



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** October 16, 2024  
**TO:** Board of Directors  
**RE:** List of Surplus Items for Disposal  
**SUBMITTED BY:** Mary Morris-Mayorga, General Manager  
 Tim Barry, Consultant

### Recommended Action

Staff recommends that the Board approve the list of surplus items for disposal.

### Background

With the relocation of off-site storage items to the Public Safety Building (PSB), we've had the opportunity to evaluate them with input from the fire department on what can and cannot be used at the PSB. The list of items for disposal below contains the year purchased, if the cost was greater than \$500 and the item was maintained on the equipment list:

Quantity	Description
25	Folding Metal Chairs
2	Kitchen Aid Refrigerator/Freezer (2005)
1	Wolf Gas Stove (2005)
1	Speed Queen Washing Machine (2002)
1	Ace Wheelbarrow
3	Metal 4-Drawer File Cabinet
1	Metal 4-Drawer Lateral File Cabinet
1	Metal 2-Drawer File Cabinet

Quantity	Description
1	HP Laser Jet P2035n Printer
1	Cannon Color ImageClass Printer
1	HP PageWide Pro 452dn Printer
1	Brother Laser Fax Super G3/33.6 kbps Fax Machine
1	Toshiba EStudio 307 Printer (2016)
1	Life Fitness 95x Elliptical Machine (2016)
1	Twin bed (1999)

Pursuant to Policy 1155 Purchasing:

**1155.80 Disposal of Surplus Supplies and Equipment.** The General Manager shall have authority to dispose of surplus supplies and equipment which are no longer used or which have become obsolete or worn out pursuant to the following:

**1155.81 Exchange or Trade-In.** Exchange for or trade-in on new supplies or equipment.

**1155.82 Sale of Surplus Items.** Following approval of a list of supplies and equipment found by the Board of Directors to be surplus, the items shall be offered for sale on a competitive basis. Bids may be solicited by written request, telephone, fax, e-mail, by public or silent auction, by use of a commercial auction service, by consignment with a used equipment vendor or vendors, by advertisement in any newspaper or magazine, or by any combination of such methods.

**1155.83 Donation of Surplus Items.** Subject to approval of the Board of Directors, obsolete or surplus property may be donated or sold at a negotiated fair value to any other governmental or public non-profit agency.

**1155.84 Disposition as Scrap.** After reasonable efforts have been made to obtain competitive bids, if no offers have been received for any item of District-owned surplus personal property, such item may be disposed of for the highest scrap value that can be obtained, if any. If a reasonable effort to sell the item as scrap is not successful, it may, in the General Manager's discretion, be given away on a first-come-first served basis, or disposed of as-is or after demolition in an appropriate solid waste disposal facility.

### Fiscal Impact

All items are fully depreciated and not in a condition to be sold.