



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/15/2017

Agenda Placement: 6U

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Stacie McCambridge for Barry Biermann - Fire Chief  
County Fire Department

**REPORT BY:** Stacie McCambridge, Associate Governmental Program Analyst - (707) 299-1465

**SUBJECT:** Disposal of County Surplus Property - Porta Count Machines

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### **RECOMMENDATION**

County Executive Officer/Purchasing Agent requests authorization to declare the following items as surplus and no longer required for public use, remove them from inventory, and dispose of them at public auction. (4/5 vote required)

1. Declare Asset No. 26900, a Porta Count Fit Machine, which is a fixed asset, as surplus and no longer required for public use;
2. Declare Asset No. 27044, a Porta Count Fit Machine, which is a fixed asset, as surplus and no longer required for public use;
3. Declare Asset No. 27105, a Porta Count Fit Machine, which is a fixed asset, as surplus and no longer required for public use; and
4. Declare Asset No. 27144, a Porta Count Fit Machine, which is a fixed asset, as surplus and no longer required for public use.

### **EXECUTIVE SUMMARY**

The Napa County Fire Department has deemed the Porta Count Fit Testing Machines, used by the SCBA (Self Contained Breathing Apparatus) Program to be outdated and has no other use within the Department. County Fire requests authorization for the fixed asset to be deemed surplus, removed from the County's fixed asset list and disposed of by way of general disposal.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Napa County Fire Rescue Team has 4 TSI Porta Count Fit Testing Machines (fixed asset #26900, #27044, #27105, #27144) that have outlived their useful life and have become outdated.

These machines are required to be calibrated by the manufacturer annually in order to test for proper fit/seal for the masks of all Napa County fire fighters required to wear SCBA's during the call of duty. The fit testing of employees is done in accordance with OSHA Regulations (29 CFR 1910.134), which requires all individuals designated to wear SCBA's to be fit tested annually. In 2013, TSI stopped supporting the annual maintenance and calibration of the this model thus making it difficult to obtain parts to provide maintenance and upkeep.

Today's recommended action will allow the Purchasing Agent to deem the machines as surplus and no longer required for public use as well as authorize its removal from the County's fixed asset list in order for it to be disposed of by way of general disposal.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi