

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

**October 1, 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 1:34 p.m. by Stephanie Houston.
Roll Call: Quorum Present
Present: Stephanie Houston, President; Wen Mai, Treasurer; Kevin Horan, member; Kenny Halseth, member; Gary Jager, member; Amanda Ward, member.
Absent: Mark Bixler, member.
Guests: Cristal Terredanio, SBRETC Program Administrator.

2. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS:**
No public comment.

3. **ANNOUNCEMENT OF CLOSED SESSION at 1:35**
 - 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 1:41 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. **ADMINISTRATIVE ACTION AGENDA at 1:42**
 - A. **Approval of September 3, 2025 Meeting Minutes**
Motion to approve September 3, 2025 minutes as written. M/S/A Horan/Jager
Vote was verbal and recorded:

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

 - B. **Acceptance of September 2025 Treasurer Report – Wen Mai**
 - Actuals from 7/1/25-9/30/25
 - YTD Expenditures are \$200,416 (26% of budget vs target of %25)
 - YTD Revenue is \$78,811 (10% of budget vs target of 25%)

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- Current expenditures exceed revenue by \$121,605.
- Cash Balance is \$1,162,479 (an increase of \$8,607 over prior reporting period)
- Total Account Receivables are \$98,405 (True A/R is \$10,890, \$87,515 is for future classes)
- High usage categories are other insurance, subscriptions, exterminator, other professional services, Outside Legal Counsel, general maintenance charges, other maintenance charges

Motion to accept the October 2025 Treasurer's report as presented. Motion approved.
M/S/A Ward/Jager.

Vote was verbal and recorded:

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

6. REPORTS

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

Terredanio discussed the repairs and maintenance of the training center. Terredanio shared that Los Angeles City Fire Department will be training at the center in November. Due to limited classes being offered the classes will be full. Program Administrator discussed the Comparative Data by fiscal year chart. In September the training center conducted 4 classes, had 54 participants and served 13 departments. Program Administrator provided an update on the experience at the ARFF conference in Connecticut in September.

B. Current Disposition of the old ARFF vehicle – Cristal Terredanio

Bowden recommended putting the rig up for auction with a zero revenue.

C. SBRETC Office Space – Chris Bowden/Wen Mai - Tabled till next meeting.

D. Updates

- a. SBCCD update – Kevin Horan stated they held their SBCCD Olympics. Horan stated Ward lead a fantastic effort for the accreditation of the paramedic program. Fundraiser called The Gala is October 16th.
- b. SBFDD update – Connex will not be stored at the Training Center. Parts to fix the prop have been delivered. Repairs will start soon. County Fire is going to external and internal recruitment for engineers.
- c. Airport update – No updates.
- d.

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

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F. 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 November 5, 2025 @ 1:30 p.m.

ADJOURNMENT @ 2:01

Meeting adjourned by Stephanie Houston

Vote was verbal and recorded:

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

