



## STAFF REPORT

**DATE:** May 21, 2019

**TO:** Ronald L. Olson, City Manager

**FROM:** Brian Brank, Fire Chief

**SUBJECT:** Purchase of Personal Protective Equipment (PPE)

### **BACKGROUND AND FINDINGS:**

The Fire Department works toward replacing Personal Protective Equipment (PPE) every five years in order to stay in compliance with NFPA 1851 (National Fire Protection Association). Personal Protective Equipment (PPE) is the protective ensemble worn by firefighters which typically consists of the following garments: coat, trousers, boots, helmet, hood and gloves. These items help protect firefighters in environments immediately dangerous to life or health. The fire department must replace PPE that is damaged and cannot be repaired. Additionally, industry standard establishes a usable lifespan for PPE of 5 years for front line use and 5 additional years as reserve or training gear. As a result of these factors, the fire department has a need to purchase approximately 20% of our current PPE inventory for our personnel each year in an attempt to avoid purchasing a large number of items in one year. This would create an inevitable hardship which could possibly exceed the reasonable budget for any given year. The current estimate of 20% is approximately 30 sets, which could increase as our personnel requirements increase. This will also allow us to outfit new employees who will be on shift before the next fiscal year, therefore making the annual expenditure with North American Fire Equipment Company (NAFECO) over \$50,000.

### **THE ALTERNATIVES CONSIDERED:**

- 1: Purchase PPE from The North American Fire Equipment Company's (NAFECO) quotation through TASB Buyboard.
- 2: Seek alternative vendors outside the purchasing cooperative.

### **Which alternative is recommended?**

The first alternative provides for the most efficient use of City resources and the best option for purchasing the quantity and sizes needed to meet departmental safety guidelines.

### **CONFORMITY TO CITY POLICY:**

The City of Killeen is a member of the TASB Buyboard purchasing cooperative. This cooperative is in compliance with Texas Local Government Code section 252.022 and satisfies the City's

legal requirement to competitively bid this purchase. The purchase of PPE will be made through the TASB Buyboard purchasing cooperative on contract number 524-17.

**FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

This request is for the purchase of 30 sets of turnout coats and trousers. The total cost for this purchase is \$73,500.00.

**Is this a one-time or recurring expenditure?**

This is a one-time purchase for this budget year. However, we will need to purchase additional items such as helmets, boots, gloves, and hoods throughout the year as well as additional turnout gear in FY 20. Our future purchase needs will be dictated by the number and types of garments that are damaged beyond repair or nearing expiration.

**Is this expenditure budgeted?**

Yes, it is budgeted in account 010-7070-442.41-20.

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes

**RECOMMENDATION:**

Staff recommends that the City Council authorize the purchase of 30 sets of turnout coats and trousers in the amount of \$73,500.00. Staff also recommends City Council authorize the purchase of PPE as needed from NAFECO through the remainder of their TASB Buyboard Cooperative Contract expiring March 31, 2020.

**DEPARTMENTAL CLEARANCES:**

Purchasing, Finance, Fire

**ATTACHED SUPPORTING DOCUMENTS:**

Quote  
Certificate of Interested Parties