

**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 18, 2021

**FROM**

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

**SUBJECT**

Capital Improvement Program Project for Limited Conditions Assessment of 20 San Bernardino County Fire Protection District Fire Stations

**RECOMMENDATION(S)**

1. Acting as the governing body of the San Bernardino County Fire Protection District:
  - a. Approve Capital Improvement Program project in the amount of \$66,000 for a limited conditions assessment of 20 San Bernardino County Fire Protection District fire stations.
  - b. Approve budget adjustments needed for the limited conditions assessment and authorize the Auditor-Controller/Treasurer/Tax Collector to post the budget adjustments as detailed in the Financial Impact Section (Four votes required).
2. Acting as the governing body of the County of San Bernardino:
  - a. Approve Capital Improvement Program project in the amount of \$66,000 for a limited conditions assessment of 20 San Bernardino County Fire Protection District fire stations.
  - b. Approve budget adjustments needed for the limited conditions assessment and authorize the Auditor-Controller/Treasurer/Tax Collector to post the budget adjustments as detailed in the Financial Impact Section (Four votes required).

(Presenter: Dan Munsey, Fire Chief/Fire Warden, 387-6134)

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

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

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

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

**FINANCIAL IMPACT**

Approval of this Capital Improvement Program (CIP) project will not result in the use of Discretionary General Funding (Net County Cost) as the \$66,000 cost of the subject project will be funded by available reserves of the San Bernardino County Fire Protection District (SBCFPD). The following adjustments are needed to establish the budget for this project.

**Capital Improvement Program Project for Limited Conditions  
Assessment of 20 San Bernardino County Fire Protection District Fire  
Stations  
May 18, 2021**

<b>Fund Center</b>	<b>Commitment Item/GL Account</b>	<b>Description</b>	<b>Increase (Decrease) Amount</b>	<b>WBSE</b>
<b><i>SBCFPD – Administration:</i></b>				
1061002410	55405016	Fixed Assets – Transfers Out	\$66,000	N/A
1060002410	37008880	F/B – Available Reserves	(\$66,000)	N/A
<b><i>San Bernardino County Capital Improvement Program:</i></b>				
7700003100	55415017	Fixed Assets – Transfers In	\$66,000	10.10.1189
7700003100	54304030	Structures and Improvements	\$66,000	10.10.1189

**BACKGROUND INFORMATION**

SBCFPD is a community-based, all hazard emergency services provider that is committed to providing the highest level of service in the most efficient and cost-effective manner to the citizens and communities it serves. For continued effective service, SBCFPD needs to establish a plan for fire station replacement and improvements over the next five to ten years. SBCFPD also has an objective to identify future facility needs beyond ten years.

Approval of the recommended CIP project will enable SBCFPD to proceed with the needed fire station assessments. The contractor selected for the Limited Conditions Assessment will visit 20 fire stations to visually evaluate the building systems. The contractor will be responsible for producing a report of its observations including identifying priorities and providing recommendations for future facility plans.

The Limited Conditions Assessment will enable SBCFPD to develop a sound fiscal plan for the following:

- Short-term and long-term improvements.
- Maintenance and lifecycle forecasting.
- Strategic planning to identify future needs.

The Real Estate Services Department – Project Management Division will manage this project for SBCFPD.

**PROCUREMENT**

Selection of the contractor for the Limited Conditions Assessment will be in accordance with the County's procurement procedures.

**REVIEW BY OTHERS**

This item has been reviewed by Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) on April 26, 2021; County Counsel (Scott Runyan, Supervising Deputy County Counsel, 387-5455) on May 5, 2021; Real Estate Services (Kevin Ryan, Assistant Director, 387-5380) on May 6, 2021; Finance (Wen Mai, Principal Administrative Analyst, 387-4020 and Tom Forster, Administrative Analyst, 387-4635) on April 21, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on May 2, 2021.

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May 18, 2021**

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: Joe Baca, Jr. Seconded: Janice Rutherford  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: May 18, 2021



cc: File - SDD/SBCFPD  
CCM 05/27/2021