

**CITY OF WAUKESHA****Administration**

201 Delafield Street, Waukesha, WI 53188  
Tel: 262.524.3701 fax: 262.524.3899  
www.ci.waukesha.wi.us

<b>Committee: ID# 18-1687</b> Finance	<b>Date:</b> November 13, 2018
<b>Common Council Item Number:</b> <b>ID# 18-1687</b>	<b>Date:</b> November 20, 2018
<b>Submitted By:</b> Steve Howard, Fire Chief	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>KL</b>
<b>Finance Department Review:</b> Rich Abbott, Finance Director <b>RA</b>	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <b>BR</b>
<b>Subject:</b> The fire department is seeking approval from the Finance Committee and Common Council to authorize the Mayor to sign a contract with Waukesha County Technical College (WCTC) for the exchange of equipment.	

**Details:**

Through our many partnerships with WCTC, we've identified an opportunity to exchange surplus equipment that would meet operational needs of the organizations and avoid future expenditures. As part of the City's community improvement program, the fire department has been given funding to replace self-contained breathing apparatus. Our breathing apparatus has very limited trade in value and has been declared surplus. The City's financial procedure F15 outlines the steps for disposal of surplus property. The department's self-contained breathing apparatus is not a value to other departments. The department is asking to consider the exchange of equipment with WCTC as complying with our financial policy. The department is proposing exchanging six Scott air packs, six face pieces and thirteen cylinders for two Stairmasters, forcible entry machines and other equipment needed to administer the fire fighter's physical ability test (see attached spreadsheet for quantities and values). Due to licensing requirements and other factors, WCTC is no longer able to administer this test, therefore, the equipment is now considered surplus. Additionally, WCTC has seen an increase in enrollment of students who are not affiliated with a fire department. WCTC has been challenged to provide students in the Fire Fighter I and Fire Fighter II programs with breathing apparatus. By exchanging this equipment, WCTC can better provide for its students and avoid purchasing new breathing apparatus and the fire department can avoid planned future purchases to replace existing equipment. The draft agreement was created and reviewed by the City Attorney; additionally, the City Attorney reviewed the financial policy and believes that this exchange meets the intent of financial policy F15.

**Options & Alternatives:**

None

**Financial Remarks:**

The finance director was supportive of the exchange of equipment with WCTC.



**Executive Recommendation:**

The City Administrator is in support of the fire department and WCTC exchanging equipment to support the operational needs of both organizations.