**SAN BERNARDINO REGIONAL EMERGENCY TRAINING CENTER**

**JOINT POWERS AUTHORITY**

**August 2, 2018 1:30 pm**

**Administrative Offices of the**

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

**2235 E. Perimeter Road, San Bernardino, California**

**MEETING AGENDA**

**The San Bernardino Regional Emergency Training Center, Joint Powers Authority**

**recognizes its obligation to provide equal access to those individuals with disabilities.**

**Please contact the Emergency Training Center office (909) 389-3208 or (909) 382-2530**

**two working days prior to the meeting for any requests for reasonable accommodation**

**to include interpreters.**

 **1. Call to Order**

 **2. Roll Call**

 **3. Approval of: Minutes June 7, 2018**

 **4. Treasurer’s – Budget Report**- M.Sadsad

 **5. Administration/Operations Reports-** Handouts

**6. Agenda Items:**

1. Election of Officers
2. Approve credit card from Firefighters First Credit Union, for Cristal Terredanio, Program Administrator
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.
4. Travel Request for Cristal Terredano to the ARFF Working Group Conference- Memphis, TN, September 2018, expected cost $1,910.00
5. 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”
6. Security Issues- Purchase a commercial grade locking mailbox or a post office box.
	1. Commercial grade locking mailbox $200 plus post and installation
	2. U.S. Postal Service (Patton)
		1. 5” x 5.5” = $ 120/yr.
		2. 5.5” x 11” = $214/yr.
	3. UPS Store (Highland)
		1. 4” x 5” = $180/yr.
		2. 6” x 11” = $ 312/yr.
7. **Old Business**
8. Clerk position at SBRETC
9. JPA Partners Responsibilities
	1. Administrative Oversight- CHC hiring Professional Expert- D. Word
	2. Report from Business Plan Task Force
10. Report from site visit to Salt Lake City ARFF Training Center- R. Edie
11. ARFF Curriculum approved through Crafton Hills College- D. Word
12. Results from advertising- Firewire magazine and Daily Dispatch- R. Edie
13. Lap top to use in classroom need- follow up from Crafton Hills College- D. Word
14. **New Business**
15. **Public Comment**

A three-minute limitation shall apply to each member of the public who wishes to address the JPA Board Members. No member of the public shall be permitted to “share” his/her three minutes with any other member of the public.

 **10. Next Meeting:** October 04, 2018; 1:30 p.m.

 **11. Adjournment**