



## STAFF REPORT

**DATE:** November 30, 2021

**TO:** Kent Cagle, City Manager

**FROM:** Jim Kubinski, Fire Chief

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

### **BACKGROUND AND FINDINGS:**

The Fire Department has created a plan to replace 20% of our Personal Protective Equipment (PPE) every year to provide our firefighters with the safest equipment available and 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. Industry standard establishes a usable lifespan for PPE of 5 years for front line use and 5 additional years as reserve or training gear. The fire department must replace PPE that has expired or has been damaged and cannot be repaired. To purchase these items once every five years would create an inevitable hardship that would exceed the reasonable budget for any given year. To avoid purchasing a large number of items in one year, the fire department has a plan to purchase approximately 20% of our current PPE inventory for our personnel annually. Our current quote will replace 46 full sets of PPE as well as a few individual items to replace currently damaged equipment and bolster our reserve for single items that are damaged in the future. These items of PPE are readily available from North American Fire Equipment Company (NAFECO) through Sourcewell contract #032620 in an amount of \$147,383.85.

### **THE ALTERNATIVES CONSIDERED:**

- 1: Purchase PPE from the NAFECO quote through Sourcewell contract #032620
- 2: Defer purchase to next fiscal year

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

Purchasing the PPE is recommended for the most efficient use of City resources and the best option for the quantity and sizes needed to meet departmental safety guidelines.

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

The City of Killeen is a member of the Sourcewell purchasing cooperative. The purchase of PPE will be made through the Sourcewell purchasing cooperative contract #032620. Purchases made through a cooperative contract satisfy the state competitive bidding requirements as stated in Texas Local Government Code (TLGC) section 271.102, subchapter F; a local government that

purchases goods or services under this subchapter satisfies any state law requiring the local government to seek competitive bids for the purchase of the goods or services.

**FINANCIAL IMPACT:**

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

PPE: \$147,383.85

Future purchases will be assessed annually based upon specific needs at the time.

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

This is a one-time purchase for this budget year. Our future purchase needs will be dictated by the items that are damaged beyond repair or nearing expiration.

**Is this expenditure budgeted?**

Yes, funds are available in the General Fund, Fire Department 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 Personal Protective Equipment in the amount of \$147,383.85 from NAFECO.

**DEPARTMENTAL CLEARANCES:**

Purchasing, Finance, Fire

**ATTACHED SUPPORTING DOCUMENTS:**

Quote  
Certificate of Interested Parties