March 13, 2024minutes:

Minutes for March 13, 2024, were accepted as written. M/S/A Horan/Serna.

Vote was verbal and recorded:

| | |
|------------|------|
| Houston | Aye |
| Horan | Aye |
| Terredanio | Aye |
| Word | Aye |
| Bowden | Aye |
| Serna | Aye |
| Nay- | None |

B. Adoption of Agenda for this Meeting

Motion to adopt the agenda. Motion approved. M/S/A Serna/Word.

Vote was verbal and recorded:

| | |
|------------|------|
| Houston | Aye |
| Horan | Aye |
| Terredanio | Aye |
| Word | Aye |
| Bowden | Aye |
| Serna | Aye |
| Nay- | None |

C. Treasurer Report: Wen Mai

- YTD Expenditures is \$372,816 (50% of budget vs target of 75%)
- YTD Revenue is \$410,845 (65% of budget vs target of 75%)

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

- Current expenditures are less than revenue by \$38,029
- Cash Balance is \$1,044,415 (an increase of \$66,627 over prior reporting period)
- Total Account Receivables is \$183,240 (True A/R is \$170,750, \$12,490 is for future classes)
- High usage categories >75% (Memberships, Utilities, Shredding, Subscriptions, Security Services, and Other Professional Services)

Motion to accept the Treasurer’s report as presented. Motion approved. M/S/A Bowden/Serna.

Vote was verbal and recorded:

| | |
|------------|------|
| Houston | Aye |
| Horan | Aye |
| Terredanio | Aye |
| Word | Aye |
| Bowden | Aye |
| Serna | Aye |
| Nay- | None |

D. Administration/Operations Reports – Handouts provided by Cristal Terredanio

Program Administrator discussed repairs and maintenance. Clark Pest Control conducted regular maintenance. Landscaping will be coming out weekly so that they can get the weeds under control and Janitorial services as scheduled. The elevator was serviced. In March SBRETC had 4 classes, served 46 participants, and trained with 14 different departments. Oakland is no longer training with at the center in April due to going to another facility where they could do their Part 139 Live Burn and have Foam Training. Oaklands estimate for April training was \$45,000. Bowden stated that a foam training prop is in the estimate with KFT when we can rebuild props. Bowden also stated that all outside building lights and bay lights have been repaired and changed out to LED lights.

3.

A. No public comment

B. Update from April 3, 2024, Meeting with Legal Counsel: Stephanie Houston, Chris Bowden, Martin Serna

Houston provided updates from the zoom including Legal Counsel being concerned with the training centers waivers, counsel wanting to connect with Wen regarding Treasurer/budget items and compliant pieces with the Secretary of State, Brown act requirements and closed session topics. Chris Bowden stated he had a conference call with Legal Counsel to give them more detailed information about the terminology on the website and training evolutions, so they have a better understanding of our trainings.

C. Updates

- a. SBCCD update – They are in their 7- week push to graduation. They have surpassed their enrollment target. Gala coming up next week for the Paramedic/EMT Program. Career fair May 7th with 25 agencies. Pending Board approval, they have recommended Ryan Harold to be the permanent Chief of their Fire Academy. This will be going to board approval in May.

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

- b. SBFD update – Serna discussed they are in the middle of trying to close some vacancy gaps/promotions. Captains’ promotion exams are currently being conducted.
- c. Airport update – No updates.

D. Strategic Priorities – JPA Board

- b. Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification – Chris Bowden shared about the visit on April 4, 2024, from Congressman Aguilar’s legislative staff. Bowden provided a presentation, showed them props, they were able to ride in the rig and put out fire. During the presentation they asked tons of questions and asked how they could help. They will take all the information provided back to the congressman’s office. Houston will report on this visit at the April 11, 2024, board meeting. Bowden will get the Rosenbauer drawings of the Rig out to the JPA Board. Bowden has been making calls to other training centers to do a comparison analysis. There are more and more centers out there that have ProBoard and IFSAC certifications.
- c. Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease – Kevin Horan - No updates.
- d. Strategy #5 – Build relationships and outreach, tactical step #1 Stakeholder outreach – No updates.
- e. Strategy #3 – Review and update the JPA agreement. – Stephanie Houston

E. Review of the center’s electricity bills – K. Horan – Tabled for next meeting in closed session.

4. ACTION SECTION

A. FY24-25 Recommended Budget – Rosina Motta

Rosina Motta reviewed the recommended FY24-25 budget with the board. Rosina worked on trend tracking for 3 fiscal years to come up with the recommendation for 24/25 budget. Overall, the expenses were increased \$40,000, which is a 6% increase. Revenue was increased to the dollar amount just under \$157,000, a 25% increase. Motion to approve the preliminary budget as we go into the FY24/25 fiscal year. Motion approved. M/S/A Word/Serna.

Vote was verbal and recorded:

| | |
|------------|------|
| Houston | Aye |
| Horan | Aye |
| Terredanio | Aye |
| Word | Aye |
| Bowden | Aye |
| Serna | Aye |
| Nay- | None |

- 5. **Next Meeting:** May 6, 2024 @ 1:30 p.m. *Please submit all agenda items to Program Administrator by April 29, 2024.

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

- 6. Adjournment:** Meeting adjourned by Stephanie Houston at 2:17 p.m.
Consensus to adjourn. With notification of the next meeting on May 6, 2024 @ 1:30 p.m.

Vote was verbal and recorded:

| | |
|------------|------|
| Houston | Aye |
| Horan | Aye |
| Terredanio | Aye |
| Word | Aye |
| Bowden | Aye |
| Serna | Aye |
| Nay- | None |

Chris Bowden, Secretary
Joint Powers Authority