



**To:** Board of Directors  
**From:** Michael Schwartz, Fire Chief  
**Date:** April 9, 2020  
**Subject:** Recliner Replacement and Surplus

**Background**

In our continual effort to put the safety and welfare of our employees as a priority, we have identified items that require our attention. Currently the districts have eight cloth recliners spread out amongst various stations (two at Meeks Bay) that we are unable to properly decontaminate and sanitize with the recommended Terminator cleaning solution. This is the solution we are currently using to clean and decontaminate all of the station furniture due to the COVID-19 virus.

With input, research and support from DC Leighton, BC Whisler and the Station 51 crew, it was determined that La-Z-Boy would be our best vendor. They have an excellent, 20-year warranty and allowed for next day pick-up in Reno. The recliners will match the others we have and will be easy to decontaminate and sanitize. The cost of eight chairs would normally cost \$16,000, however, La-Z-Boy gave us an almost 50% discount, so the cost was \$8,228. The cost to Meeks Bay Fire is \$1,030/each (plus tax).

I used my emergency powers to approve this unbudgeted expense to replace the recliners that cannot be decontaminated, per our adopted CDC daily COVID-19 housekeeping. This is being brought to you to be ratified. I also propose the board authorize the surplus of the recliners being replaced. The two chairs will be installed at the Meeks Bay Station and are potentially reimbursable under FEMA-4482-DR-CA Recovery Act.

**Recommendation**

- 1) Ratify the purchase of two recliners to be placed at Meeks Bay Fire, for a cost of approximately \$2,100 (plus tax).
- 2) Declare the two, replaced recliners as surplus and authorize the Fire Chief to dispose of the recliners as deemed appropriate.