

## Disposal of Asset Form

Date	1/25/2024	Out of service date	1/23/2024
Department	Fire Department		

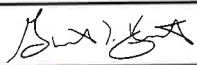


Check or answer all that apply

X	Asset is operational Yes /No / Partially (Explain in the description below)
X	Asset is obsolete or outdated
X	Asset is no longer functional for any departments within the City
	Asset considered too costly to repair
<p>Must be completed / Description of asset to be disposed of including mechanical / operational condition</p> <p>Asset is operational but is outdated and has been replaced by a capital purchase of new PPE extractors for each station. The asset was removed by the installer of the new extractors and is on a pallet at Station #3 awaiting proper disposal.</p> <p style="text-align: center; color: blue; font-style: italic;">SEE ATTACHED MEMO REQUEST TO DONATE</p>	
City of Seguin Asset Tag Number:	11382
Unit Number (If applicable):	UW60P2OU80001
Make & Model:	Alliance
Serial Number or VIN:	3050460180
Estimate / Original Cost of Asset:	<del>Unknown</del> 7,500 NEW

### To be completed by Finance Department ONLY:

Original Cost of Asset:

- ☒ Asset's original cost was less than \$5,000, City Manager can authorize the disposal of the asset
- ☐ Asset's original cost was \$5,000 or more, The City Council must approve the disposal of the asset
- ☐ Asset is being sold by sealed bids, City council must approve the sale

Department Director's signature		Date:	1/25/2024
Director of Finance's signature		Date:	1-26-24
City Manager's signature		Date:	1-29-24

FIRE/EMS DEPARTMENT



660 S. HWY. 46  
SEGUN, TEXAS 78155  
TELEPHONE (830)401-2310  
FAX (830) 401-2358

CITY OF SEGUIN

January 25, 2024

To: Ashley Bruns, Purchasing Manager

From: Dale Skinner, Fire Chief

RE: Retired PPE Extractor Donation

Ashley,

As you know, the fire department recently purchased PPE extractors for all three fire stations to replace our old unit which has reached its end of life. Therefore, the old unit is no longer needed. Due to its age, it would not be of much value to list it in the auction. The New Berlin Volunteer Fire Department needs a PPE extractor. I recommend that we donate this unit to them.

I am available should you have any questions regarding this matter.

Respectfully,

Dale Skinner  
Fire Chief