

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

**May 6, 2024 @ 1:30 am
Administrative Offices of the
Emergency Training Center Joint Powers Authority – Conference Room
2235 E. Perimeter Road, San Bernardino, California**

REGULAR MEETING MINUTES (DRAFT)

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; Chris Bowden, Secretary; Martin Serna, Vice President; Cristal Terredanio, member; Kevin Horan, member; Wen Mai, Treasurer; Jon Garber, member.
Absent: Dan Word, member.
Guest: Adam Panos, Deputy Fire Marshal with San Bernardino County Fire
2. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS:**
No public comment.
3. **ANNOUNCEMENT OF CLOSED SESSION**
 - A. **Public Comment on Closed Session Items**
 - B. **Government Code Section 54956.9(e)(1) or (d)(1): Conference with legal counsel- anticipated litigation- two cases**
 - C. **Government Code Section 54957 (b)(1): Performance Evaluation**
4. **RECONVENE PUBLIC MEETING**
 - 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- two cases Kevin Horan to draft a letter to Mr. Borrows at the Airport Authority regarding electricity and billing. Commission to set a time to present to the Board of Supervisors and Airport Authorities with an update of the San Bernardino Regional Emergency Training Center.
Government Code Section 54957 (b)(1): Performance Evaluation A year contract offered to Program Administrator including a 5% cost of living increase to existing salary of \$5,724 which will bring the total to \$6,010.20 effective July 1, 2024, to June 30, 2025.
5. **ADMINISTRATIVE ACTION AGENDA**
 - A. **Approval of April 10, 2024 Meeting Minutes**
Minutes for April 10, 2024, were accepted as written. M/S/A Horan/Garber.
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Terredanio	Aye
Mai	Aye
Bowden	Aye
Serna	Aye
Garber	Aye
Nay-	None

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A. Acceptance of May 2024 Treasurer Report

Treasurer Report: Wen Mai

- YTD Expenditures is \$448,265 (61% of budget vs target of 83%)
- YTD Revenue is \$492,211 (78% of budget vs target of 83%)
- Current expenditures are less than revenue by \$43,946
- Cash Balance is \$1,069,474
- Total Account Receivables is \$129,205 (True A/R is \$109,115, \$20,090 is for future classes)
- High usage categories >75% (Memberships, Utilities, Shredding, Subscriptions, Security Services, Other Professional Services and legal counsel)
- Rig payments discussed
- Wen stated he was contacted by the State Controller's Office. They are doing an audit of our financials. Wen provided them with our financial statements.

Motion to accept the Treasurer's report as presented. Motion approved. M/S/A

Horan/Bowden. Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Terredanio	Aye
Mai	Aye
Bowden	Aye
Serna	Aye
Garber	Aye
Nay-	None

6. REPORTS

A. Administrative and Operations Reports – Handouts provided by Cristal Terredanio

Program Administrator discussed repairs and maintenance. Clark Pest Control conducted regular maintenance. Landscaping is coming out weekly so that they can get the weeds under control and Janitorial services as scheduled. The elevator was serviced. In April SBRETC had 2 classes, served 24 participants, and trained with 8 different departments. Oakland did not train with us this April due to going to another facility where they could do their Part 139 Live Burn and have Foam Training. This is the reason for the drop in students this April. Bowden shared that last week he went up to Mammoth to teach the Mammoth Airport and surrounding departments the ARFF awareness course, 27 participants.

B. Outside instructors – Bowden stated Dan Word was to look in to setting something up like they have at the fire academy for assistant instructors to be able to bring on people to help at the Training Center. Horan will follow up with Dan Word.

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C. Updates

- a. SBCCD update – Commencement two weeks away. Construction is ongoing at the campus Performing Arts Center, Crafton Hall, Infrastructure, roadways and parking lots.
- b. SBFD update – Serna discussed they are in the process of moving to the new headquarters on Tippecanoe. Promotional pieces coming up, Battalion Chief, Captains exam coming first part of June. 12 Battalion Chief Promotions and 22 Captains and Engineers. Tower 18 is 3 weeks through their 10-week program. The group is 35 participants. Next tower in January. Loss of parking lot at Richard Sewell Training Center.
- c. Airport update – No updates.

D. 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. ACTION SECTION

A. Resolution No. 1-23: Resolution of the Commission of the San Bernardino Regional Emergency Training Center Approving a Conflict of Interest Code

Motion that the presented document is a true and correct copy of SBRETC’s January 2023 resolution and Conflict of Interest Code. Motion approved. M/S/A Horan/Serna.

Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Terredanio	Aye
Mai	Aye
Bowden	Aye
Serna	Aye
Garber	Aye
Nay-	None

8. ADJOURNMENT

A. Confirm date of the June 2024 meeting of the Commission

Next Meeting: June 12, 2024 @ 2:30 p.m. *Please submit all agenda items to Program Administrator by June 5, 2024. JPA members will come up with a JPA meeting calendar for fiscal year 24/25 at next meeting.

Meeting adjourned by Stephanie Houston at 2:13 p.m.

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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