

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

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

October 21, 2025

FROM

**DAN MUNSEY, Fire Chief/Fire Warden, San Bernardino County Fire Protection District
DON DAY, Director, Project and Facilities Management Department**

SUBJECT

Capital Improvement Program Project for Fire Station 91

RECOMMENDATION(S)

1. Acting as the governing body of the San Bernardino County Fire Protection District:
 - a. Approve Capital Improvement Program project No. 26-032, in the amount of \$33,631, for the repair and replacement of the electrical outlet, underground conduit/piping, and components for Fire Station 91 located in Lake Arrowhead.
 - b. Authorize the Auditor-Controller/Treasurer/Tax Collector to post budget adjustments, as detailed in the Financial Impact section (Four votes required).
2. Acting as the governing body of San Bernardino County:
 - a. Approve Capital Improvement Program project No. 26-032, in the amount of \$33,631, for the repair and replacement of the electrical outlet, underground conduit/piping, and components for Fire Station 91 located in Lake Arrowhead.
 - b. Authorize the Auditor-Controller/Treasurer/Tax Collector to post budget adjustments, as detailed in the Financial Impact section (Four votes required).

(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 this Capital Improvement Program (CIP) project will not result in the use of Discretionary General Funding (Net County Cost). The total estimated cost of \$33,631 will be funded through the use of available reserves from the San Bernardino County Fire Protection District's (SBCFPD) Mountain Regional Service Zone (6000912448).

The following 2025-26 budget adjustments are requested for the CIP project:

**Capital Improvement Program Project for Fire Station 91
October 21, 2025**

Fund Center/Fund	Commitment Item/GL Account	Description	Action	Amount	WBSE
<i>SBCFPD:</i>					
6000912448	55405016	Capital Assets Transfers Out	Increase	\$33,631	-
2448	37008880	Fund Balance– Available Reserves	Decrease	\$33,631	-
<i>San Bernardino County – CIP Fund:</i>					
7700003100	55415017	Capital Assets Transfers In	Increase	\$33,631	10.10.1963
7700003100	54304030	Structures & Improvements to Structures	Increase	\$33,631	10.10.1963

BACKGROUND INFORMATION

SBCFPD is a community-based, all-hazard emergency services organization providing various services to more than 60 communities/cities under its jurisdiction. SBCFPD is committed to providing the highest level of service in the most efficient and cost-effective manner to the citizens and communities it serves.

Fire Station 91, located in Lake Arrowhead, needs repair and replacement of the electrical outlet, conduit, and junction box. The electrical outlet designated for heavy equipment is damaged, and a break in the underground supply conduit is allowing water to infiltrate the pipe and discharge through the outlet during storms and snowmelt. This damage compromises the outlet and conduit that serves the apparatus bay.

Approval of this CIP will allow SBCFPD to repair and replace the electrical outlet, underground conduit/piping, and components, thereby preventing further damage to the structure and equipment.

The Project and Facilities Management Department will manage the project for SBCFPD.

PROCUREMENT

Selection of the contractors for the CIP project will be in accordance with the County's procurement policies and procedures.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kaleigh Ragon, Deputy County Counsel, and Charles Phan, Supervising Deputy County Counsel, 387-5455) on September 26, 2025; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on September 29, 2025; Purchasing (Alberto Cazares, Lead Buyer, 387-3376) on September 26, 2025; Project and Facilities Management (Robert Gilliam, Chief of Project Management, 387-5000) on September 30, 2025; and County Finance and Administration (Ivan Ramirez, Administrative Analyst, 387-4020, and Yael Verduzco, Principal Administrative Analyst, 387-5285) on October 2, 2025.

**Capital Improvement Program Project for Fire Station 91
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Record of Action of the Board of Directors
San Bernardino County Fire Protection District

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY 
DATED: October 21, 2025



cc: File - SDD/SBCFPD
File - Project and Facilities Management
CCM 10/24/2025