**SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER**

**JOINT POWERS AUTHORITY**

**December 6, 2018**

**Administrative Offices of the**

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

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

**REGULAR MEETING MINUTES**

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

**2. Roll Call: Quorum Present**

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

Absent: Mike Alder, member

Guest: Robert Edie, Cristal Terredanio, David Meddles, June Yamamoto

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

Minutes for October 4, 2018 were accepted as written. M/S/A Ferracone /Porter

Vote was verbal and recorded:

Strong Aye

Porter Aye

Mejia Aye

Word Aye

Ferracone Aye

Chamberlin Aye

Nay- None

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

No report given. Treasures report tabled until next meeting.

**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.

**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. Chief Dave Meddles as an alternate approved for San Bernardino County Fire:**

Letter on file.

**2. Election of Officers:**

Discussion about positions. Election of officers tabled until February meeting

**3. Cristal Terredanio – Independent Contractor – contract renewal:**

Contract renewed for 6 months with increase from $3,575 to $4,000 monthly. Contractor position will be looked in to for possible transition from contractor to a full-time, benefit position. M/S/A Porter/ Mejia

Vote was verbal and recorded:

Strong Aye

Porter Aye

Mejia Aye

Word Aye

Ferracone Aye

Chamberlin Aye

Nay- None

**4. Future SBRETC Pricing – R. Edie:**

Accepted option 1 (Price increase every 2 years starting July 2020). M/S/A Mejia/Strong

Vote was verbal and recorded:

Strong Aye

Porter Aye

Mejia Aye

Word Aye

Ferracone Aye

Chamberlin Aye

Nay- None

**5. Travel Requests:**

**A. ARFF Leadership Conference – Jacksonville, Florida,**

**January 28- February 1, 2019, expected cost $ 2,580 (1 person) $ 4, 160 (2 people):**

Conference attendance approved for 2 people**.** M/S/A Porter/ Mejia

Vote was verbal and recorded:

Chamberlin Aye

Strong Aye

Porter Aye

Mejia Aye

Word Aye

Ferracone Aye

Nay- None

**B. Aviation Africa Conference – Kigali, Rwanda**

**February 27-28, 2019 Expected cost: Less than $4,482.50**

Conference attendance approved for 1 person (R. Edie). M/S/A Chamberlin/Porter

Chamberlin Aye

Strong Aye

Porter Aye

Mejia Aye

Word Aye

Ferracone Aye

Nay- None

**7. Old Business:**

**1. JPA Partners Responsibilities:**

No report. Tabled until next meeting.

* 1. **Report from Business Plan Task Force:**

Alder and Meddles appointed to review operational plan.

**2. Update on Conflict of Interest Resolution-**

Dan Word reported minor changes have been made to the Conflict of Interest by internal auditors. Resolution not required to be submitted with the Conflict of Interest. Needs to be submitted to the Board of Supervisors by December 30, 2019. Chamberlin asked for the Conflict of Interest to be e-mailed to him electronically so that he could have legal counsel review the document.

**3. Laptop for center:**

Desktops have been ordered by Crafton Hills College.

**8. New Business- none**

**9. Public Comment:** Comment from June Yamamoto. June complimented Program Administrator Cristal Terredanio and Training Officer Robert Edie for doing great work at SBRETC.

**10. Next Meeting:** February 7, 2019; 1:30 p.m., SBRETC

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