

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

**November 5, 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 1:32 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; Mark Bixler, member.  
Guests: Cristal Terredanio, SBRETC Program Administrator; Robert Gastel, Captain; Brandon Duggan, Engineer.
  
2. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS:**  
No public comment.
  
3. **ANNOUNCEMENT OF CLOSED SESSION at 1:33**
  - 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 1:34 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 October 1, 2025 Meeting Minutes**  
Motion to approve October 1, 2025 minutes as written. M/S/A Horan/Ward  
Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Halseth	Aye
Jager	Aye
Bixler	Aye
Nay-	None
  
  - B. **Acceptance of November 2025 Treasurer Report – Wen Mai**
    - Actuals from 7/1/25-10/31/25

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- YTD Expenditures are \$231,757 (30% of budget vs target of 33%)
- YTD Revenue is \$160,802 (21% of budget vs target of 33%)
- Current expenditures exceed revenue by \$70,954.
- Cash Balance is \$1,211,622 (an increase of \$49,143 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, general maintenance charges, other maintenance charges  
Motion to accept the November 2025 Treasurer's report as presented. Motion approved.  
M/S/A Jager/Horan.

Vote was verbal and recorded:

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

**C. Approval of fund transfer to SBCCD for new FT Faculty and Administrative Assistant positions, covering January 1, 2026 – June 30, 2026 (covering Salary & Benefits)**

- **Full-Time, Tenure Track, Faculty = \$68,150.45**
- **CTE Program Assistant, Classified = \$53,562.54**

Motion to transfer the funds as presented. Motion approved. M/S/A Jager/Horan

Vote was verbal and recorded:

Houston	Aye
Mai	Aye
Horan	Aye
Ward	Aye
Halseth	Aye
Jager	Aye
Bixler	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 stated that due to the high requests for Part 139 Live Burns, the burn days in November will not be closed sessions for Los Angeles City Fire Department as past practice but instead will be open to all departments. Terredanio reviewed the rest of the calendar for 2025 and shared that due to limited classes being offered the classes will be full. Terredanio shared that Oakland called for a quote for 45 personnel for

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March burns. Program Administrator discussed the Comparative Data by fiscal year chart. In October the training center conducted 2 classes, had 36 participants and served 17 departments.

**B. Updates**

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

**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 January 7, 2026 @ 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

