

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

**September 3, 2025 @ 1:30 p.m.  
Administrative Offices of the  
Emergency Training Center Joint Power Authority- Conference Room  
2235 E. Perimeter Road, San Bernardino, California 92408**

**REGULAR MEETING MINUTES**

1. **CALL TO ORDER:** Meeting was called to order at 1:33 p.m. by Stephanie Houston.  
**Roll Call: Quorum Present**  
Present: Stephanie Houston, President; Wen Mai, Treasurer; Kevin Horan, member;  
Kenny Halseth, member; Amanda Ward, member.  
Absent: 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 1:48 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 August 6, 2025 Meeting Minutes**  
Motion to approve August 6, 2025 minutes as written. M/S/A Horan/Mai  
Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Halseth	Aye
Nay-	None
  - B. **Acceptance of September 2025 Treasurer Report – Wen Mai**
    - Actuals from 7/1/25-8/31/25
    - YTD Expenditures are \$182,589 (24% of budget vs target of %17)
    - YTD Revenue is \$75,131 (10% of budget vs target of 17%)
    - Current expenditures exceed revenue by \$107,466.
    - Cash Balance is \$1,153,872 (a decrease of \$77,086 over prior reporting period)

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- Total Account Receivables are \$76,810 (True A/R is \$46,570, \$30,240 is for future classes)
- High usage categories are subscription, exterminator, other professional services, Outside Legal Counsel, general maintenance charges, other maintenance charges  
Motion to accept the September 2025 Treasurer's report as presented. Motion approved.  
M/S/A Ward/Halseth.

Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Halseth	Aye
Nay-	None

**C. DRAFT Amendment 01 - Equipment Lease Agreement for SB Regional Emergency Training Center – Kevin Horan**

Motion to accept this amendment as presented with a recommendation to add a due by date of December 1<sup>st</sup> and with an authority to execute. Motion approved. M/S/A Mai/Horan. Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Halseth	Aye
Nay-	None

**D. Request for Building Plans – Kevin Horan -This item was a follow-up item. Item no longer needed and can be taken off future agendas.**

**E. Placement of Another Connex for OFM – Chief Gary Jager/ Chief Mark Bixler**

Greg Zeigler requested to place another Connex box on the property of the Training Center. Halseth will have Bixler or Jager reach out to Zeigler to update that the request is tabled until we have further information about the lease.

Motion made to table this item until further notice about the lease is given. Motion approved. M/S/A Horan/Halseth. Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Halseth	Aye
Nay-	None

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**6. REPORTS**

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

Terredanio discussed the repairs and maintenance of the training center. KFT did come out for the preventative maintenance on props. Issues found and parts ordered. The training calendar for the training center was reviewed. Due to limited classes being offered the upcoming classes are all full. Program Administrator instructed not to schedule any new classes until further notice.

**B. Current Disposition of the old ARFF vehicle – Chris Bowden** -Tabled till next meeting.

**C. SBRETC Office Space – Chris Bowden/Wen Mai** - Tabled till next meeting.

**D. Updates**

- a. SBCCD update – Kevin Horan stated up 11% at head count. Grand opening for new Event Center September 12<sup>th</sup>. Ribbon cutting of the new Performing Arts center September 19<sup>th</sup>. Fundraiser call The Gala is October 16<sup>th</sup>.
- b. SBFD update – No updates.
- c. Airport update – No updates.

**E. Business Plan – Stephanie Houston/JPA Board** – No updates.

**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. Next meeting October 1, 2025 @ 1:30 p.m.**

**ADJOURNMENT @ 2:04**

Meeting adjourned by Stephanie Houston

Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Halseth	Aye
Nay-	None

