



Coastside Fire Protection District STAFF REPORT

TO: Honorable Board of Directors **FROM:** Paul Cole, Assistant Chief
SUBJECT: Chief Report – Surplus of Equipment **DATE:** April 25, 2018

Staff Recommendation

The Board of Directors approve the scrapping of the following equipment:

Surplus/Scrap

- (2) Computer desks
- (1) Computer side table
- (1) Book shelf
- (2) Four drawer steel filing cabinets

Background

Pursuant to the Half Moon Bay Fire Protection District, Procurement Manual, Section XI – “Disposal of Surplus Equipment and Scrap Items”, the Fire Chief, shall from time to time poll the District’s department heads in order to determine whether any supplies, equipment, or materials might be considered surplus or scrap. With respect to items with an original acquisition cost not exceeding \$20,000, the Fire Chief shall make the determination as to the manner of disposition of such scrap or surplus items.