

**CONFIRE**

## STAFF REPORT

**DATE:** July 22, 2025

**FROM:** Nathan Cooke, Interim Director

**BY:** Damian Parsons, Finance/Administrative Director  
Erika Torres-Murillo, Staff Analyst II

**TO:** CONFIRE Administrative Committee

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**SUBJECT: Valley Communications Center Lease Agreement -  
Amendment**

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### **Recommendation**

Authorize the Interim Director to approve and execute the updated lease agreement between the County of San Bernardino and CONFIRE for the Valley Communications Center (VCC).

### **Background Information**

The Board of Directors (BOD) in its meeting on September 24, 2024, authorized the Interim Director to approve and execute the lease agreement for the VCC with the County of San Bernardino.

The highlights of the lease agreement included the following original terms:

- 20-year lease term, with a (1) five-year option to extend
- \$3,000,000 down payment
- Exclusive use of 18,652 square feet (office space and dispatch floor space)
- \$0.91 per sq foot which includes all utilities, janitorial services, landscape services, and security services (\$16,974 per month)
- 2% fixed annual escalator for all office and dispatch floor space square footage
- Exclusive use of 9 racks (used for radios, hardware, cabling, computers, and servers etc.) at \$793 each per month (totaling \$7,133 per month)
- 3% fixed annual escalator for all rack space

As the new VCC project progressed we held discussions with the County of San Bernardino Project Management Department to clarify which equipment and furniture costs were being funded by the County as part of the project costs. As a result of those conversations, costs for equipment were identified for which CONFIRE would be responsible and that were not planned for based on the initial discussions with the County.

Subsequently, staff requested that the County modify the terms of the lease to reflect a down payment of \$2,000,000 to allow for \$1,000,000 to fund the newly identified equipment costs and moving expenses.

### **Fiscal Impact**

The 2025-26 budget for the General Reserve Fund (5010) includes \$3,000,000 for expenses related to the new VC as follows: \$2,000,000 for the lease down payment and \$1,000,000 for equipment and associated moving expenses.

The monthly lease payments for the office and rack space will be paid out of Operations Fund 5008. It is estimated that the costs for the first year will be \$289,266. The current annual costs for the Rialto dispatch facility and Fire Station-204 are \$114,971. The annual increase will be \$174,295 and was included in the Operations Find (5008) budget.

### **Attachments**

- Real Estate Services Department (RESA) agreement