

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

**December 4, 2024 @ 1:30 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 1:32 p.m. by Stephanie Houston.
Roll Call: Quorum Present
Present: Stephanie Houston, President; Wen Mai, Treasurer; Dan Word, member; Jon Garber, member; Gary Jager, member.
Absent: Kevin Horan, member; Chris Bowden, Secretary.
Guest: Amanda Ward, Interim Associate Dean of Public Safety; Ed Noble, Captain @ 1:59 p.m; Cristal Terredanio, Program Administrator for SBRETC.
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 @ 1:37 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 November 6, 2024 Meeting Minutes**
Motion to approve November 6, 2024 minutes. M/S/A Word/Mai.
Vote was verbal and recorded:

Word	Aye
Houston	Aye
Garber	Aye
Mai	Aye
Jager	Aye
Nay-	None
 - B. **Acceptance of December 2024 Treasurer Report**
Treasurer Report: Wen Mai
 - Actuals from 7/1/24 – 11/30/24
 - YTD Expenditures is \$238,319 (29% of budget vs target of 42%)
 - YTD Revenue is \$170,765 (23% of budget vs target of 42%)
 - Current expenditures exceed our revenue by \$112,708.

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- Cash Balance is \$1,042,376 (an increase of \$45,564 over prior reporting period)
- Total Account Receivables are \$82,275 (True A/R is \$6,635, \$75,640 is for future classes)

- High usage categories are utilities, security services, Other professional services, Outside Legal Counsel and travel.

Motion to accept the December Treasurer's report as presented. Motion approved.

M/S/A Horan/Garber. Vote was verbal and recorded:

Word	Aye
Houston	Aye
Garber	Aye
Mai	Aye
Jager	Aye
Nay-	None

6. REPORTS

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

Bowden discussed FF Settles services were in January and accommodations for burns were made so that all personnel could attend. Training center prices were increased this month with the delivery of the truck. Any trainings involving the truck have been increased from \$50- \$100. Backflow was tested, we did receive one fail. An estimate has been sent to us for repairs. We had a new client in our last 40 Hour ARFF Basic course from McCurdy Sydney Canada. The instructors have recently updated the structure of the Part 139 Live Burns. Ed Noble has changed a lot in the curriculum and the feedback from the participants is very positive. The drills are more realistic, and scenario based. Oakland is back training with us in April. Numbers for January are very close to last year's January numbers. Bowden stated we served 327 students last month. Classes held 12. Departments served 19. Chris Bowden stated he will promote to Battalion Chief on Saturday. He will be heading out to the south desert area. He will meet with his new boss and find out what his responsibilities will be there and what level of involvement he will allow him to retain at the center. KFT was out this week to conduct maintenance and repairs.

B. Current Disposition of the old ARFF vehicles- Chris Bowden

Old ARFF vehicle needs a significant number of repairs. Bowden's recommendation is to not invest to have repairs done but instead sell the vehicle. Bowden asked what the process is to do this.

C. SBRETC Office Space – Chris Bowden

Garber asked Bowden to bring this to the Board. Garber wants to figure out an appropriate charge for office space usage by the county district. Bowden to get square footage and Wen to get template for a cost allocation. This will be brought to the next meeting.

D. Business Plan – Stephanie Houston -Business plan is still in progress.

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- a. SBCCD update – December board meeting for the community college district is Friday, December the 13th. That day they will reorganize, and all the positions of the board will be assigned to the different activities and committees. After that we will know if Houston will continue to be the designee for the JPA. Horan stated that advocacy has been done by the board legislative committee for the JPA to repay the ARFF vehicle loan. Enrollment for spring is going well.
- b. SBFD update – Jager to reach out to Munsey to have conversation with airport. Garber is retiring in February.
- c. Airport update – No updates.

E. Strategic Priorities – JPA Board

- a. Strategy #2 - Develop a fixed asset plan, tactical step #2 Seek ProBoard certification – Chris Bowden – Chris working with KFT to get the breakdown to get props repaired.
- 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. ADJOURNMENT

Next Meeting January 8, 2025 @ 1:30

Meeting adjourned by Stephanie Houston at 2:03 p.m.

Vote was verbal and recorded:

Word Aye

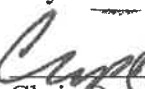
Houston Aye

Garber Aye

Mai

Jager

Nay-



Chris Bowden, Secretary

Joint Powers Authority

