

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

**March 5, 2025 @ 2:00 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 2:00 p.m. by Stephanie Houston.
Roll Call: Quorum Present
Present: Stephanie Houston, President; Wen Mai, Treasurer; Gary Jager, member; Kevin Horan, member; Chris Bowden, Secretary.
Guests: Mark Bixler, Chief over the Training Division; Amanda Ward, Intern Associate Dean of Public Safety; Cristal Terredanio, SBRETC Program Administrator; Edward Noble, SBRETC Training Officer.
Absent: Dan Word, member.
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 @ 2:03 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 February 5, 2025 Meeting Minutes**
Motion to approve February 5, 2025 minutes as written. M/S/A Horan/Bowden.
Vote was verbal and recorded:

Houston	Aye
Bowden	Aye
Mai	Aye
Jager	Aye
Horan	Aye
Nay-	None
 - B. **Amend minutes for fiscal year 24/25**
Motion to approve amended minutes for fiscal year 24/25. M/S/A Horan/Bowden.
Vote was verbal and recorded:

Houston	Aye
Bowden	Aye

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

Mai	Aye
Jager	Aye
Horan	Aye
Nay-	None

C. Acceptance of March 2025 Treasurer Report

Treasurer Report: Wen Mai

- Actuals from 7/1/24 – 2/28/25
- YTD Expenditures is \$334,411 (40% of budget vs target of 67%)
- YTD Revenue is \$294,896 (39% of budget vs target of 67%)
- Current expenditures exceed our revenue by \$39,515.
- Cash Balance is \$1,058,053 (a decrease of \$12,102 over prior reporting period)
- Total Account Receivables are \$276,140 (True A/R is \$28,910, \$247,230 is for future classes)
- High usage categories are other insurance, other banking services, security services, Other professional services, Outside Legal Counsel and maintenance charges. For revenue, what's higher than anticipated is interest earned. Wen investigated the maintenance charges on GL 52002930 the charge is valid for parts for the rig. Bowden to confirm with Dale.

Motion to accept the March's Treasurer's report as presented. Motion approved. M/S/A Horan/Jager.

Vote was verbal and recorded:

Houston	Aye
Bowden	Aye
Mai	Aye
Jager	Aye
Horan	Aye
Nay-	None

D. SBRETC Price increases – Chris Bowden

Price increases to help cover the cost of the new truck and higher costs in utilities and propane. Prices are still comparable to the prices at similar training centers. Motion to ratify the price increases starting February 1, 2025. Bowden/Horan

Vote was verbal and recorded:

Houston	Aye
Bowden	Aye
Mai	Aye
Jager	Aye
Horan	Aye
Nay-	None

**SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER
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E. Firefighters First credit card Business Signer Changes – Cristal Terredanio.

Program Administrator received an email from Accountant Marlene Hernandez to update the authorized signers on the Firefighter First CU account. Moving forward the authorized signers will be reviewed/updated in conjunction with the yearly Election of Officers. Motion to approve Wen Mai, Kevin Horan and Gary Jagar as Firefighters First CU authorized signers.

M/S/A Houston/Horan.

Vote was verbal and recorded:

Houston	Aye
Bowden	Aye
Mai	Aye
Jager	Aye
Horan	Aye
Nay-	None

6. REPORTS

A. Administrative and Operations Reports – Handouts provided by Chris Bowden

Terredanio discussed the repairs and maintenance of the training center. Terredanio stated the backflow will be repaired on March 6, 2025. The training calendar for the center was reviewed. The training center conducted 3 classes, had 20 participants and served 10 departments in the month of February.

B. 2024 Annual Statement of Economic Interests (Form 700) – Cristal Terredanio

Forms handed out to JPA members. Program Administrator will collect and mail in completed and signed forms.

C. Current Disposition of the old ARFF vehicle – Chris Bowden

Bowden asked if there is a specific process that we need to follow to get rid of an asset or can an asset just be sold. JPA agreement to be reviewed for the answer. Item tabled until agreement is reviewed.

D. SBRETC Office Space – Chris Bowden/Wen Mai

Bowden to get Wen square footage for a cost allocation.

E. Updates

- a. SBCCD update – No updates.
- b. SBFD update – No updates.
- c. Airport update – No updates.

F. Business Plan – Stephanie Houston/JPA Board

JPA agreement along with the response and questions from Margaret A. Chidester's law office was reviewed by the JPA Board. Corrections, updates and changes were made on the document and turned into Houston. Houston is to compile all changes and send back to legal counsel.

G. 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.

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

- 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 April 17, 2025 @ 1:30

Meeting adjourned by Stephanie Houston at 2:51 p.m.

Vote was verbal and recorded:

Houston	Aye
Bowden	Aye
Mai	Aye
Jager	Aye
Horan	Aye
Nay-	None

