**SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER**

**JOINT POWERS AUTHORITY**

**May 2, 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 1:38 p.m. by Stephanie Houston.

**2. Roll Call: Quorum Present**

Present: Stephanie Houston, Vice President; Dan Mejia, Treasurer; Mike Alder, member; Dan Munsey, member.

Absent: John Chamberlin, President; Dan Word, Alternate; Kevin Horan, member,

Guest: Robert Edie, Cristal Terredanio, William Rehbaum.

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

Minutes for February 7, 2019 were accepted as written. M/S/A Mejia/Alder.

Vote was verbal and recorded:

Alder Aye

Mejia Aye

Houston Absentia

Munsey Absentia

Nay- None

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

Discussed repairs and maintenance. Marketing, including Facebook postings and Daily Dispatch ads. Discussed upcoming classes/trainings. Many upcoming classes are full and have waitlists. Discussed new clients, and facility use. Reviewed SBRETC Comparative Data by Fiscal Year chart. By the end of the 2019 fiscal year, SBRETC will have seen the most number of students and departments since 2005.

**5. Agenda Items:**

 **1.) Treasurer’s Report- Budget Report:**

Report presented by William Rehbaum. Handouts provided. Fund cash balance since 2-6-19 decreased to $1,046,300.19 then increased as of 5-1-19 to $1,076,227.72. Cash balance has increased approximately $10,000 since last meeting 3 months ago. In QuickBooks SBRETC has $191,940.00 of open invoices that have not yet been collected but billed. Year to date expenditures $413,643.13. Year to date revenue $334,319.89 and $191,940.00 in receivables. $20,000 equipment budget with no notes in the budget system, not sure what was planned for this budget. 25% over budget on revenue. Report received and on file.

Treasurers Report was accepted as written. M/S/A Munsey/Alder.

Vote was verbal and recorded:

Alder Aye

Mejia Aye

Houston Aye

Munsey Aye

Nay- None

 **2.) Meraki Wi-Fi renewal $720 (1 year) $1,441.60 (3 years).**

 **Meraki Cloud license is due to expire on June 27, 2019:**

Motion to approveMeraki Wi-Fi renewal for 3 years for $1,441.60 approved.

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

Alder Aye

Mejia Aye

Houston Aye

Munsey Aye

Nay- None

 **3.) Travel request – R. Edie**

**ARFFF Working Group Presents:**

**30th Annual Educational Conference and Training Symposium**

**Grand Rapids, Michigan, September 8-11, 2019.**

**Expected cost $2,945 (1 person) $4,675 (2 people) $6,405 (3 people).**

Motion to approve travel request to the ARFF conference with up to 3 people.

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

Alder Aye

Mejia Aye

Houston Aye

Munsey Aye

Nay- None

**4.) Reimburse San Bernardino County for Edie’s travel to Seattle, WA to attend the Boeing AIRFAM:**

 Motion to reimburse San Bernardino County for Edie’s travel to Seattle.

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

Alder Aye

Mejia Aye

Houston Aye

Munsey Aye

Nay- None

**5.) Contract for Edie & Payne:**

Edie and Payne want to retain our business as our auditors.

Motion to approve reaching out to Edie & Payne for a proposal.

M/S/A/ Mejia/Alder

Alder Aye

Mejia Aye

Houston Aye

Munsey Aye

Nay- None

**6.) Contract for Cristal Terredanio:**

Motion to renew Cristal Terredanio’s contract for 6 months July 2019 to December 2019 with a 10% increase to $4,400 monthly.

M/S/A Munsey/Alder. Vote was verbal and recorded:

Alder Aye

Mejia Aye

Houston Aye

Munsey Aye

Nay- None

**6. Old Business:**

**1. JPA Partners Responsibilities:**

Bi-laws requested by Munsey. Set up a subcommittee to review bi-laws. Munsey will take the lead on San Bernardino County side. Crafton Hills College name to be announced.

**2.) Report from Business Plan Task Force:**

Motion to change Task Force Members

M/S/A Munsey/Alder. Vote was verbal and recorded:

Alder Aye

Mejia Aye

Houston Aye

Munsey Aye

Nay- None

**3.) Desktops for center – Update from Word – Tabled until next meeting**

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

**4.)** **2018 Annual Statement of Economics Interest (Form 700) mailed February 25, 2019:** All forms on file

**5.)** **Update on SBRETC contract extension with IVDA** – JPA board will try to get a copy of the lease and then further discuss renewing the lease.

**7. New Business- Information reviewed individually by the board**

1. Annual Backflow test conducted 1/29/19. Results: Passed. Results on file. – C. Terredanio
2. Amended conflict of interest code on file with The Clerk of the Board of Supervisors.
3. Aviation Africa Conference update – R. Edie
4. Advertisement for SBRETC in both the “African Aerospace” and “Arabian Aerospace” magazines. Ads will run for one quarter – R. Edie
5. Advertisement for SBRETC in “The Inside Lane” a newsletter for employees of the Arizona Department of Transportation. – R. Edie
6. Effective March 30th Chief Porter was reassigned to Division 5, Hesperia. Chief Munsey has been assigned to Division 11 and will be taking Porter’s place. Letter for Munsey to be on JPA board is on file.
7. SCBA rental program at Crafton Hills College. Crafton Hills College gave SBRETC 50 bottles. Fire Control 5 Class (FC5) to be on Crafton Hills College Program to look at developing revenue through FTES. – Alder

**Future Agenda Items:**

1. **2020 budget - On budget change to Accounts Receivable instead of A/R Aging Report.**

 **Public Comment:**

**8. Next Meeting:** August 1, 2019; 1:30 p.m., SBRETC

**9. Adjournment:** Meeting adjourned at 2:48 p.m.