

**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 SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

June 9, 2026

FROM

**DAN MUNSEY, Fire Chief/Fire Warden, San Bernardino County Fire Protection District
STEPHENIE SHEA, Acting Director, Purchasing Department**

SUBJECT

Amendment to Agreement for Enhanced Purchasing Services

RECOMMENDATION(S)

1. Acting as the governing body of the San Bernardino County Fire Protection District, approve **Amendment No. 1 to Agreement No. 21-171** with San Bernardino County, for enhanced purchasing services, which increases the total not-to-exceed contract amount by \$1,000,000, from \$1,067,000 to \$2,067,000, changes the reimbursement processing timeframe, updates purchasing responsibilities, updates certain general provisions, and extends the contract term by five years, for a total term of March 3, 2021, through June 30, 2031.
2. Acting as the governing body of San Bernardino County, approve **Amendment No. 1 to Agreement No. 21-171** with the San Bernardino County Fire Protection District, for the provision of enhanced purchasing services, which increases the total not-to-exceed contract amount by \$1,000,000, from \$1,067,000 to \$2,067,000, changes the reimbursement processing timeframe, updates purchasing responsibilities, updates certain general provisions, and extends the contract term by five years, for a total term of March 3, 2021, through June 30, 2031.

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

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

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

Foster Sustainable Development Through Strategic Partnerships.

FINANCIAL IMPACT

Approval of Amendment No. 1 (Amendment) to Agreement No. 21-171 (Agreement) will not result in the use of Discretionary General Funding (Net County Cost). The annual compensation not-to-exceed cost of \$200,000 to San Bernardino County Fire Protection District (SBCFPD) will continue to be funded by SBCFPD's various revenue sources. This cost, which includes actual salaries and benefits of a full-time Buyer III (Buyer) position plus any incidental or training expenses, will be invoiced by the County's Purchasing Department (Purchasing) to

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SBCFPD on a quarterly basis. Sufficient appropriation for the cost of this Amendment is included in SBCFPD's 2026-27 recommended budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

On March 2, 2021 (Item No. 52), the County Board of Supervisors and the SBCFPD Board of Directors approved Agreement No. 21-171 between Purchasing and SBCFPD for enhanced purchasing services for a contract amount of \$1,067,000. Under the Agreement, Purchasing provides a full-time Buyer position to support SBCFPD's procurement needs from March 3, 2021, through June 30, 2026.

SBCFPD's operations include fire suppression, emergency medical services, ambulance services, hazardous materials response, fire hazard abatement, brush clearing, rescue operations, and other all-hazard emergency services. These operations require SBCFPD to regularly procure a wide range of equipment, apparatus, vehicles, gear, communication devices, supplies, and related services. The dedicated Buyer position helps SBCFPD process these procurements in a timely, efficient, and cost-effective manner while ensuring compliance with applicable County purchasing policies and procedures.

The Buyer is a valuable resource to SBCFPD in ensuring that all essential equipment, apparatus, vehicles, and any other procurement services are acquired and delivered in a timely and cost-effective manner.

Amendment No. 1 will allow SBCFPD to continue receiving enhanced purchasing services from Purchasing for another five years, through June 30, 2031. The Amendment increases the total not-to-exceed contract amount by \$1,000,000, from \$1,067,000 to \$2,067,000, while maintaining the annual fiscal year not-to-exceed amount of \$200,000. The Amendment also changes the reimbursement processing timeframe from monthly to a quarterly basis, and includes minor updates to Purchasing and SBCFPD responsibilities regarding internal communication. A five-year extension is recommended to maintain continuity of specialized procurement support for emergency response operations and to avoid operational disruption associated with frequent agreement renewals.

Either party may terminate the Agreement without cause by providing the other party 90 days' written notice.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Aaron Gest, Deputy County Counsel, 387-5455) on May 11, 2026; Purchasing (Jessica Barajas, Supervising Buyer, 387-2065) on May 22, 2026; and County Finance and Administration (Jessica Trillo, Principal Administrative Analyst, 387-4222) on May 20, 2026.

**Amendment to Agreement for Enhanced Purchasing Services
June 9, 2026**

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: June 9, 2026



cc: SBCFPD - Munsey w/agree
Contractor - c/o SBCFPD w/agree
File - w/agree
MBA 06/25/2026