

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of October 9, 2024

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Second Amendment to 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 Second 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 consisting of sleeping areas, bathroom, office space, engine bay, and 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 2020 Lease Agreement (Attachment 1) had a four-year term that terminated on June 30, 2024. The lease agreement was amended on May 2, 2024 to extend the lease by three months to terminate on September 30, 2024 (Attachment 2). The proposed Second Amendment extends the term of the lease by another three months to terminate on December 31, 2024 (Attachment 3). The proposed Second Amendment also includes a 2.5% increase to the annual rent to be applied retroactively to July 1, 2024 which was the commencement date for the first three-month lease extension. The new annual rent will be \$34,275.68.

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 specify 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 additional time to analyze, the parties desire to extend the term of the lease for another three months commencing October 1, 2024.

FISCAL IMPACT

Based on this second 3-month extension agreement, the Department will receive \$8,777.92 in revenue. This includes the 2.5% increase for retroactive pay from July to September 2024.

ATTACHMENTS

Attachment #1 – 2020 Lease Agreement with RVPA

Attachment #2 – First Amendment to Lease Agreement between RVPA, RVFD and the Town of Ross

Attachment #3 – Proposed Second Amendment to the Lease Agreement between RVPA, RVFD and the Town of Ross