

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

**February 4, 2026 @ 1:15 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 1:16 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: 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 1:17**
 - 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 1:22 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 unanimous decision to offer Professional Expert, Cristal Terredanio to commit to continue working at the SBRETC Training Center till March 31, 2026 to help with the closing of the training center. However, the JPA will buyout the remainder of the contract until June 30, 2026.
5. **ADMINISTRATIVE ACTION AGENDA at 1:42**
 - A. **Approval of January 7, 2026, Meeting Minutes**
Motion to approve January 7, 2026 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

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

B. Acceptance of February 2026 Treasurer Report – Wen Mai

- Actuals from 7/1/25-2/3/26
- YTD Expenditures are \$284,693 (37% of budget vs target of 58%)
- YTD Revenue is \$217,684 (29% of budget vs target of 58%)
- Current expenditures exceed revenue by \$67,009.
- Cash Balance is \$1,221,582 (a decrease of \$17,308 over prior reporting period)
- Total Account Receivables are \$104,865.

Motion to accept the February 3, 2026, Treasurer’s report as presented. 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

C. Recommendation to begin the process of dissolution of the San Bernardino County Regional Emergency Training Center JPA including:

- **Resolution of all debt**
- **Unanimously approve termination of the JPA through official action of each party**
- **Provide all required notices**
- **Disposes of property and remaining funds in compliance with law**

Recommendation to move forward with the dissolution of the JPA between San Bernardino County Fire and San Bernardino Community College District. Discussion that San Bernardino County Fire and San Bernardino Community College District to each take the recommendation for dissolution of the Training Center back to their board for approval. Vendor services will be cancelled and utilities will be transferred back to the airport. Inventory list will be created. M/S/A Horan/Jager.

Vote was verbal and recorded:

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

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

Motion to accept the proposal for the \$5,000 purchase and disposition of the original ARFF vehicle. Horan to create an as-is letter for the sale of the old ARFF rig. M/S/A Horan/Jager

Vote was verbal and recorded:

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

6. REPORTS

A. Administrative update - Cristal Terredanio

- a. **Facility Use requests** – No new facility requests accepted, and any facility use requests calendared will be cancelled.
- b. **Equipment/Items at SBRETC** – Inventory list to be created. No items to be taken until inventory list has been memorialized.

7. Next meeting March 11, 2026 @ 1:30 p.m.

ADJOURNMENT @ 1:59

Meeting adjourned by Stephanie Houston

Vote was verbal and recorded:

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


Amanda Ward, Secretary
Joint Powers Authority

