

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

October 21, 2025

FROM

**DAN MUNSEY, Fire Chief/Fire Warden, San Bernardino County Fire Protection District
TERRY W. THOMPSON, Director, Real Estate Services Department**

SUBJECT

Amendment to Lease Agreement with Mark J. Westling and Margaret M. Shaffner for Office Space in Yucca Valley

RECOMMENDATION(S)

Acting as the governing body of the San Bernardino County Fire Protection District:

1. Find that approval of Amendment No. 16 to Lease Agreement No. 95-702 with Mark J. Westling and Margaret M. Shaffner for office space, is an exempt project under the California Environmental Quality Act Guidelines, Section 15301 - Existing Facilities (Class 1).
2. Approve **Amendment No. 16 to Lease Agreement No. 95-702** with Mark J. Westling and Margaret M. Shaffner to:
 - a. Exercise one of the existing three-year extension options, extending the term of Lease Agreement No. 95-702 with Mark J. Westling and Margaret M. Shaffner, for the period of November 1, 2025, through October 31, 2028.
 - b. Update the address to match the United States Postal Service address.
 - c. Adjust the rental rate schedule and update standard lease agreement language.
 - d. Continue leasing approximately 2,812 square feet of office space, located at 6942 Airway Avenue in Yucca Valley (Assessor's Parcel Number 0595-212-13-0000) for the San Bernardino County Fire Protection District.
 - e. Increase the total lease amount by \$94,152, from \$538,101 to a new total amount of \$632,253.
3. Direct the Real Estate Services Department to file the Notice of Exemption in accordance with the California Environmental Quality Act.
(Presenter: Terry W. Thompson, Director, 387-5000)

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.

FINANCIAL IMPACT

Approval of Amendment No. 16 (Amendment) to Lease Agreement No. 95-702 (Lease) will not result in the use of Discretionary General Funding (Net County Cost). The total rental cost of this Amendment is \$94,152. Lease payments and other costs associated with this Lease, including custodial and utility expenses, will be paid directly from the San Bernardino County Fire Protection District (SBCFPD) South Desert Regional Service Zone budget unit

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(6100052454). Sufficient appropriation is included in the SBCFPD 2025-26 budget and will be included in future recommended budgets. Annual lease costs are as follows:

Year	Annual Lease Cost	Estimate of Other Costs Associated With This Lease
November 1, 2025 – October 31, 2026	\$ 30,156	\$ 15,903
November 1, 2026 – October 31, 2027	\$ 31,368	\$ 16,380
November 1, 2027 – October 31, 2028	\$ 32,628	\$ 16,871
Total Cost	\$ 94,152	\$ 49,154

BACKGROUND INFORMATION

The recommended action is to amend the existing Lease with Mark J. Westling and Margaret M. Shaffner (Landlord) to exercise the first extension option to extend the term for three years, from November 1, 2025, through October 31, 2028, adjust the rental rate schedule, update the Landlord’s notice and premises address to match the address on file with the United States Postal Service (USPS), and update standard lease agreement language. The Lease provides 2,812 square feet of office space located at 6942 Airway Avenue in Yucca Valley (Premises). All other terms and conditions remain unchanged.

On August 1, 1995 (Item No. 40), the Board of Directors (Board) approved the Lease for a two-year term with one one-year option, for 1,128 square feet of office space at the Premises, for the Yucca Valley Fire Protection District, predecessor to SBCFPD. The original term was August 15, 1995, through August 14, 1997. In the nearly 30 years since the Lease was originally approved, the Board has approved 15 amendments that extended the term, adjusted the rental rate schedule, reflected changes in property ownership, increased the square footage, added additional extension options, and updated standard lease agreement language.

Amendment No.	Approval Date	Item No.
1	May 20, 1997	14
2	August 17, 1999	14
3	June 26, 2001	97
4	August 26, 2003	54
5	July 19, 2005	17
6	October 16, 2007	76
7	March 4, 2008	127
8	June 24, 2008	152
9	July 28, 2009	46
10	April 5, 2011	71
11	July 23, 2013	39
12	July 12, 2016	58
13	August 7, 2018	34
14	October 22, 2019	51
15	October 25, 2022	93

SBCFPD requested that the Real Estate Services Department (RESA) extend the term for three years, from November 1, 2025, through October 31, 2028. As part of this Amendment, the premises address is updated from 57485 Aviation to 6942 Airway Avenue, Yucca Valley, to align with the official USPS address on file. Mail delivery has not been impacted, and the

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physical premises remains unchanged. Extending the term will ensure the continued placement of staff assigned to SBCFPD Division 4 in Yucca Valley.

Staff has reviewed the recommended action pursuant to the California Environmental Quality Act (CEQA) and has determined that it does not constitute a project. Accordingly, no further action is required under CEQA.

Summary of Lease Terms

Lessor:	Mark J. Westling and Margaret M. Shaffner, Co-Owners
Location:	6942 Airway Ave, Yucca Valley Formerly 57485 Aviation, Suite A, Yucca Valley Assessor's Parcel Number 0595-212-13-0000
Size:	2,812 square feet of office space
Term:	November 1, 2025, through October 31, 2028
Options:	One three-year option to extend remains
Rent:	Cost per square feet per month: \$0.89* modified gross Monthly: \$2,513 Annual: \$30,156 *Low-range for comparable facilities in the Yucca Valley area per the competitive set analysis on file with RESD
Annual Increases:	Approximately 4%
Improvement Costs:	None
Custodial:	Provided by SBCFPD
Maintenance:	Provided by Lessor
Utilities:	Provided by SBCFPD
Insurance:	The Certificate of Liability Insurance, as required by the Lease, is on file with RESD
Holdover:	In the event the County shall holdover and continue to occupy the premises with the consent of the Landlord, expressed or implied, the tenancy shall be deemed to be a tenancy from month-to-month upon the same terms and conditions, including rent, as existed and prevailed at the time of the expiration of the term of this Lease
Right to Terminate:	SBCFPD may terminate the lease with 90-days' notice
Parking:	Sufficient for SBCFPD needs

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PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (John Tubbs II, and Rick Luczak, Deputy County Counsels, 387-5455) on, September 23, 2025; San Bernardino County Fire Protection District (Bertral Washington, Deputy Chief, 387-5779) on September 19, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on September 19, 2025; and County Finance and Administration (Ivan Ramirez, 387-4020, and Eduardo Mora, 387-4376, Administrative Analysts) on October 6, 2025.

(BR: 531-2674)

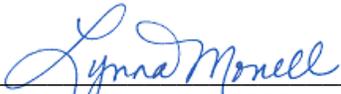
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Record of Action of the Board of Supervisors
San Bernardino County

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, SECRETARY

BY 
DATED: October 21, 2025



cc: RESD - Thompson w/agree
Contractor - c/o RESD w/agree
File - w/agree
CCM 10/24/2025