

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

June 4, 2025 @ 2:00 p.m.

**Crafton Hills College – Academy Classroom PSAH (building 16) classroom 201
11711 Sand Canyon Road, Yucaipa California 92399**

REGULAR MEETING MINUTES

1. **CALL TO ORDER:** Meeting was called to order at 1:58 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; Gary Jager, member; Mark Bixler, member.
Guests: Cristal Terredanio, SBRETC Program Administrator
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 at 2:37 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**
 - A. **Approval of May 13, 2025 Meeting Minutes**
Motion to approve May13, 2025 minutes as written. M/S/A Horan/Bowden.
Vote was verbal and recorded:

Houston	Aye
Bowden	Aye
Mai	Aye
Horan	Aye
Word	Aye
Bixler	Aye
Jager	Aye
Nay-	None
 - B. **Acceptance of June 2025 Treasurer Report – Wen Mai**
 - Actuals from 7/1/24 – 5/31/25
 - YTD Expenditures are \$511,943 (61% of budget vs target of %92)
 - YTD Revenue is \$654,578 (87% of budget vs target of 92%)
 - Current revenue exceeds the expenditure by \$142,645.

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- Cash Balance is \$1,249,696 (an increase of \$74,620 over prior reporting period)
- Total Account Receivables are \$187,340 (True A/R is \$51,810, \$135,530 is for future classes)
- High usage categories are auditing, other banking services, security services, Other professional services, Outside Legal Counsel, general household expense, general maintenance charges, fuel and travel related expenses.

2025-26 Recommended Budget – Wen Mai

JPA reviewed and discussed the budget. No changes made to overall total expenditure. Budgeting \$773,581 for fiscal year 25/26. Some changes to certain line items were made from recommendations at the last JPA meeting.

Motion to accept the June 2025 Treasurer's report and 2025-26 recommended budget as presented. Motion approved. M/S/A Horan/Word.

Vote was verbal and recorded:

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

6. REPORTS

A. JPA's mission and responsibilities – Chief Bixler/ Chief Jager

No further discussion.

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

Terredanio discussed the repairs and maintenance of the training center. The training calendar for the center was reviewed. SBRETC tour for the SBCCD Chancellor, Dr. Diana Rodriguez's office to be held on July 23 at 2:00 p.m. Comparative data by fiscal year reviewed and discussed. The number of participants this fiscal year surpassed the number of students last fiscal year. Bowden stated that the two personnel attending the 2025 Annual International Educational Symposium, September 22-25 would be himself, Chief Bowden and Program Administrator, Cristal Terredanio.

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

No new information to present. Bowden to do more research.

D. SBRETC Office Space – Chris Bowden/Wen Mai

No new information to present.

E. Updates

- a. SBCCD update – Kevin Horan stated the had a great commencement is next week.

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- b. SBFD update – Tower graduation took place May 30th with 38 recruits. Another tower will be starting in October with 50 participants.
- c. Airport update – No updates.

F. Business Plan – Stephanie Houston/JPA Board

No updates.

G. 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.

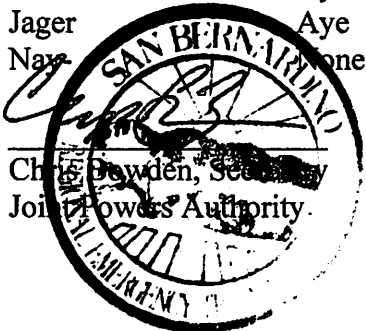
7. ADJOURNMENT

Next meeting August 6, 2025 @ 2:57 p.m.

Meeting adjourned by Stephanie Houston

Vote was verbal and recorded:

Houston	Aye
Bowden	Aye
Mai	Aye
Horan	Aye
Word	Aye
Bixler	Aye
Jager	Aye
Nave	Aye



Chris Bowden, Secretary
Joint Powers Authority

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- b. SBPD update - Tower graduation took place May 30th with 38 recruits. Another tower will be starting in October with 50 participants.
- c. Airport update - No updates.

F. Business Plan - Stephanie Houston/JPA Board

No updates.

G. Strategic Priorities - JPA Board

- a. Strategy #1 - Develop a fixed asset plan, tactical step #3 (Probable) certification - Chris Bowden - No updates.
- b. Strategy #2 - Develop a fixed asset plan, tactical step #4 Monitor and Update lease - Kevin Horn - No updates.
- c. Strategy #3 - Build relationships and outreach, tactical step #1 Stakeholder outreach - No updates.
- d. Strategy #4 - Review and update the JPA agreement - Stephanie Houston - No updates.

ADJOURNMENT

Next meeting August 6, 2015 @ 2:30 p.m.

Meeting adjourned by Stephanie Houston

Vote was verbal and recorded:

Houston	Aye
Bowden	Aye
Mai	Aye
Horn	Aye
Ward	Aye
Baker	Aye
Jager	Aye
Now	Aye

