

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

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

May 19, 2020

**FROM**

**GARY McBRIDE, Chief Executive Officer, County Administrative Office**

**DAN MUNSEY, Fire Chief/Fire Warden, San Bernardino County Fire Protection District**

**SUBJECT**

Purchase of Equipment for the San Bernardino County Fire Protection District's Incident Management Team

**RECOMMENDATION(S)**

1. Acting as the governing body of the County of San Bernardino (County):
  - a. Approve the transfer of CARES Act funds in the amount of \$289,862 to the San Bernardino County Fire Protection District (SBCFPD) for the purchase of various equipment to assist the SBCFPD's Incident Management Team (IMT) with responding to the COVID-19 pandemic.
  - b. Find that the transfer of funds identified in Recommendation No. 1.a. is necessary to meet the social needs of the population of the County in the areas of public health and safety by providing the SBCFPD's IMT with equipment that will assist in the COVID-19 pandemic response.
2. Acting as the governing body of SBCFPD:
  - a. Accept a transfer of CARES Act funds in the amount of \$289,862 from the County for the purchase of various equipment to assist the IMT with response to the COVID-19 pandemic.
  - b. Approve the purchase of unbudgeted fixed assets totaling \$173,353, as detailed in the Background Information section, needed for the COVID-19 pandemic response.
  - c. Approve budget adjustments totaling \$289,862, as detailed in the Financial Impact section, for use of CARES Act funds to purchase unbudgeted fixed assets (\$173,353) and non-capitalized equipment (\$116,509); authorize the Auditor-Controller/Treasurer/Tax Collector to post the adjustments (Four votes required).

(Presenter: Gary McBride, Chief Executive Officer, 387-5417)

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

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost) as the items purchased totaling \$289,862 will be funded through a small portion of the

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CARES Act allocation received by the County. The following budget adjustments are requested by SBCFPD to proceed with the purchases:

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Increase (Decrease) Amount</b>
<b>SBCFPD Administration – Incident Management Team:</b>			
1061902410	40509198	COVID 19 Relief Fund Distribution (Revenue)	\$289,862
1061902410	54404040	Equipment	\$65,430
1061902410	54504050	Vehicles	\$107,923
1061902410	52002135	Special Department Expense	\$116,509

The County requires no budget adjustments for transfer of the \$289,862 to SBCFPD.

**BACKGROUND INFORMATION**

An All-Hazard Incident Management Team plays an essential role in the management of, and response to, local/regional/national emergencies, natural disasters and public events. The team consists of members from across the emergency services sector. This cross-discipline interagency team lends more expertise to emergency incidents such as natural and man-made disasters and terrorist events.

On March 6, 2020, SBCFPD activated its Incident Management Team (IMT) to best serve the public during the COVID-19 pandemic. Responding to this crisis requires the IMT to have appropriate and up-to-date equipment. A review of the IMT's current equipment needs has resulted in a request for the use of CARES Act funds to purchase equipment that will:

- Enhance communication to emergency responders and the community, to relay public health information, while maintaining social distancing.
- Improve systems for acquisition and distribution of medical and protective supplies.
- Provide effective assistance to other agencies throughout the county for the mitigation of COVID-19.
- Assist in managing the predicted fall 2020 resurgence of COVID-19

The requested equipment will be stored and maintained by SBCFPD, but will be available for IMT response throughout the region.

The purchases includes the following fixed assets as the per unit cost exceeds \$5,000:

<b>Description</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Equipment	Mondopad (device for video conferencing)	4	\$6,087	\$24,348
Equipment	TV Lift Case (protects and elevates tv)	4	\$6,946	\$27,784
Equipment	PRO-6000S Image Prograph (printer)	1	\$7,664	\$7,664
Equipment	Split Top Case (plotter)	1	\$5,634	\$5,634
Vehicles	45 ft Trailer (to house/transport equipment)	1	\$107,923	\$107,923

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Description	Item	Quantity	Unit Cost	Total Cost
			<b>Total</b>	<b>\$173,353</b>

Non fixed asset purchases totaling \$116,509 primarily include computer-related items such as iPads and MacBooks.

**PROCUREMENT**

The majority of equipment being procured is through a California State contracted vendor, Solutionz, Inc. (Solutionz), via the California Department of General Services (DGS). DGS awards contracts through the California Multiple Award Schedule (CMAS) program, which benchmarks pricing on the Federal General Services Administration (GSA) schedules to establish contracts by having potential vendors submit pricing for services and does not allow contracted vendors to exceed the pricing listed in the GSA schedule. All vendors who submit proposals under the CMAS program must agree to standard contractual language, which includes participation clauses for local governments. On June 25, 2018, multiple vendors, including Solutionz, were awarded contracts for audio-visual equipment and installation services through the CMAS program. Use of the Solutionz contract for the purchase of this equipment satisfies the competitive process standard required by County Policy 11-04.

The trailer for use in housing and transporting equipment will be acquired through a competitive bidding process from specifications developed in consultation with SBCFPD.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Penny Alexander-Kelley, Chief Assistant County Counsel, 387-5455 and Scott Runyan, Deputy County Counsel, 387-5455) on May 15, 2020; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 13, 2020; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) on May 14, 2020; Finance (Tom Forster, Administrative Analyst, 387-4635) on May 14, 2020; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on May 14, 2020.

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

**APPROVED (CONSENT CALENDAR)**

Moved: Robert A. Lovingood   Seconded: Josie Gonzales  
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: May 19, 2020



cc:    File- Administrative Office  
la     05/28/2020