COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294
(323) 881-2401

P. MICHAEL FREEMAN
FIRE CHIEF
FORESTER & FIRE WARDEN

May 13, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVE THE PURCHASE OF A MODULAR BUILDING TO REPLACE THE EXISTING AIR OPERATIONS CREW QUARTERS AND APPROVE THE ATTACHED APPROPRIATION ADUSTMENT TRANSFERRING $115,000 FROM THE FIRE DISTRICT'S OPERATIONS BUDGET UNIT, SERVICES AND SUPPLIES APPROPRIATION TO THE FIRE DISTRICT'S OPERATIONS BUDGET UNIT, FIXED ASSETS APPROPRIATION (ALL DISTRICTS) (3 VOTES)

SUBJECT

The Fire District is requesting to purchase a modular building to replace an existing Air Operations crew quarters trailer for a total cost of approximately $365,000; and an appropriation adjustment transferring $115,000 from the Fire District's Operations Budget Unit, Services and Supplies appropriation to the Fire District's Operations Budget Unit, Fixed Assets appropriation.

IT IS RECOMMENDED THAT YOUR BOARD, ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:

1. Approve the Fire District's request and authorize the Purchasing Agent to purchase a modular building to replace the existing Air Operations crew quarters trailer for a total cost of approximately $365,000. The purchase request exceeds the $250,000 fixed asset threshold established by your Honorable Board, and requires your approval to move forward with the acquisition.

2. Approve the attached appropriation adjustment transferring $115,000 from the Fire District's Operations Budget Unit, Services and Supplies appropriation to the Fire District's Operations Budget Unit, Fixed Assets appropriation.

PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION

The recommendations now before your Board, will allow for the purchase a modular building for Air Operations, to be used as a primary crew living quarters. The current crew quarters trailer is over fourteen years old, in need of replacement, and is not cost effective to repair.

Implementation of Strategic Plan Goals:

Approval of the recommended action is consistent with the County's Strategic Plan Goal #2, Workplace Excellence, by enhancing the quality and productivity of the District's emergency services.

FISCAL IMPACT / FINANCING

The estimated cost of the Modular Building is approximately $365,000. The Fire District's Adopted 2007-08 Budget includes $250,000 in the Operations Budget Unit, Fixed Assets appropriation for this purchase. With your Board's approval of the attached appropriation adjustment to transfer $115,000 from the Fire District's Operations Budget Unit, Services & Supplies appropriation, sufficient funds will be available for this purchase. There is no impact on net County cost.

FACTS AND PROVISIONAL / LEGAL REQUIREMENTS

On October 16, 2001, your Honorable Board adopted a policy whereby departments must obtain Board approval to purchase or finance equipment with a unit cost of $250,000 or greater prior to submitting their requisitions to the Purchasing Agent.

CONCLUSION

Upon approval by the Board of Supervisors, please instruct the Executive Officer to return adopted copies of this letter to the following offices:

1. Consolidated Fire Protection District of Los Angeles County
   Executive Office
   1320 N. Eastern Avenue
   Los Angeles, CA 90063

2. Consolidated Fire Protection District of Los Angeles County
   Materials Management Division
   5801 S. Eastern Avenue, Suite 100
   Commerce, CA 90040
   Attn: James Ealey, Division Chief

3. Consolidated Fire Protection District of Los Angeles County
   Financial Management Division
   5801 S. Eastern Avenue, Suite 130
   Commerce, CA 90040
   Attn: Theresa Barrera, Acting Division Chief

4. Internal Services Department
   Purchasing Division
   1100 N. Eastern Avenue, Room 102
   Los Angeles, CA 90063
   Attn: Joe Sandoval, Division Manager

Respectfully submitted,

P. MICHAEL FREEMAN

PMF:lg

c: Chief Executive Officer
Internal Services Department
Auditor-Controller

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BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No. 390-12

DEPARTMENT OF Fire

March 18, 2008

AUDITOR-CONTROLLER.
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3-Vote

Fiscal Year 2007-08

SOURCES:

Fire Department
Operations Budget Unit
Services & Supplies
DA1-FR-2000-40100-40215
$ 115,000

USES:

Fire Department
Operations Budget Unit
Fixed Assets
DA1-FR-6030-40100-40215
$ 115,000

Summary Total:

Sources:	Uses:
$ 115,000	$ 115,000

This Appropriation Adjustment is necessary to purchase a modular building to replace the existing Air Operations crew quarters trailer.

Theresa L Barrera

Theresa Barrera, Assistant Chief, FMD

CHIEF ADMINISTRATIVE OFFICER'S REPORT

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

50 MAY 13 2008

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR— ACTION

√ RECOMMENDATION

AUDITOR-CONTROLLER BY Mel Fung

No. 180 MAR 20 2008

APPROVED AS REQUESTED √ AS REVISED

April 9 2008 Jacqueline A. White
CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS 19

BY
DEPUTY COUNTY CLERK

50 MAY 13 2008 SEND 6 COPIES TO THE AUDITOR-CONTROLLER