**SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER**

**JOINT POWERS AUTHORITY**

**September 13, 2018**

**Administrative Offices of the**

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

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

**CONFERENCE CALL MINUTES**

**1. Call to Order:** Meeting was called to order at 1:34 p.m. by President Chamberlin

**2. Roll Call: Quorum Present**

Present: John Chamberlin, President; Tim Porter, Secretary; Mike Alder, Member; Dan Mejia, Treasurer; Dan Word, Alternate; Mike Strong, Alternate

Absent: Donna Ferracone, Vice-President;

Guest: Robert Edie, Mark-Anthony Coombs, Cristal Terredanio, David Meddles,

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

Minutes for June 7, 2018 were accepted as written. M/S/A Porter/Alder

Vote was verbal and recorded:

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Word Aye

Nay- None

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

Discussed repairs and maintenance. Marketing site visits. Discussed upcoming trainings, new clients and facility use.

Question asked: All caught up on accounts receivable.

Mark-Anthony Coombs replied: Everything in place. Going in the right direction. Cristal Terredanio has collected approximately $150,000 since she started in June. Massive improvement. Cristal has cleaned up past due invoices from auditors reports and findings. That was a large sum of money. We are in the process but still have work to be done.

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

Vote was verbal and recorded:

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Word Aye

Nay- None

**5. Agenda Items:**

**1. Election of Officers:**

Discussion about positions. The board voted to maintain current positions; M/S/A Porter/Mejia

Present: John Chamberlin, President; Donna Ferracone, Vice-President; Tim Porter, Secretary; Mike Alder, Member; Dan Mejia, Treasurer; Dan Word, Alternate

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Word Aye

Nay- None

**2. Approve credit card from Firefighters First Credit Union, for Cristal Terredanio, Program Administrator:**

Cristal needs access to the account to be able to follow up on transactions and complete Cal-Card packets. Approve Cristal access and a credit card; M/S/A Porter/Mejia

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Word Aye

Nay- None

**3. Increase line of credit with Firefighters First Credit Union (FFCU) for credit cards from $ 7,000 to $ 20,000. Per FFCU most small business have a $ 25,000 limit.**

Low credit limit has caused QucikBooks payments to not go through and challenges with purchasing items for the upcoming classes or office supplies. Approve increase line of credit to $ 25,000; M/S/A Mejia/Chamberlin

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Word Aye

Nay- None

1. **Travel Request:**
2. **Cristal Terredanio to the ARFF Working Group Conference- Memphis, TN, September 2018, expected cost $2,413.00.**

Good opportunity to shadow Robert Edie and Tom Curtis and for networking with clients and potential clients. Approve travel request; M/S/A Porter/Mejia

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Word Aye

Nay- None

1. **Travel request for Robert Edie to attend DFW Foam Summit October 15-19, 2018, expected cost $2,006.00.**

Cancelled. Due to conflict in schedules Robert Edie will not be able to attend the Foam Summit.

1. **Conflict of Interest Code- Amendment needed: SBRETC Conflict of Interest Code has had a substantial change to the organizational structure. Recommend have legal counsel to review and write new “Resolution”**

Conflict of Interest Code will be e-mailed to Dan Word and Chief Chamberlin for further review instruction.

**6. Treasurer’s Report- Budget Report: (Handouts provided):**

Do not have cash on hand figures yet due to staff change. Cash basis as of this year expenses have been approximately $103,000. Cristal has received approximately $150,000. Projected revenue $414.000. Not sure what type of revenues are forecasted from now until the end of the year. We have to make revenue of $479,000 this year to break even. Projected revenue of approximately $414,500. Hopes to get more clients and generate more clientele in order to generate more classes and more revenue. Next meeting more solid numbers will be provided.

M/S/C Porter/Mejia to receive and file the Treasurer’s Report.

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Word Aye

Nay- None

**7. Old Business:**

1.) **Clerk Position at SBRETC**- Both entities are looking into this.

2.) **JPA Partners Responsibilities**

a. Administrative Oversight- CHC hiring Professional Expert- D. Word

Closed session: Board went into closed session.

* 1. Report from Business Plan Task Force-Next meeting October 2, 2018

1. **Report from site visit to Salt Lake City ARFF Training Center- R. Edie**

Went well. Helped recruit SLC clients. Helped make transition for Salt Lake City clients to our facility smooth.

1. **ARFF Curriculum approved through Crafton Hills College- D. Word**

College still looking into curriculum. Fire Control 5 never taught at the college before. Time frame can be lengthy to get it into the curriculum.

1. **Results from advertising- Firewire magazine and Daily Dispatch- R. Edie**

Business is up. Advertising on Firewire magazine and Daily Dispatch is affordable. Clients stated they have seen our facility in these magazines.

1. **Laptop to use in classroom need- follow up from Crafton Hills College- D. Word**

Training officer is using personal computer due to department computer freezing. Both entities will look into prices.

1. **New Business**

Donation from UPS- R. Edie

Received 2 Unit Load Devices from UPS. Used for tactics for cargo firefighting. Had first class using it. Received good feedback from it.

**8. Public Comment:** None

**10. Next Meeting:** December 6, 2018; 1:30 p.m., SBRETC

**11. Adjournment:** Meeting adjourned at 2:22 p.m. M/S/C Chamberlin/Porter

M/S/C Porter/Mejia to receive and file the Treasurer’s Report.

Chamberlin Aye

Porter Aye

Alder Aye

Mejia Aye

Word Aye

Nay- None