

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

June 18, 2025

**FROM**

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

**SUBJECT**

Fiscal Year 2022 Riverside Urban Areas Security Initiative Grant Sub-Award Modification

**RECOMMENDATION(S)**

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

1. ~~Approve the acceptance of a~~Ratify the modification request ~~from submitted to~~ the City of Riverside – Office of Emergency Management for grant sub-award Agreement No. 23-1083 to replace the approved unmanned aircraft/drone project with an unmanned ground vehicle project for the Fiscal Year 2022 Riverside Urban Areas Security Initiative grant sub-award program with a performance period from September 1, 2022, through July 31, 2025.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments, as detailed in the Financial Impact section, to the San Bernardino County Fire Protection District's 2024-25 budget for the purchase of one unbudgeted unmanned ground vehicle. (Four votes required).

(Presenter: Dan Munsey, Fire Chief/Fire Warden, 387-5779)

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

**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 these actions will not result in the use of Discretionary General Funding (Net County Cost). The grant award of \$110,000 will be used to reimburse the San Bernardino County Fire Protection District (SBCFPD) for costs related to the purchase of one Unmanned Ground Vehicle (UGV). Although no matching funds are required, the cost of the UGV is \$131,000 and the difference of what is awarded through the grant will be funded with available reserves in the Fire Administration budget unit.

The following budget adjustments are requested:

<b>Fund Center</b>	<b>Commitment Item/GL Account</b>	<b>Description</b>	<b>Increase/ (Decrease) Amount</b>
1061132410	54404040	Equipment	\$131,000
1061132410	40509150	Federal Other Revenue	\$110,000
1061132410	37008880	Fund Balance – Available Reserves	(\$21,000)

**BACKGROUND INFORMATION**

The Urban Areas Security Initiative (UASI) is a component of the Homeland Security Grant Program (HSGP), which provides financial assistance to address the unique multi-discipline planning, organization, equipment, and training needs of high-threat, high-density urban areas.

Grantees must use UASI funds to employ regional approaches to overall preparedness and are encouraged to adopt regional response structures whenever appropriate.

The City of Riverside - Office of Emergency Management (City), as the administering agency for the United States Department of Homeland Security – Federal Emergency Management Agency's (FEMA) 2022 Homeland Security Grant Program (HSGP), was awarded Fiscal Year 2022 Urban Areas Security Initiative (UASI) grant funds from the California Office of Emergency Services (Cal OES). As part of this grant, the City allocated \$110,000 to SBCFPD for the purchase of two unmanned aircraft/drones (UAV) and supporting equipment, including batteries, chargers, and necessary hardware and software for live-streaming, planning, documentation, mapping, and modeling. On October 3, 2023 (Item No. 62), the SBCFPD Board of Directors approved the acceptance of the award.

A UAV is considered controlled equipment in terms of FEMA designation. Due to FEMA's extensive approval process for controlled equipment, SBCFPD has been unable to finalize authorization for the purchase of the UAVs. With the original grant performance period set to end on January 1, 2025, SBCFPD engaged in discussions with the City regarding potential modifications to the project.

In March 2025, SBCFPD was notified that FEMA had approved an automatic extension of the performance period through July 31, 2025. Following this notification, SBCFPD submitted a modification request to the City, proposing to replace the UAVs with an Unmanned Ground Vehicle (UGV) which is not considered controlled equipment and would not have to go through an extensive review process through FEMA.

Per the City's guidance, on March 24, 2025, SBCFPD submitted a project modification request to the City and shortly thereafter, received verbal confirmation from the City that the modification request was approved. Due to staff oversight, SBCFPD submitted the project modification without the proper approval by the Board of Directors and is requesting ratification of the modification request. SBCFPD will ensure that any future grant modifications follow the appropriate delegation of authority process.

The UGV will fulfill the original project's intent—supporting law enforcement, fire, and rescue missions by assisting in search, screening, and threat detection efforts before, during, and after emergencies. The modified project is expected to be completed within the newly extended performance period.

### **PROCUREMENT**

The purchase of the unmanned ground vehicle will be completed in accordance with Policy 11-04 Procurement of Goods, Supplies, Equipment and Services.

### **REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Rick Luczak, Deputy County Counsel, 387-5455) on May 30, 2025; Purchasing (Alberto Cazares, Lead Buyer, 387-3376) on June 4, 2025; Finance (Ivan Ramirez, Administrative Analyst, 387-4020) on June 12, 2025; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on June 12, 2025.