

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

June 25, 2024

**FROM**

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

**SUBJECT**

Amendment to Memorandum of Understanding with the San Bernardino Regional Emergency Training Center for Instructor Led Trainings

**RECOMMENDATION(S)**

Acting as the governing body of the San Bernardino County Fire Protection District, approve **Amendment No. 2**, effective July 1, 2024, to revenue Memorandum of Understanding **Agreement No. 22-1278** with the San Bernardino Regional Emergency Training Center to adjust the reimbursement rates to provide Instructor Led Trainings, with no change to the contract term of July 1, 2021, through June 30, 2025.

(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 amendment will not result in the use of Discretionary General Funding (Net County Cost) as this is a revenue contract. The San Bernardino Regional Emergency Training Center (SBRETC) will compensate the San Bernardino County Fire Protection District (SBCFPD) for the cost of providing onsite Instructor Led Trainings at the SBRETC in accordance with the terms of Memorandum of Understanding (MOU) Agreement No. 22-1278. The costs will vary depending on the number of trainings scheduled and number of instructors. Services will be billed to the SBRETC at hourly rates as identified in the Amendment. Sufficient appropriation and revenue for this agreement are included in SBCFPD's 2024-25 budget.

**BACKGROUND INFORMATION**

On December 13, 2022 (Item No. 80), the Board of Directors (Board) approved the MOU allowing SBCFPD to provide Aircraft Rescue and Fire Fighting (ARFF) training at the SBRETC. This training is specially designed for those who provide fire services protection as military and Department of Defense firefighters, municipal firefighters, and volunteer firefighters.

The hourly rates for providing services are adjusted annually based on various factors and in accordance with Section H.4 and F.2 of the MOU. Amendment No.1 to the MOU was approved by the Board on June 13, 2023 (Item No. 85).

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Approval of Amendment No. 2 updates the contract rates for personnel costs under the MOU. The MOU, at the negotiated contract rates for 2024-25, provides for the safety, health, and social service needs of SBCFPD and county residents and serves a SBCFPD purpose by enhancing the emergency response capabilities of SBCFPD and all cooperating agencies receiving ARFF training at SBRETC.

Either party may terminate the agreement at any time without cause with 30 days prior written notice to the other party.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on May 29, 2024; Finance (Ivan Ramirez, Administrative Analyst, 387-4020) on June 11, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on June 11, 2024.

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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: June 25, 2024



cc:   SBCFPD - Munsey w/ agree  
      Contractor c/o SBCFPD w/ agree  
      File w/ agree  
JLL   06/28/2024