

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

**January 7, 2026 @ 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 1:30 p.m. by Stephanie Houston.
Roll Call: Quorum Present
Present: Stephanie Houston, President; Wen Mai, Treasurer; Kevin Horan, member; Gary Jager, member; Amanda Ward, member; Mark Bixler, member.
Guests: Kenny Halseth, member; Cristal Terredanio, SBRETC Program Administrator; Brandon Duggan, Engineer.
2. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS:**
No public comment.
3. **ANNOUNCEMENT OF CLOSED SESSION at 1:31**
 - 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 1:36 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. **ADMINSTRATIVE ACTION AGENDA at 1:42**
 - A. **Approval of November 5, 2025 Meeting Minutes**
Motion to approve November 5, 2025 minutes as written. M/S/A Horan/Bixler
Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Jager	Aye
Bixler	Aye
Nay-	None
 - B. **Acceptance of November 2025 Treasurer Report – Wen Mai**
 - Actuals from 7/1/25-12/31/25
 - YTD Expenditures are \$258,976 (33% of budget vs target of 50%)
 - YTD Revenue is \$213,844 (28% of budget vs target of 50%)

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- Current expenditures exceed revenue by \$45,132.
 - Cash Balance is \$1,238,890 (an increase of \$27,268 over prior reporting period)
 - Total Account Receivables are \$106,545
 - High usage categories are other insurance, other professional services, general maintenance charges, other maintenance charges
- Motion to accept the January 5, 2026, Treasurer’s report as presented. Motion approved.
M/S/A Horan/Bixler.

Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Jager	Aye
Bixler	Aye
Nay-	None

6. REPORTS

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

a. Email from Lead Airport Certification & Safety Inspector, AWP-620 FAA Western-Pacific Region

Terredanio received an email from the FAA requesting data from the center about number of ARFF classes per year, students served and departments that train with us. Terredanio was instructed by the JPA to provide information to the FAA and CC Kevin Horan to continue the conversation.

b. Facility use – Program Administrator not to accept any new Facility Requests for the ARFF center.

c. Roof repair – Facility had a roof leak. Repair quotes reviewed. Motion to approve option 1 repair selected.

Motion approved. M/S/A Horan/Jager.

Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Jager	Aye
Bixler	Aye
Nay-	None

B. Updates

a. SBCCD update – Horan to connect with the FAA. Houston to connect with legal counsel on the JPA elements of how to dissolve.

b. SBFD update – Jager to connect with airport about the new ARFF rig. Duggan to contact vendor about old ARFF rig.

c. Airport update – No updates.

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C. Business Plan – Stephanie Houston/JPA Board – No updates.

D. 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 February 4, 2026 @ 1:15 p.m.

ADJOURNMENT @ 1:59

Meeting adjourned by Stephanie Houston

Vote was verbal and recorded:

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

