

**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**

September 9, 2025

**FROM**

**DAN MUNSEY, Fire Chief/Fire Warden, San Bernardino County Fire Protection District  
CRISANTA GONZALEZ, Director of Emergency Management, Office of Emergency Services**

**SUBJECT**

Facility Use Agreement with the San Bernardino County Office of Emergency Services

**RECOMMENDATION(S)**

1. Acting as the governing body of the San Bernardino County Fire Protection District, approve a revenue Facility Use **Agreement No. 25-711** with the San Bernardino County Office of Emergency Services for the use of office and floor space of Fire Station 303, located at 17443 Lemon Street, in Hesperia, for the period of September 9, 2025, through September 8, 2026, with three one-year options to extend the term in the amount of approximately \$10,000 annually.
2. Acting as the governing body of San Bernardino County, approve Facility Use **Agreement No. 25-711** with the San Bernardino County Fire Protection District for the use of office and floor space of Fire Station 303, located at 17443 Lemon Street, in Hesperia, for the period of September 9, 2025, through September 8, 2026, with three one-year options to extend the term in the amount of approximately \$10,000 annually.

(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 agreement will not result in the use of Discretionary General Funding (Net County Cost). Under the terms of the Facility Use Agreement (Agreement), San Bernardino County Office of Emergency Services (OES) will reimburse San Bernardino County Fire Protection District (SBCFPD) seventy-five percent of actual utility expenses incurred each fiscal year, which is approximately \$10,000 per year and subject to change based on utility usage. Sufficient appropriation and revenue for this agreement is included in SBCFPD's 2025-26 budget and will be included in future recommended budgets. Sufficient appropriation is included in OES's 2025-26 budget and will be included in future recommended budgets.

**Facility Use Agreement with the San Bernardino County Office of  
Emergency Services  
September 9, 2025**

**BACKGROUND INFORMATION**

OES is responsible for supporting County emergency management efforts, including the coordination and mobilization of fire, rescue, and emergency services resources, personnel, and equipment during emergency and disaster response and recovery.

OES reached out to SBCFPD for assistance with office and floor space storage for pre-staged emergency supplies and to allow periodic, as-needed workspace occupancy by OES personnel. The Agreement will allow for OES's use of SBCFPD's premises, permitting OES to provide services, store essential emergency safety equipment and supplies, and have as-needed workspace for OES personnel at the site, as described in Exhibit A of the Agreement.

Fire Station 303 is strategically positioned to serve the high desert community. Its location provides critical access and support for high desert operations and ensures continuity of emergency response capabilities should travel through the Cajon Pass be disrupted. The Cajon Pass corridor is one of Southern California's most critical transportation routes. In the event the Cajon Pass is compromised, access between the High Desert and the Valley can be significantly delayed or severed, impacting supply chains and emergency response operations. Pre-positioning resources at this location enhances the County's ability to deploy emergency assets, distribute supplies, and sustain operations during disasters and major incidents.

Approval of the Agreement allows OES to strategically partner with SBCFPD in administering standardized emergency management and incident command coordination during emergency incidents. The Agreement provides for the support of life safety, health, and social service needs of County residents by enhancing the emergency response efforts of SBCFPD and OES.

Either party may terminate the agreement, without cause, by providing the other party with 30 days' written notice.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Rick Luczak and Grace B. Parsons, Deputies County Counsel, 387-5455) on August 13, 2025; Office of Emergency Services (Crisanta Gonzales, Director of Emergency Management, 386-3988) on August 14, 2025; and County Finance and Administration (Ivan Ramirez, Administrative Analyst, 387-4020) on August 25, 2025.

**Facility Use Agreement with the San Bernardino County Office of  
Emergency Services  
September 9, 2025**

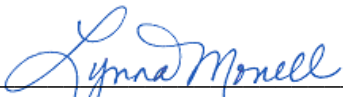
Record of Action of the Board of Directors  
San Bernardino County Fire Protection District

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: September 9, 2025



cc: SBCFPD - Munsey w/agree  
Contractor - c/o SBCFPD w/agree  
File - w/agree  
MBA 09/19/2025