

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

**September 4, 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 1:33 p.m. by Stephanie Houston.
Roll Call: Quorum Present
Present: Stephanie Houston, President; Chris Bowden, Secretary; Martin Serna Vice President; Wen Mai, Treasurer; Dan Word, member; Jon Garber, member.
Absent: Kevin Horan, member.
Guest: Gary Jager Assistant Chief Division 2; Cristal Terredanio, Program Administrator for SBRETC.
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 @ 1:49 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. **ADMINSTRATIVE ACTION AGENDA**
 - A. **Approval of August 7, 2024 Meeting Minutes**
Minutes for August 7, 2024, were accepted as written. M/S/A Jager/Word.
Vote was verbal and recorded:

Houston	Aye
Garber	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 \$176,154 (21% of budget vs target of 17%)
 - YTD Revenue is \$62,650 (8% of budget vs target of 17%)
 - Current expenditures exceed our revenue by \$113,504.

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- Cash Balance is \$1,000,600 (a decrease of \$28,934 over prior reporting period)
- Total Account Receivables is \$67,195 (True A/R is \$54,950, \$12,245 is for future classes)
- High usage categories are utilities, Other professional services, Outside Legal Counsel, general maintenance, instructors and general maintenance structure improvement & grounds.

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

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

6. REPORTS

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

Terredanio discussed repairs and maintenance. Clark Pest Control conducted regular maintenance. Landscaping and janitorial services as scheduled. The elevator had its monthly service. Terredanio discussed how the center does not have classes during the summer due to the heat. No classes were held July or August. Program Administrator shared they had San Jose training today at the center. To accommodate their flight, schedule the center provided a different start and end time for them. Class schedule discussed. Busy season is starting, Orange County just called to schedule their departments annual burns for January 2025. Bowden discussed equipment repairs. Both KFT and the air compressor company had to come out and do repairs. We will be receiving an invoice of approximately \$10,000 for compressor repairs. KFT explained to Bowden that these repairs are temporary, and they are not sure how long they will keep working. Houston asked if there is a portion of the equipment that needs to be replaced first to help the center continue training until all the props can be replaced.

B. Review 2024 Biennial Notice of Conflict of Interest Code – Cristal Terredanio

The 2024 Biennial Notice handout provided. The old Conflict of Interest Code that was submitted in 2019 to the Board of Supervisors was provided. The JPA does have a revised Conflict of Interest code that has been submitted and approved by the Board of Supervisors. There was consensus from the JPA Board that the revised Conflict of Interest Code that was adopted in June of 2024 will be submitted with the 2024 Local Agency Biennial Notice with box checked "No amendment is required." This item will be on the next JPA agenda as a ratification.

C. Outside instructors Chris Bowden – Dan Word stated they just submitted, and it was accepted by human resources, a job description for professional experts. This was

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the first portion that needed to be done, and the process is moving forward. Next step is figuring out how we make connections with compensation.

- D. Business Plan – Chris Bowden** – Houston stated she has scanned the current business plan and has a solid copy for updating. The primary purpose of getting the Business Plan updated is so we can recruit for funding. Houston stated she had the chance to meet with some grant writers for these types of projects. Bowden stated he had a conversation with the college district about potential funding of 2 million.

E. Updates

- a. SBCCD update – The semester, career fairs and different grants discussed.
- b. SBFD update – Staffing numbers getting better. Jager to be put on the next JPA agenda to vote on to be a member of the JPA.
- c. Airport update – Nothing to report.

F. Strategic Priorities – JPA Board

- a. Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification – Chris Bowden – Bowden has pictures of the new truck. Pictures will be sent out to everyone via email. The truck should be done in about a month. Two fleet managers and the Training Officer will need to travel to Minneapolis, Minnesota do a final inspection. This travel will be covered by the JPA.
- 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 October 16, 2024 @ 1:30

Meeting adjourned by Stephanie Houston at 2:26 p.m.

Vote was verbal and recorded:

Houston	Aye
Garber	Aye
Word	Aye
Mai	Aye
Bowden	Aye
Serna	
Nay-	

