

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of June 12, 2024

To: Board of Directors

From: Dan Mahoney, Interim Fire Chief

Subject: 3-Month Extension to Lease Agreement with Ross Valley Paramedic Authority

RECOMMENDATION

It is recommended that the Board authorize the Executive Officer to execute the First Amendment to the Lease Agreement with the Ross Valley Paramedic Authority for a portion of Fire Station 18 located at 33 Sir Francis Drake Blvd. in the Ross Civic Center.

BACKGROUND AND DISCUSSION

For over forty years, the Ross Valley Paramedic Authority (RVPA) has leased space at the Ross fire station (Station 18) consisting of sleeping areas, bathrooms, office space, an engine bay, and a storage room. The RVPA typically caps its contracts/leases at four years because its main funding source, a parcel tax, is approved by the Ross Valley voters for a four-year term. The current Lease Agreement (Attachment #1) has a four-year term that terminates on June 30, 2024. The annual rent in Fiscal Year 2023-24 is \$33,000. Any party may terminate the lease prior to the expiration of the term by written notice to the other party 180 days in advance of the termination date.

The lease is a three-party agreement between the Town of Ross (Landlord), RVPA (Tenant), and the Ross Valley Fire Department (Third Party Beneficiary). The reason the Ross Valley Fire Department (RVFD) is part of the Lease Agreement is because of the terms of the RVFD Joint Powers Agreement (JPA), First Amendment (July 1, 2012) between the four JPA members that specifies that RVFD shall receive the RVPA rent payments and assume all costs and liabilities associated with the rental agreement. The current lease states that the Town can direct RVPA to send rent payments to the Town with written notification.

Landlord and Tenant have determined that it may be a benefit to the community to construct a new paramedic facility that includes separate ambulance bays for Tenant in the Town of Ross. Recognizing that such a project will require a lengthy period of time to analyze, the parties desire to extend the term of the Lease for three months commencing July 1, 2024.

FISCAL IMPACT

Based on the 3-month extension agreement, the Department will receive \$8,359.92 in revenue. This is already accounted for in the FY 24/25 Budget.

ATTACHMENTS

Attachment #1 – Current Lease Agreement between RVPA, RVFD, and the Town of Ross.

Attachment #2 – First Amendment to the Current Lease Agreement