

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

**June 12, 2024 @ 2:30 pm  
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 2:30 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.  
Absent: Dan Word, member; Jon Garber, member.  
Guest: None
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. **RECONVENE PUBLIC MEETING @ 2:41 p.m.**
  - 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.**  
Reconvened and reported no action taken.
5. **ADMINISTRATIVE ACTION AGENDA**
  - A. **Approval of May 6, 2024 Meeting Minutes**  
Minutes for May 6, 2024, were accepted as written. M/S/A Horan/Mai.  
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Terredanio	Aye
Mai	Aye
Bowden	Aye
Serna	Aye
Nay-	None
  - B. **Acceptance of June 2024 Treasurer Report**  
**Treasurer Report: Wen Mai**
    - YTD Expenditures is \$505,497 (68% of budget vs target of 92%)
    - YTD Revenue is \$538,991 (86% of budget vs target of 92%)
    - Current revenue exceeds expenditures by \$33,493
    - Cash Balance is \$1,074,434 (an increase of \$4,959 over prior reporting period)

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

- Total Account Receivables is \$39,100 (True A/R is -\$8,500, \$47,600 is for future classes)
- High usage categories >92% (Memberships, Utilities, Shredding, Security Services, Other Professional Services, Outside Legal Counsel, and Internal Maintenance Charges)
- Bowden shared the center cancelled shredding services and we should no longer be paying for shredding services. Wen stated he thinks there may be PO issues and will look further into it.
- Bowden will reach out to KFT as we have not received our PM invoice.

Motion to accept the Treasurer's report as presented. Motion approved. M/S/A Seran/Horan. Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Terredanio	Aye
Mai	Aye
Bowden	Aye
Serna	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 and janitorial services as scheduled. The elevator had it's annual inspection, and we received an "order to correct unsafe conditions. The elevator is scheduled to be repaired this week. In May SBRETC had 5 classes, served 43 participants, and trained with 4 different departments. Discussion about participant numbers dropping. Losing Oakland to another training center that offered foam training discussed.

**B. Outside instructors Chris Bowden –** 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 confirmed Dan Word continues to work on this.

**C. Business Plan – Chris Bowden -** Bowden stated he was asked to redo the Business Plan by Chief Munsey. Bowden stated he is also getting asked about our updated Business Plan by our legislative affairs office. Houston stated she will work on updating the Business Plan.

**D. Updates**

- a. SBCCD update – Horan stated they exceed their enrollment for prior year 23/24. Construction is ongoing at the campus Performing Arts Center, Crafton Hall, Infrastructure, roadways and parking lots. Next Paramedic cohort received 80 applications. Houston shared the retreat for trustees coming up in June. Houston asked to be put on the agenda to give an update for the Training Center.

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

- b. SBFD update – Grand opening for the new Headquarters today. Opened Firefighter training recruitment last Saturday. They opened two recruitments to try to expand the applicant pool. Parametric training position open as well as the EMT/firefighter paramedic trainee.
- c. Airport update – No updates.

**E. Strategic Priorities – JPA Board**

- a. Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification – Chris Bowden – Bowden shared we are still getting requests about IFSAC and ProBoard. State Fire doing a curriculum rewrite. State Fire is also looking to expand upon their certification training on what is IFSAC and ProBoard.
- 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. Acceptance of 2024-25 Recommended Budget – Wen Mai**

Motion to accept the 2024-25 recommended budget. Motion was approved. M/S/A Horan/Serna. Wen Mai shared handouts of the Amendment to the MOU between the SBCFPD and SBRETC for updated instructor rates. New rates discussed. Horan moved to amend the motion to include the updated hourly rates provided by San Bernardino County Fire. Vote was verbal and recorded:

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

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

Motion to approve the revised 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
Nay-	None

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

**C. Election of Officers for 2024-25 year – JPA Board**

Motion to keep the current officers with same. Motion approved. M/S/A Horan/Serna.

Vote was verbal and recorded:

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

**8. ADJOURNMENT**


**A. Confirm dates for Fiscal year 2024-25 meetings of the Commission**

**Next Meeting:** Commission will not have a meeting in July of 2024 or January of 2025. Monthly JPA meetings will be the first Wednesday of each month @ 1:30 p.m. Next meeting will be August 7, 2024 @ 1:30 p.m. \*Please submit all agenda items to the Program Administrator by July 31, 2024.

Meeting adjourned by Stephanie Houston at 3:17 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

