

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

**August 6, 2025 @ 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; Mark Bixler, member; Dan Word, member.  
Absent: Chris Bowden, Secretary. Guests: Amanda Ward, Intern Associate Dean of Public Safety; Cristal Terredanio, SBRETC Program Administrator; Kenny Halseth, Battalion Chief San Bernardino County Fire.
  
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 at 1:58 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**
  - A. **Approval of June 4, 2025 Meeting Minutes**  
Motion to approve June 4, 2025 minutes as written. M/S/A Horan/Word  
Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Word	Aye
Bixler	Aye
Jager	Aye
Nay-	None
  
  - B. **Acceptance of July 2025 Treasurer Report – Wen Mai Recap of the 2025 actuals:**  
Revenue did exceed the expenditures by \$153,692. We did have a surplus added to the fund balance.
    - Actuals from 7/1/25-7/31/25

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- YTD Expenditures are \$210,059 (27% of budget vs target of %8)
- YTD Revenue is \$68,481 (9% of budget vs target of 8%)
- Current expenditures do exceed revenue by \$141,578.
- Cash Balance is \$1,230,958 (a decrease of \$40,926 over prior reporting period)
- Total Account Receivables are \$64,545 (True A/R is \$17470, \$47,075 is for future classes)
- High usage categories are subscription, exterminator, security services, Other professional services, Outside Legal Counsel, general maintenance charges, training and seminar.

Motion to accept the July 2025 Treasurer's report as presented. Motion approved. M/S/A Horan/Word.

Vote was verbal and recorded:

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

**C. Election of Officers – JPA Board**

Motion for the College District voting members to be as follows Kevin Horan, Amanda Ward, Stephanie Houston. Motion approved. M/S/A Horan/Bixler. Vote was verbal and recorded:

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

Motion for the Fire District voting members to be as follows Mark Bixler, Gary Jager, Kenny Halseth Motion approved. M/S/A Horan/Bixler.

Vote was verbal and recorded:

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

Motion for JPA at large person to be Wen Mai Motion approved. M/S/A Jager/Horan.

Vote was verbal and recorded:

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

Motion for Stephanie Houston for JPA President. M/S/A Horan/Bixler.

Vote was verbal and recorded:

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

Motion for Chief Gary Jager for JPA Vice President. M/S/A Bixler/Horan.

Vote was verbal and recorded:

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

Motion for Amanda Ward for JPA Secretary. M/S/A Horan/Bixler.

Vote was verbal and recorded:

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

Motion for Wen Mai for JPA Treasurer. M/S/A Jager/Horan.

Vote was verbal and recorded:

Houston	Aye
Halseth	Aye
Horan	Aye
Ward	Aye
Bixler	Aye
Jager	Aye

