

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT  
AND RECORD OF ACTION**

December 17, 2024

**FROM**

**DAN MUNSEY, Fire Chief/Fire Warden, San Bernardino County Fire Protection District  
TERRY THOMPSON, Director, Real Estate Services Department**

**SUBJECT**

Non-Financial Lease Agreement with the California Department of Forestry and Fire Protection

**RECOMMENDATION(S)**

Acting as the governing body of the San Bernardino County Fire Protection District:

1. Find that approval of non-financial lease agreement with California Department of Forestry and Fire Protection, for San Bernardino County Fire Protection District real property that is an exempt project under the California Environmental Quality Act Guidelines Section 15301 – Existing Facilities (Class 1).
2. Find that the Lease Agreement with the California Department of Forestry and Fire Protection, for the California Department of Forestry and Fire Protection's use of San Bernardino County Fire Protection District's real property serves a San Bernardino County Fire Protection District public health and safety purpose, as the California Department of Forestry and Fire Protection will use the real property for storage of some of its lifesaving equipment that can be used as mutual aid and is in the public interest of county residents.
3. Approve a non-financial Lease **Agreement No. 24-1276** with the California Department of Forestry and Fire Protection, for the California Department of Forestry and Fire Protection's use of an approximately 1,000 square feet of Fire Station 24, located at 26330 Rim of the World Hwy 18, in Rimforest (Assessor's Parcel Number 0336-02-118-0000), and for an approximately 600 square feet of Fire Station 30, located at 21945 Doyle Road, in Crestline (Assessor's Parcel Number 0342-27-103-0000), for the period of December 17, 2024, through December 16, 2027, with one two-year option to extend the term.
4. Direct the Real Estate Services Department to file the Notice of Exemption in accordance with the California Environmental Quality Act.

(Presenter: Dan Munsey, Fire Chief/Fire Warden, 387-5779)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

Approval of the recommended actions will not result in the use of Discretionary General Funding (Net County Cost). There is no rent or fee charged to the California Department of Forestry and Fire Protection (Cal Fire) by the San Bernardino County Fire Protection District (SBCFPD) for the use of an approximately 1,000 square foot vacant fire house building, located at 26330 Rim of the World Highway 18, in Rimforest (Assessor's Parcel Number (APN) 0336-02-118-0000),

**Non-Financial Lease Agreement with the California Department of Forestry and Fire Protection  
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and for an approximately 600 square foot vacant fire house building, located at 21945 Doyle Road, in Crestline (APN 0342-27-103-0000) (hereinafter referred to as “buildings”).

**BACKGROUND INFORMATION**

Cal Fire is a state agency that provides varied emergency services, including wildland fire fighting. As part of its mission of emphasizing the management and protection of California’s natural resources, Cal Fire oversees the enforcement of California’s forest practice regulations, encourages and implements fuels management projects to reduce the threat of uncontrolled wildfires, and participates in vegetation management projects, such as controlled burns.

On August 21, 2018 (Item No. 64), the Board of Directors (Board) approved Mutual Aid Agreement No. 18-648 (Agreement) with Cal Fire. The Agreement allows both parties to mutually agree to furnish fire protection personnel and equipment and to render such fire protection services to each other as may be necessary to provide rapid responses to all-risk emergencies when the other agency’s resources are committed or extended beyond initial response areas, which therefore requires assistance from the other.

Cal Fire reached out to SBCFPD for assistance with storage for some of its life saving equipment. SBCFPD requested that the Real Estate Services Department create a Lease Agreement for the use of SBCFPD real property.

Approval of the proposed Lease Agreement will allow for Cal Fire’s use of the SBCFPD buildings for storage of some of Cal Fire’s lifesaving equipment that can be used as mutual aid.

The non-financial Lease Agreement was reviewed pursuant to the California Environmental Quality Act and determined to be categorically exempt under Guidelines Section 15301 – Existing Facilities (Class 1) because the proposed Lease Agreement is to secure property to operate within the existing structure.

**Summary of Lease Terms**

Lessee:	California Department of Forestry and Fire Protection (Shane Littlefield, Unit Chief)
Location:	1. Fire Station 24: 26330 Rim of the World Highway 18, Rimforest, CA 92378 (APN No. 0336-02-118-0000)  2. Fire Station 30: 21945 Doyle Rd, Crestline, CA 92325 (APN No. 0342-27-103-0000)
Size:	Approximately 1,000 square feet of Fire Station 24 and approximately 600 square feet of Fire Station 30.
Term:	Three Years
Options:	One, Two-Year Option to Extend
Rent:	Annual: \$0
Custodial:	Provided by Lessor

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Maintenance: Provided by Lessor

Utilities: Provided by Lessor

Insurance: The Certificate of Liability Insurance, as required by the Lease,  
is on file with RESD

Holdover: Month-to-month basis upon the same provisions of the Lease

Right to Terminate: SBCFPD may terminate with 60-day notice

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs, II, Rick Luczak, Deputies County Counsel, 387-5455) on November 21, 2024; Finance (Ivan Ramirez, Administrative Analyst, 387-4020) on December 2, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on December 2, 2024.

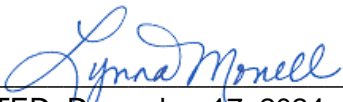
**Non-Financial Lease Agreement with the California Department of  
Forestry and Fire Protection  
December 17, 2024**

Record of Action of the Board of Directors  
San Bernardino County Fire Protection District

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman    Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, SECRETARY

BY  \_\_\_\_\_  
DATED: December 17, 2024



cc:    SBCFPD - Thompson w/agree  
      Contractor - c/o SBCFPD w/agree  
      File - w/agree  
MBA  12/19/2024