

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT
AND RECORD OF ACTION**

August 19, 2014

**FROM: MARK A. HARTWIG, Fire Chief/Fire Warden
San Bernardino County Fire Protection District**

**SUBJECT: PURCHASE OF PORTABLE OFFICE FOR THE BIG BEAR LAKE PERMANENT
HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY**

RECOMMENDATION(S)

Acting as the governing body of the San Bernardino County Fire Protection District, approve the purchase of a portable office, in the amount of \$16,000, for the Big Bear Lake Permanent Household Hazardous Waste Collection Facility in accordance with the terms of Grant HD 21-13-0022 from the California Department of Resources, Recycling and Recovery, Household Hazardous Waste.

(Presenter: Michael A. Horton, Fire Marshal, 386-8401)

BOARD OF SUPERVISORS COUNTY GOALS AND OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Maintain Public Safety.

Pursue County Goals and Objectives by Working with Other Governmental Agencies.

FINANCIAL IMPACT

This item will not require the use of Discretionary General Funding (Net County Cost) because the portable office is being purchased with grant funds. The cost of this purchase (\$16,000) and the offsetting grant revenue are included in the San Bernardino County Fire Protection District's (SBCFPD) 2014-15 budget. However, this purchase was not budgeted in the proper appropriation unit for structures/improvements. Therefore, an adjustment to transfer the \$16,000 to the correct appropriation unit will be included in a future quarterly budget report.

BACKGROUND INFORMATION

On November 19, 2013, the Board of Directors (Board) of SBCFPD accepted grant award No. HD21-13-0022 (Agreement No. 13-938) from the California Department of Resources, Recycling and Recovery, Household Hazardous Waste. This grant provided \$170,000 for SBCFPD to partner with the City of Big Bear Lake for the reconstruction and expansion of the Big Bear Lake Permanent Household Hazardous Waste Collection Facility. This facility has historically been lacking in space, structural cover, and structural layout to provide sufficient services to local

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cc: SBCFPD-Hartwig
SBCFPD-Horton
CAO-Forster
ATC-Gen Acct Mgr
SDD-Reception
File - SBCFPD

jll 09/02/14

Record of Action of the Board of Directors

**APPROVED (CONSENT CALENDAR)
COUNTY OF SAN BERNARDINO
San Bernardino County Fire Protection District**

MOTION	<u>MOVE</u>	<u>AYE</u>	<u>SECOND</u>	<u>AYE</u>	<u>AYE</u>
	1	2	3	4	5

LAURA H. WELCH, SECRETARY

BY _____

DATED: August 19, 2014

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**PURCHASE OF PORTABLE OFFICE FOR THE BIG BEAR LAKE
PERMANENT HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY
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residents. The expansion of this facility will help improve the efficiency of household hazardous waste collection and management efforts in the area, as well as provide better service to more county residents.

The City of Big Bear Lake (City) is performing the construction of the facility and SBCFPD is responsible for reimbursing the City for construction related expenses. However, a portable office is vital to the overall project and must be purchased by SBCFPD directly with a portion of the grant funds. Since this purchase was not budgeted as a fixed asset, Board approval is needed to proceed in accordance with County Policy 11-04.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Carol Greene, Deputy County Counsel, 387-5455) on July 24, 2014; Finance (Tom Forster, Administrative Analyst, 387-4635) on August 1, 2014); and County Finance and Administrative (Valerie Clay, Deputy Executive Officer, 387-5423) on August 4, 2014.