

**MEMORANDUM  
COUNTY OF PLACER  
PROCUREMENT DIVISION**

2964 Richardson Drive  
Auburn, CA 95603

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: May 8, 2012  
SUBJECT: Recommendation to Declare certain fixed assets as Surplus and Authorize Transfer

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**RECOMMENDATION**

Declare certain fixed assets as surplus and authorize their transfer.

**BACKGROUND**

The Procurement Services Division has received a list of items that the Emergency Services Department has identified as being reported on their fixed asset report but not in their control or possession.

At the request of the cities of Roseville and Rocklin, Placer County purchased a radiation detector and a fit tester under two separate federal grant programs: the 2001 Department of Justice (DOJ) Grant program and the 2003 Homeland Security Grant program (HSGP). In addition, the equipment listed for benefit of the Eastern Hazardous Materials Response Team (Hazmat Team), which is operated for the benefit of Placer County by contract by the Truckee Fire Protection District (TFPD) was purchased either by Placer County directly or through use of various Federal Grant Funds, as shown.

The purchases of all of these items were made by Placer County as an expeditious means of rapidly getting the equipment into the hands of each of the three public safety agencies. The items were never intended for use directly by Placer County or any County agency, and have never been maintained or stored by a County Department or Agency, yet they remain on the Master Fixed Asset List. As such, all of these items must be accounted for annually by direct physical inspection and verification. This action merely delegates that accountability requirement to the agencies that actually store, maintain and operate the equipment. Staff has received letters from each of the three agencies acknowledging that it has the equipment and that it agrees to assume full responsibility for its use, maintenance and storage.

Section 2.1 (i) of the Purchasing Policy Manual requires your Board's approval of surplus declarations that exceed \$2,500.

While several of these items are below that current threshold staff believed it appropriate to show the transfer of all items that the department is requesting to transfer to the other agencies.

**FISCAL IMPACT**

There is no fiscal impact for this action.

Attachment A: List of Surplus Items for Transfer

Attachment B: Copies of letters from agencies accepting responsibility for use maintenance and storage.

cc: Richard L Simmons, Emergency Services Program Manager

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Attachment A: List of Surplus Items for Transfer

<b>County Purchased Equipment to be Transferred</b>									
	<b>Equipment</b>	<b>Serial #</b>	<b>MFAL #</b>	<b>BOS Approval</b>	<b>Current Value</b>	<b>ACQ Price</b>	<b>Location</b>	<b>Funding Source</b>	
1	Detector, Radiation	2763	30177	05/20/03	1651.65	9438.00	Roseville FD	2001 DOJ Grant	
	Detector, Radiation	2777	30178		1651.65	9438.00	Truckee FPD	2002 DOJ Grant	
2	Fit tester, SCBA Mask	80246580	30361	06/22/04	2550.24	8053.41	Rocklin FD	2003 HSGP Funds	
	Fit tester, SCBA Mask	80246581	30363		2550.24	8053.40	Truckee FPD	2003 II HSGP Funds	
3	Monitor, Gas	292-500248	30048		161.88	6475.22	Truckee FPD	Placer County	
	Monitor, Gas	292-500176	30049		161.88	6475.22	Truckee FPD	Placer County	
4	Shelter, Inflatable	PA4754101A	30464	06/14/05	7337.39	47410.93	Truckee FPD	2004 HSGP Funds	



## Truckee Fire Protection District

*Proudly providing service to portions of both Nevada and  
Placer Counties and the Town of Truckee*

**Fire Chief**  
*Robert W. Bena*

### **Board of Directors**

*Victor R. Hernandez  
Gerald W. Herrick  
Ronald E. Perea  
Robert E. Snyder  
Paul D. Wilford*

February 27, 2012

Richard L. Simmons  
Emergency Services Program Manager  
Placer County OES  
175 Fulweiler Avenue  
Auburn, CA 95603

RE: Transfer and Acceptance of County Purchased Equipment to  
Truckee Fire Protection District

Dear Mr. Simmons,

The Truckee Fire Protection District accepts ownership and physical control of the items listed below. In addition, items will be maintained in accordance with pertinent Federal, state, and local rules and regulations, and the items will continue to be made available for mutual aid as required.

<u>Equipment</u>	<u>Serial #</u>	<u>MFAL#</u>
Monitor, Gas	292-500248	30048
Monitor, Gas	292-500176	30049
Shelter, Inflatable	PA4754101A	30464
Fit Tester, SCBA Mask	80246581	30363
Detector, Radiation	2777	30178

Please contact me at 530-582-7850 or by email [rodbrock@truckeefire.org](mailto:rodbrock@truckeefire.org) if you have any questions.

Yours truly,

Rod Brock, Captain  
HazMat Coordinator



Fire Department  
401 Oak Street, #402  
Roseville, CA 95678-2618

TO: RICHARD SIMMONS, EMERGENCY SERVICES PROGRAM MANAGER  
FROM: JEFF CARMAN, ASST. CHIEF  
SUBJECT: GRANT EQUIPMENT  
DATE: FEBRUARY 29, 2012  
CC:

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This letter acknowledges that the Roseville Fire Department received a radiation detector, serial # 2763, courtesy of a DOJ grant in 2001.

Furthermore, the department assumes the responsibility to maintain the detector in a state of operational readiness at all times, and also insures that the detector will be available for mutual-aid deployment, if requested, anywhere within the California mutual-aid system.

If there is any change in the status of this equipment, we will notify your agency immediately.

Thank you.

*Our Mission...* Protect and enhance the safety and well being of residents, businesses, customers and partners. *We will accomplish this by...* Delivering exceptional service and compassionate solutions as a cohesive team with dedication, pride and vigilance.

City of Rocklin



Fire Department  
4060 Rocklin Road  
Rocklin, California 95677-2720

O | 916.625.5300  
F | 916.625.5303  
[www.rocklin.ca.us](http://www.rocklin.ca.us)

February 17, 2012

Richard L. Simmons  
Emergency Services Program Manager  
Placer County Office of Emergency Services

Re: Transfer of Equipment from 2003 HSGP Funds

Dear Mr. Simmons

The City of Rocklin Fire Department will accept ownership and physical control of the SCBA Mask Fit Tester (Serial #80246580-MFAL# 30361) purchased from the 2003 HSGP Funds. The City of Rocklin Fire Department will also maintain this item in accordance with pertinent Federal, State, and Local Rules and Regulations, and will continue to make this equipment available for mutual aid as required. If you have any further questions, please feel free to contact us.

Regards,

A handwritten signature in cursive script that reads "Bill Mikesell".

Bill Mikesell, Fire Chief  
City of Rocklin Fire Department

