

The background consists of a repeating pattern of the LACoFD fire department seal. Each seal is circular with a red center containing a white fire helmet and a gold Maltese cross. The text 'COUNTY OF LOS ANGELES' is written in a grey arc at the top, and 'FIRE DEPARTMENT' is written in a grey arc at the bottom, separated by two small red diamonds.

LACoFD

**Surplus Property
Unit**

Pacoima

What We Do

We

- Track all department assets from initial purchase through to disposal.
- Track using county tags and serial numbers. F #'s and VIN for all vehicles, boats, trailers etc.
- Keep track of all asset transfers between sites and stations using submitted Form 47 and updating its inventory system as to its final destination staying in compliance with the Auditor Controller's office.
- Travel to all department sites to tag any assets which were delivered straight from the vendor bypassing the Pacoima Warehouse or IMD Warehouse for all electronics and computer equipment.
- Dispose all assets no longer of service or obsolete either through electronic recycling, scrap metal or auction sales generating funds for the department.
- Properly dispose used flags and all used batteries, alkaline, lithium, cadmium, etc.

COUNTY TAGS & PROCEDURES

There are **two types** of tags used by the department, **Capital Asset tags (Fixed)** and **Portable Asset tags**.

- **Capital Asset (Fixed) tags** are for all equipment with a **value meeting or exceeding \$5,000**. These tags are supplied by The Auditor Controller's Office and cannot be substituted. These tags are a 6 digit number, no letters.
- **Portable Asset tags** are for all equipment with a **value under \$5,000**. These tags are ordered through an approved vendor and custom made to allow for barcode scan and sequence preventing duplicate numbers. These tags are a 6 digits, the letter "A" followed by 5 numbers.

There are two major centers for distribution. The Pacoima Warehouse and the IMD Distribution Warehouse for all computer equipment in Commerce. Tagging is also done in the field for items delivered straight to the site.

1. Tags should be placed (straight) **in clear visible sight** for future inventory tracking and without impeding the operation or use of the equipment.
2. **Record** the tag information with assignment (site) and a description of the equipment to include make, model and serial number if available.
3. All information is then **uploaded** into current inventory system. Capital Assets require FA documents to be created in the eCAPS CAS System (see eCAPS manual for procedures).

"Portables Tag"



"Capital Tag"



Annual Equipment Inventory

The Property Unit receives inventory forms 250A (Fixed Assets) and 250B (Portable Assets), from all stations and administrative sites on a yearly basis.

- All property reported is then checked off as found in the **Assetrac Inventory System**. Any items not reported and left pending in the inventory system are then followed by inquiry to that site.
- Once **ALL** sites have reported and **ALL** inquiries have been completed, any assets not found are added to the **“UNREP” inventory site** for **unreported** until further inquiries are made.
- Fixed Assets **NOT found** must be thoroughly investigated and proper documentation forwarded to **The Auditor Controller’s office** showing **disposal** of said assets.

*An **FD (Fixed Disposal) document** must be created in the CAS system or a request to be written off submitted with the bi-annual certification.

Sections should **always** keep a copy of **“Transfer of Property”** Form 47 (attachment 7) on file related to any removal of assets.

Annual Equipment Inventory Guidelines

Inventories must be completed using forms 250-A (Fixed), 250-B (Portable). You must use the forms found on the Fire Department Intranet under Various Forms.

Inventories submitted without using the attached forms will be rejected.

- All Inventories should be sent to the Property Unit.

The main items that should be reported on your Inventory Forms are:

- Vehicles
- Computer Equipment
- Items with a County Tag Number or Serial Number (In the absence of a county tag)
- All Electronics & Appliances

Inventories submitted by E-mail can be sent to The Property Unit at: propunit@fire.lacounty.gov.

- Site Supervisors are responsible for **all** items being **removed** from your site, whether the items are being **replaced, transferred or disposed**. A Form 47 needs to be filled out and submitted to the Property Unit, so that we may adjust your section's inventory records.
- Sections who distribute equipment for are required to fill out and submit a Form 47 for distribution transactions. For mass distributions an Excel Spreadsheet will be accepted.

*The Form 47 can be delivered to us in hard copy or scanned and e-mailed to us.

The Property Unit must be notified when any Fixed Assets are traded-in to the vendor, in order to properly dispose of and maintain accurate records.

FEPP Inventory

Federal Excess Property Program

- Inventory is conducted via worksheets supplied by Cal Fire. **ALL Federal Property** is physically found and photographed.
- Verification of equipment tag is also **required**. If the property in question has no visible tag, one needs to be placed using the assigned federal tag number originally issued, found on the worksheet.
- Each worksheet needs to be verified against the equipment matching the tag number and or serial number, description, make and model.

Once the verification is complete . . .

1. **Circle (yes) for labeled, sign and date.** All equipment must be tagged upon completion of worksheet.
2. Hard copies are then mailed along with the **signed FEPP Certification by the Chief**. The complete package is **mailed to the address** supplied by CAL FIRE.
3. Equipment Photos are uploaded into the **FEPP Inventory FPMIS System** assigned to each individual identification number for process.

For all steps and procedures dealing with FEPP Inventory, New Additions, Change of Status and Disposals see the FPMIS manual. The manual is kept in the Warehouse Manager's office and can also be made available through CAL FIRE.