**SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER**

**JOINT POWERS AUTHORITY**

**February 7, 2019**

**Administrative Offices of the**

**Emergency Training Center Joint Powers Authority – Conference Room**

**2235 E. Perimeter Road, San Bernardino, California 92408-0216**

**REGULAR MEETING MINUTES (Draft)**

**1. Call to Order:** Meeting was called to order at 1:35 p.m. by John Chamberlin.

**2. Roll Call: Quorum Present**

Present: John Chamberlin, President; Tim Porter, Secretary; Dan Mejia, Treasurer; Dan Word, Alternate; Mike Alder, member; Kevin Horan, member,

Absent: Stephanie Houston, Vice President

Guest: Robert Edie, Cristal Terredanio, David Meddles, Hong Nguyen, Deborah Crowley, June Yamamoto, Mike Strong, William Rehbaum.

**3.** **Approval of Minutes:**

Minutes for December 6, 2018 were accepted as written. M/S/A Porter/Chamberlin.

Vote was verbal and recorded:

Alder Aye

Porter Aye

Mejia Aye

Word Aye

Chamberlin Aye

Strong Aye

Nay- None

**4. Treasurer’s Report- Budget Report:**

Report presented by William Rehbaum. Handouts provided. William worked with Robert Edie on draft budget for next year. Fund cash balance as of 2-6-19 $1,066,826.28. In QuickBooks $190,000 of open invoices that has not been collected but billed. Year to date expenditures $253, 812. 95. Year to date revenue $180,049.56 and $190,000 in receivables. Report received and on file.

Motion made to put report on agenda for next meeting to approve appropriation/transfer back to San Bernardino County Fire. M/S/A Mejia/Porter.

Vote was verbal and recorded:

Alder Aye

Porter Aye

Mejia Aye

Word Aye

Chamberlin Aye

Strong Aye

Nay- None

**5. Administration/Operations Report: (Handouts provided by Cristal Terredanio)**

Discussed repairs and maintenance. Marketing, Holiday wreaths provided to clients. Discussed upcoming classes/trainings, new clients, new hotel partner and facility use. Robert Edie gave an update on the ARFF Leadership conference in Jacksonville, Florida. Edie will get information on mobile trainers.

**Accept and file the Administration/Operations Report;** M/S/A /Porter/Chamberlin

Vote was verbal and recorded:

Strong Aye

Porter Aye

Mejia Aye

Word Aye

Ferracone Aye

Chamberlin Aye

Nay- None

**6. Agenda Items:**

**1. Approve new appointments of Stephanie Houston and Kevin Horan to JPA Board: Stephanie Houston replacing Donna Ferracone and Kevin Horan replacing Michael Strong.**

M/S/A Word/Chamberlin. Vote was verbal and recorded:

Alder Aye

Porter Aye

Mejia Aye

Word Aye

Chamberlin Aye

Strong Aye

Nay- None

**2. Election of Officers – Vice President:**

Stephanie Houston elected Vice President.

Vote was verbal and recorded:

Alder Aye

Porter Aye

Mejia Aye

Word Aye

Chamberlin Aye

Horan Aye

Nay- None

**Chamberlin left meeting at 2:00pm.**

**3. SBRETC / SBIA Lease Information – R. Edie:**

**Information only (Handouts provided)**

SBIA land lease term 20 years. Entered 10/9/03. Terminates 10/9/23. Cost $1 per year. Lease options (2) five-year options. FAA grant requirement is to stay open for 20 years. SBRETC needs to sign a 5- year option or amend one option to 2.5 years to meet FAA gran requirements. Edie shared possible changes to airport property. Discussion about contacting elected officials for support. Edie will look in to finding a steering committee or development committee that is working on the plan/proposal for possibility of sitting on the board.

**4. 40 Hour ARFF Basic PPE Rental Charges** **Pricing – R. Edie:** M/S/A/ Porter/Mejia

Rental charges for SCBA’s and Structural PPE for the 40 Hour ARFF Basic is rental $50 for SCBA’s and $50 for Structural PPE’s for use during the entire 40-hour ARFF Basic course.

M/S/A Porter/Mejia. Vote was verbal and recorded:

Alder Aye

Porter Aye

Mejia Aye

Word Aye

Horan Aye

Nay- None

**5. 2018 Conflict of Interest Code has been reviewed by legal counsel by San Bnd Co. Fire:** Conflict of Interest Code reviewed by both Crafton College and San Bernardino County Fire.Approve changes to the 2018 Conflict of Interest Code**.**

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

Alder Aye

Porter Aye

Mejia Aye

Word Aye

Horan Aye

Nay- None

**7. Old Business:**

**1. JPA Partners Responsibilities:**

No report. Tabled until next meeting.

**2.) Report from Business Plan Task Force- Adler/Meddles**

No report. Tabled until next meeting.

**3.) Desktops for center – Update from Word**

Desktops have been received by Crafton Hills College and installed in the SBRETC classrooms. No Wi-Fi access on desktops. Dan Word will follow up issue.

**8. New Business-**

1. **2018 Annual Statement of Economics Interest (Form 700)**

700 forms completed and turned in to Program Administrator by Chamberlin, Mejia, Word, Strong and alder.

1. **Loma Linda University Letter – T. Porter (Copy of Letter Provided)**

Robert Edie shared about a recent experience at the training center that resulted in a client being taken to Loma Linda due to a cardiac full arrest. SBRECT wrote a letter to Loma Linda to thank them for the care they took of the client, his friends, co-workers and family. Loma Linda received the letter and replied.

**9. Public Comment:** Deborah Crowley and Hong Hguyen from Eadie + Payne provided draft of the June 30, 2018 and 2017 San Bernardino Regional Emergency Training Center financial statement. (Handouts Provided)

**10. Next Meeting:** April 4, 2019; 1:30 p.m., SBRETC

**11. Adjournment:** Meeting adjourned at 2:50 p.m.