

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

**October 16, 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 1:31 p.m. by Jon Garber.
Roll Call: Quorum Present
Present: Kevin Horan, member; Chris Bowden, Secretary; Wen Mai, Treasurer; Dan Word, member; Jon Garber, member.
Absent: Stephanie Houston, President.
Guest: Amanda Ward, Interim Associate Dean of Public Safety; 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 @ 1:36 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 September 4, 2024 Meeting Minutes**
Minutes for September 4, 2024, were accepted as written. M/S/A Bowden/Horan.
Vote was verbal and recorded:

Horan	Aye
Garber	Aye
Word	Aye
Mai	Aye
Bowden	Aye
Nay-	None
 - B. **Acceptance of Octo2024 Treasurer Report**
Treasurer Report: Wen Mai
 - YTD Expenditures is \$199,454 (24% of budget vs target of 25%)
 - YTD Revenue is \$82,077 (11% of budget vs target of 25%)
 - Current expenditures exceed our revenue by \$117,377.

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- Cash Balance is \$997,525 (a decrease of \$3,075 over prior reporting period)
- Total Account Receivables is \$110,015 (True A/R is \$3,445, \$106,570 is for future classes)
- High usage categories are utilities, Other professional services, Outside Legal Counsel, general household expenses

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

Horan	Aye
Garber	Aye
Word	Aye
Mai	Aye
Bowden	Aye
Nay-	None

C. Gary Jager to be a representative on the JPA Board to replace Martin Serna

Motion made for Gary Jager to be a representative on the JPA Board to replace Martin Serna. Motion approved. M/S/A Horan/Bowden. Vote was verbal and recorded:

Horan	Aye
Garber	Aye
Word	Aye
Mai	Aye
Bowden	Aye
Nay-	None

D. Ratification of 2024 Biennial Notice of Conflict of Interest Code – Cristal Terredanio

Motion made to accept ratification 2024 Biennial Notice of Conflict of Interest Code.

Motion approved. M/S/A Bowden/Horan. Vote was verbal and recorded:

Horan	Aye
Garber	Aye
Word	Aye
Mai	Aye
Bowden	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. The busy season is starting. The calendar is updated with 2025 burns. Terredanio shared that at the last ARFF conference Los Angeles, which is the centers biggest client, stated they would be sending only half their personnel to burn at the center as they needed to send the other half of their personnel to a facility where they

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could get foam training. Terredanio also shared we trained with a new department Suncor from Canada. Terredanio shared we served 75 students last month which is the highest number of students the center has ever served since the center opened. Bowden shared on November 5th he will be traveling with the fleet manager supervisor and mechanic to do the final inspection on the Rig before it is delivered to the center. We should have it in mid to late November.

B. 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 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.

C. Business Plan – Stephanie Houston -Tabled till next meeting.

D. Updates

- a. SBCCD update – No updates.
- b. SBFD update – Been on a lot of fires. Being on the fires as the incident or supporting them. They have been away from their desks for a while and are now catching up. Tower starting in January they want 50 new cadets.
- c. Airport update – They have a big event this Saturday a concert for their community outreach.

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 November 6, 2024 @ 1:30

Meeting adjourned by John Garber at 1:52 p.m.

Vote was verbal and recorded:

Horan	Aye
Garber	Aye
Word	Aye
Mai	Aye
Bowden	Aye
Nay-	None

