

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

**May 13, 2025 @ 3:30 pm (Continue from April 17, 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 3:30 p.m. by Stephanie Houston.
Roll Call: Quorum Present
Present: Stephanie Houston, President; Wen Mai, Treasurer; Dan Word, member; Kevin Horan, member; Chris Bowden, Secretary.
Guests: Amanda Ward, Intern Associate Dean of Public Safety; Cristal Terredanio, SBRETC Program Administrator; Robert Gaster, SBRETC Training Officer.
Absent: Gary Jager, member.
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.**
 - C. **Government Code Section 54957(b)(1): Performance Evaluation**
4. **RECONVENED PUBLIC MEETING @ 4:01 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.
 - C. **Government Code Section 54957(b)(1): Performance Evaluation** – Commission offered Program Administrator an extension of 1 year on her contract with a 10% increase effective July 1, 2025, through June 30, 2026. Program Administrator accepted the offer.
5. **ADMINISTRATIVE ACTION AGENDA**
 - A. **Approval of March 5, 2025 Meeting Minutes**
Motion to approve March 5, 2025 minutes as written. M/S/A Horan/Mai.
Vote was verbal and recorded:

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

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B. Acceptance of April/May 2025 Treasurer Report – Wen Mai

- Actuals from 7/1/24 – 4/30/25
- YTD Expenditures is \$484,130 (50% of budget vs target of %83)
- YTD Revenue is \$504,934 (67% of budget vs target of 83%)
- Current revenue exceeds the expenditure by \$20,804.
- Cash Balance is \$1,175,076 (an increase of \$18,501 over prior reporting period)
- Total Account Receivables are \$225,425 (True A/R is \$23,005, \$202,420 is for future classes)
- High usage categories that is greater than 83% are other insurance, other banking services, security services, Other professional services, Outside Legal Counsel and maintenance charges and fuel.

Motion to accept the April/May 2025 Treasurer’s report as presented. Motion approved.
M/S/A Horan/Bowden.

Vote was verbal and recorded:

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

C. 2025-26 Recommended Budget – Wen Mai

JPA reviewed and discussed the budget. Recommendations to increase the lease line item to \$131,597, increase the budget for fuel by \$20,000 to \$130,000. General Maintenance line item was also modified. Day-to-day operation staff have the authority to spend to these limits. Tabled with recommendations. Wen to bring revised 2025-26 recommended budget to next meeting.

D. Amendment to MOU between SBRETC and SBCFPD – Wen Mai

Contract reviewed by the JPA. Motion to approve the amendment to the MOU between SBRETC and SBCFPD M/S/A Horan/Bowden.

Vote was verbal and recorded:

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

E. Mark Bixler to be a representative on the JPA Board to replace Jon Garber

Motion to instate Mark Bixler in replace of Chief Jon Garber. M/S/A Bowden/Horan.

Vote was verbal and recorded:

Houston	Aye
Bowden	Aye
Mai	Aye
Horan	Aye

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Word Aye
Nay- None

F. Retainer Agreement for Legal Services 2025-2026 School Year

Motion to accept the retainer agreement for legal services 2025-26 School Year from Margaret A. Chidester & Associates. M/S/A Bowden/Mai.

Vote was verbal and recorded:

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

G. Frontier Lines at SBRETC – Cristal Terredanio

An audit was done by SBCOFD on the phone lines at the Training Center. Eight lines were identified that are not being used. SBCOFD recommended cancelling services on those lines. Motion to disconnect the lines as recommended. M/S/A Bowden/Mai.

Vote was verbal and recorded:

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

H. Meraki Cloud License renewal - Cristal Terredanio

Motion made to renew Meraki Cloud License for 1 year. M/S/A Bowden/Word.

Vote was verbal and recorded:

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

6. REPORTS

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

Terredanio discussed the repairs and maintenance of the training center. The training calendar for the center was reviewed. South Dakota is a new client that trained at the training center in April and New Mexico is a new client that will be training with us this week. The last Fire Control 5 class was full. In April the training center conducted 10 classes, had 120 participants and served 10 departments. This was the highest number of students for the month of April since the center has been opened.

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Per Chief Jager, Terredanio shared the email that Gastel sent out “Invitation to ARFF demonstration/update at SBRETC.” 700 Forms have been mailed out. Bowden introduced Robert Gastel as the current Training Officer at SBRETC since Ed Noble is off on injury.

B. Current Disposition of the old ARFF vehicle – Chris Bowden

Bowden will explore ways to sell the ARFF vehicle.

C. SBRETC Office Space – Chris Bowden/Wen Mai

Discussion about office space utilization, classroom utilization, pros and cons. More discussion to be had at next meeting with Chief’s input.

D. Updates

- a. SBCCD update – Commencement is next week with record number of students over 370.
- b. SBFD update – Looking to hire engineers from the outside to help fill ranks. They are still struggling with staffing which does have a direct correlation to the Training Center in terms of getting instructors. The airport is no longer allowing the on-duty crews to come over and assist with classes. Services are Friday for the Firefighter that passed away last month. Ribbon cutting for station 226 is Saturday the 7th at 9:00am.
- c. Airport update – No updates.

E. Business Plan – Stephanie Houston/JPA Board

Houston compiled all changes and sent them back to legal counsel.

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.
- 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 on June 4, 2025 @ 2:00

Meeting adjourned by Stephanie Houston

Vote was verbal and recorded:

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

Chris Bowden, Secretary
Joint Powers Authority