



# COUNTY OF SAN DIEGO

## AGENDA ITEM

### BOARD OF SUPERVISORS

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**DATE:** September 30, 2025

**08**

**TO:** Board of Supervisors

### SUBJECT

**GENERAL SERVICES - APPROVAL OF NEW LEASE FOR SAN DIEGO COUNTY FIRE, EMERGENCY MEDICAL SERVICES, AND NOTICE OF EXEMPTION (DISTRICT: 2)**

### OVERVIEW

On May 23, 2023 (19), the Board of Supervisors (Board) authorized the Chief Administrative Officer to enter into an agreement between the County of San Diego (County) and the San Diego County Fire Protection District (SDCFPD) to exclusively provide and/or manage emergency ambulance services in the areas where the County has, or will have, the responsibility for ambulance transportation services. This area is now known as the SDCFPD Ambulance Service Area (ASA) and includes the areas of the SDCFPD, Alpine, Valley Center, Deer Springs, and part of the San Miguel Fire Protection Districts. As of July 1, 2025, there are 16 frontline ambulances operating daily within the ASA. On May 23, 2023 (FP01), the SDCFPD Board of Directors authorized the procurement of space for the ASA.

The steady increase in administrative and operational needs to own and manage all ambulance transportation services in the ASA has resulted in the need for a centralized Emergency Medical Services and training facility.

Staff from the Department of General Services have negotiated a lease agreement for 8,770 square feet of office space located at 10200 Willow Creek Road, San Diego. Today's request is for Board's approval of the lease. The proposed lease is for 10 years and includes two five-year options to further extend the term.

### RECOMMENDATION(S)

#### CHIEF ADMINISTRATIVE OFFICER

1. Find the proposed lease is exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to State CEQA Guidelines Section 15301.
2. Approve and authorize the Director, Department of General Services, to execute the proposed lease for the premises located at 10200 Willow Creek Road, San Diego.

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**EQUITY IMPACT STATEMENT**

It is anticipated that the proposed lease for San Diego County Fire, will contribute positively to the communities it supports by providing resources and equitable access to emergency medical services for the unincorporated communities serviced. The proposed building will also be available to partner agencies to train their staff on emerging best practices within emergency medical services.

**SUSTAINABILITY IMPACT STATEMENT**

Implementing effective sustainability objectives is crucial to ensuring safe and healthy communities and contributing to the overall success of the region. The approval of this lease supports the County's Strategic Initiative of Sustainability to ensure the capability of responding to the immediate needs of individuals, families, and the region.

**FISCAL IMPACT**

Funds for this request are partially included in the Fiscal Year 2025-26 Operational Plan for San Diego County Fire. If approved, this request will result in costs and revenues of approximately \$126,288 in Fiscal Year 2025-26 based on an estimated lease commencement of March 1, 2026. Fiscal Year 2026-27 costs and revenues are estimated at \$382,779, which includes a 3.1% annual rent escalator to go into effect March 2027. Costs and revenues for the two five-year options, if exercised, will be included in future years Operational Plan for San Diego County Fire. The funding source is ambulance transportation revenue. There will be no change in net General Fund cost and no additional staff years.

**BUSINESS IMPACT STATEMENT**

N/A

**ADVISORY BOARD STATEMENT**

N/A

**BACKGROUND**

On May 23, 2023 (19), the Board of Supervisors (Board) authorized the Chief Administrative Officer to enter into an agreement between the County of San Diego (County) and the San Diego County Fire Protection District (SDCFPD) to exclusively provide and/or manage emergency ambulance services in the areas where the County has, or will have, the responsibility for ambulance transportation services. This area is now known as the SDCFPD Ambulance Service Area (ASA).

The ASA maintains a comprehensive emergency medical response system comprising of 16 frontline ambulances, nine cross-staffed units, and six reserve ambulances. In addition, San Diego County Fire integrates advanced life support (ALS) capabilities across 25 ALS engines, one ALS truck company, one ALS squad, and a dedicated ALS-configured rescue helicopter, ensuring robust prehospital care coverage throughout the region. Within the ASA, the Emergency Medical Services (EMS) division is responsible for overseeing education, certification, and continuing competency of 427 San Diego County Fire/CAL FIRE and American Medical Response paramedics. This includes aligning all training with nationally recognized best practices and

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integrating community-based EMS initiatives to enhance system performance and public health outcomes.

The steady increase in administrative and operational needs by San Diego County Fire to own and manage all ambulance transportation services in the ASA, has resulted in the need for a centralized EMS administration and training facility. Currently, the administrative support, operations, and training for the ASA are being conducted in multiple locations across San Diego County, creating difficulties and inefficiencies in the management of the ASA. The need for a centralized location to manage the ASA is crucial to its success and will deliver the highest level of emergency medical services possible to the residents of San Diego County.

The proposed EMS facility is designed to support comprehensive emergency medical training and education through the inclusion of two 50-person classrooms and four specialized skills laboratories. These labs will serve as dedicated environments for hands-on instruction, enabling first responder personnel to enhance their proficiency in critical areas such as cardiopulmonary resuscitation, patient assessment, and clinical treatment techniques. The facility will also serve as a regional hub for the delivery of formal certification courses, including Advanced Cardiac Life Support, Pediatric Advanced Life Support, Prehospital Trauma Life Support, and Geriatric Education for Emergency Medical Services. To maximize the utility of the facility, County Fire will collaborate with both public and private sector partners to provide access to training space when not actively in use for County Fire programs.

Details of the proposed lease are provided below:

| LEASE PROVISION                | PROPOSED LEASE               |
|--------------------------------|------------------------------|
| LESSOR                         | Cush Plaza Willow Creek, LLC |
| PREMISES                       | 8,770 square feet            |
| TERM                           | 10 years                     |
| OPTIONS TO EXTEND              | Two five-year options        |
| RENT ADJUSTMENTS               | 3.1% Annually                |
| EARLY TERMINATION BY COUNTY    | None                         |
| UTILITIES                      | Lessor pays                  |
| MAINTENANCE                    | Lessor pays                  |
| CUSTODIAL                      | Lessor pays                  |
| MONTHLY OCCUPANCY COST         |                              |
| Rent                           | \$31,572.00                  |
| Utilities                      | \$0                          |
| Maintenance                    | \$0                          |
| Custodial                      | \$0                          |
| TOTAL OCCUPANCY COST PER MONTH | \$31,572.00 (\$3.60/sq. ft.) |

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**ENVIRONMENTAL STATEMENT**

The proposed lease is categorically exempt from environmental review pursuant to Section 15301 of the California Environmental Quality Act Guidelines because it involves leasing space in an existing building, involving negligible or no expansion of the existing use. Additionally, no exceptions listed in CEQA Guidelines Section 15300.2 apply to the proposed action. See Attachment A for Notice of Exemption.

**LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN**

Today's proposed action supports the Community Initiative in the County of San Diego's 2025-2030 Strategic Plan by providing services that support safe communities.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ebony N. Shelton', written in a cursive style.

EBONY N. SHELTON  
Chief Administrative Officer

**ATTACHMENT**

Attachment A – Notice of Exemption