

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

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

June 9, 2026

**FROM**

**MARK MCCULLOUGH, Director, Fleet Management Department**

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

**SUBJECT**

Memorandum of Understanding for Facility Usage and Support Services Between San Bernardino County Fleet Management Department and San Bernardino County Fire Protection District

**RECOMMENDATION(S)**

1. Acting as the governing body of San Bernardino County:
  - a. Approve **Memorandum of Understanding No. 26-462** between the San Bernardino County Fleet Management Department and the San Bernardino County Fire Protection District for vehicle shop facility usage and support services at 210 North Lena Road, San Bernardino, including an annual facility usage and support services charge in an amount not to exceed \$1,000,000 per year, as well as a reimbursement by San Bernardino County Fleet Management Department to San Bernardino County Fire Protection District for parts room personnel costs in an amount not to exceed \$750,000, per year, effective July 1, 2026, through June 30, 2031.
  - b. Authorize the Director of the San Bernardino County Fleet Management Department to execute written updates and amendments to Attachment A Cost Responsibilities and Attachment C (Facility and Parking Allotment Map), provided such updates are consistent with the Memorandum of Understanding and do not modify the term or fiscal limits approved by the Board of Supervisors, as necessary to update the annual shared costs for facility usage, support services, parts, personnel costs, and facility and parking allotment.
  - c. Direct the Director of San Bernardino County Fleet Management Department to transmit all amendments to the Clerk of the Board of Supervisors within 30 days of execution.
2. Acting as the governing body of San Bernardino County Fire Protection District:
  - a. Approve **Memorandum of Understanding No. 26-462** between the San Bernardino County Fire Protection District and the San Bernardino County Fleet Management Department for vehicle shop facility usage and support services at 210 North Lena Road, San Bernardino, including an annual facility usage and support services charge in an amount not to exceed \$1,000,000 per year, as well as a reimbursement by San Bernardino County Fleet Management Department to San Bernardino County Fire Protection District for parts room personnel costs, in an amount not to exceed \$750,000 per year, effective July 1, 2026, through June 30, 2031.

**Memorandum of Understanding for Facility Usage and Support Services  
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Bernardino County Fire Protection District  
June 9, 2026**

- b. Authorize the Fire Chief/Fire Warden to execute written updates and amendments to Attachment A Cost Responsibilities and Attachment C Facility and Parking Allotment Map, provided such updates are consistent with the Memorandum of Understanding and do not modify the term or fiscal limits approved by the Board of Directors as necessary to update the annual shared costs for facility usage, support services, parts, personnel costs, and facility and parking allotment.
- c. Direct the Fire Chief/Fire Warden to transmit all amendments to the Secretary of the Board of Directors within 30 days of execution.

(Presenter: Mark McCullough, Director, 387-7870)

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

**Improve County Government Operations.**

**Promote and Fulfill the Countywide Vision.**

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The Fleet Management Department (Fleet) operates as an Internal Service Fund, with operational costs funded through Board of Supervisors approved rates charged to customer departments. The Memorandum of Understanding (MOU) establishes an annual facility usage and support services payment from the San Bernardino County Fire Protection District (SBCFPD) to Fleet in an amount not to exceed \$1,000,000 each year, with annual amounts determined based on the cost allocation methodology detailed in Attachment A of the MOU. In addition, the MOU provides for Fleet and SBCFPD parts personnel to conduct business within the shared parts room and Fleet Maintenance information system. To keep this arrangement, Fleet will pay SBCFPD for parts, personnel salaries and benefits and services and supplies in an amount not to exceed \$750,000 each year, with annual amounts based on SBCFPD's updated annual personnel costs as provided in accordance with the MOU. This agreement represents an interdepartmental cost recovery arrangement and will not result in a net fiscal impact to the County. Sufficient appropriation will be included in Fleet's (7910004064) and SBCFPD's Fire Administration (1064302410) 2026-27 and future recommended budgets.

**BACKGROUND INFORMATION**

Since 2013, Fleet has partnered with SBCFPD to share shop space, ancillary facilities, and related support services at 210 N. Lena Road in San Bernardino. The parties now seek to update the cost-sharing methodology and establish a defined five-year transition plan that will allow Fleet to regain full operational control of the facility to support electric vehicle integration, technician training, and a growing customer base, while enabling SBCFPD to relocate its vehicle maintenance and parts operations to an independent site.

The MOU outlines SBCFPD's use of approximately 18,309 square feet of shop bays, offices, storage, and ancillary areas, along with 66 exclusive parking spaces, as detailed in Attachments A through D. The MOU establishes the parties' respective responsibilities related to cost allocation, sublets, parts, and staffing; sets forth mutual obligations regarding the facility use, regulatory compliance, and non-interference; and defines a strategy for SBCFPD's eventual relocation. The term of the MOU is from July 1, 2026, to June 30, 2031.

Fleet and SBCFPD will jointly review and update the annual shared costs for facility usage and support services and parts personnel costs each year by March 15. These costs will reflect

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Bernardino County Fire Protection District  
June 9, 2026**

certified square-footage occupancy, as verified by the Real Estate Services Department, and SBCFPD's proportionate share of pass-through costs based on the most recent actual data available, and the budget for parts personnel salaries and benefits and services and supplies. The annual facility usage and support services charge will be adjusted accordingly each year.

Approval of this item will also authorize the Director of Fleet and the Fire Chief/Fire Warden to approve and execute written updates to Attachment A (Cost Responsibilities) and Attachment C (Facility and Parking Allotment Map) during the term of the MOU. This delegated authority is intended to allow the parties to make annual administrative updates to reflect the updated cost calculations, verified square-footage occupancy, parking allocations, and related facility-use adjustments without returning to their respective Boards each year. Any updates must be consistent with the approved MOU and may not modify the term, exceed the approved annual fiscal limits, or change any other material term requiring Board approval. Executed updates will be transmitted to the Clerk of the Board of Supervisors and the Secretary of the Board of Directors within 30 days.

This recommended action will formalize Fleet's and SBCFPD's responsibilities and annual payment amount, promote efficient use of County facilities, support operational needs of both parties, and advance transparent and accountable interdepartmental collaboration.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Adam Ebright and Aaron Gest, Deputies County Counsel, 387-5455) on May 5 and May 7, 2026; and County Finance and Administration (Jenny Yang, Administrative Analyst, 387-4884) on May 18, 2026, and Jessica Trillo, Principal Administrative Analyst, 387-4222) on May 20, 2026.

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

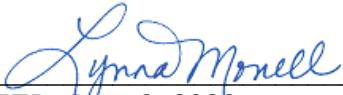
Record of Action of the Board of Supervisors  
San Bernardino County

**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: June 9, 2026



cc: SBCFPD - McCullough w/agree  
Contractor - c/o SBCFPD w/agree  
File - w/agree  
MBA 06/25/2026