

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

**August 7, 2024 @ 1:30 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 1:30 p.m. by Stephanie Houston.
Roll Call: Quorum Present
Present: Stephanie Houston, President; Chris Bowden, Secretary; Martin Serna (1350), Vice President; Kevin Horan, member; Wen Mai, Treasurer; Dan Word, member.
Absent: Jon Garber, member.
Guest: Gary Jager Assistant Chief Division 2
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 @ 1:41 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 June 12, 2024, were accepted as written. M/S/A Horan/Mai.
Vote was verbal and recorded:

Houston	Aye
Horan	Aye
Word	Aye
Mai	Aye
Bowden	Aye
Serna	Aye
Nay-	None
 - B. **Acceptance of June 2024 Treasurer Report**
Treasurer Report: Wen Mai
 - YTD Expenditures is \$120,264 (14% of budget vs target of 8%)
 - YTD Revenue is \$21,065 (3% of budget vs target of 8%)
 - Current revenue exceeds expenditures by \$99,200
 - Cash Balance is \$1,029,533 (a decrease of \$87,834 over prior reporting period)

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- Total Account Receivables is \$18,180 (True A/R is \$7,040, \$11,140 is for future classes)

- High usage categories is Outside Legal Counsel.

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

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

6. REPORTS

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

Bowden discussed repairs and maintenance. Clark Pest Control conducted regular maintenance. Landscaping and janitorial services as scheduled. The elevator had its annual inspection, unsafe conditions have been repaired. In June SBRETC had 3 classes, served 23 participants, and trained with 13 different departments. Discussion about participant numbers dropping. Losing Oakland to another training center that offered foam training discussed, and San Diego also did not train with us this last fiscal year. Bowden stated that the props have been worked on. KFT has been out to the center and found some solutions to the valve problems and replaced parts and valves. They will be back in a few weeks to finish repairs. The air compressor company is also coming out to do some work. State Fire Training has a new billing procedure. Invoices will need to be paid by credit card immediately after the end of each course. San Diego will be back training with us this fiscal year with 105-110 personnel. With San Diego and Oakland back training with us this fiscal year we should see an increase in numbers by the end of FY2025. 2024 ARFF Working Group Int'l Educational Symposium September 9-12, 2024, in Myrtle Beach, South Carolina. Attendees will be Bowden, Story and Terredanio. TTR's were submitted.

B. Outside instructors Chris Bowden – No action.

C. Business Plan – Chris Bowden - Bowden stated he will get it to Stephanie Houston and she stated she will work on updating the Business Plan.

D. Updates

- a. SBCCD update – Horan stated school starts on Monday. Faculty came back today. Over 700 students came through to the Roadrunner rally.
- b. SBFD update – Fire season. They are extremely busy.
- c. Airport update – Airport had their FAA inspections. The airport is in the process of purchasing a used vehicle from Ontario. An estimate will be sent to the International San Bernardino to cover 24 of Ontario personnel.

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E. 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 September 4, 2024 @ 1:30

Meeting adjourned by Stephanie Houston at 1:58 p.m.

Vote was verbal and recorded:

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

