STAFF REPORT

DATE: **September 22, 2026**

FROM: **Nathan Cooke, Executive Director**

TO: **CONFIRE Administrative Committee**

SUBJECT: Surplus Vehicle Declaration and Trade in Authorization – Asset 020196

Recommendation

1. Declare the CONFIRE-owned 2017 Ford Transit Connect Cargo XL Van, Asset No. 020196, VIN NM0LS7E78H1300720, surplus personal property because the vehicle is no longer required for, or adequately suited to, CONFIRE operational need
2. Approve the trade-in of the vehicle to the dealer selected through a future authorized new-vehicle procurement for a commercially reasonable trade-in allowance, using the documented market valuation of $12,270 as the current valuation benchmark, with the trade-in credit applied directly toward the purchase of replacement staff vehicles.

Background Information

CONFIRE owns a 2017 Ford Transit Connect Cargo XL Van, Asset No. 020196, that no longer adequately meets the organization's operational requirements. Staff recommends replacing the vehicle with staff vehicles having a configuration better suited to current operational needs.
The Transit Connect has experienced recurring maintenance and reliability concerns, and its cargo-van configuration no longer provides the best operational fit for the organization. CONFIRE has incurred approximately $14,795.46 in life-to-date maintenance and repair expenditures. The vehicle has also been subject to six manufacturer recall campaigns, which are documented in the attached vehicle history.

Kelley Blue Book identifies a trade-in value of $12,270, within a reported range of $12,100 to $14,025, based on 38,670 miles and a condition rating of "Good" as of September 1, 2026. Staff recommends using $12,270 as the current valuation benchmark when evaluating the final trade-in allowance and overall replacement-vehicle transaction.

Applying the trade-in credit directly toward replacement staff vehicles preserves the remaining value of the asset for a public purpose, reduces the net acquisition cost of the replacement vehicles, and avoids the additional administrative effort and uncertainty associated with a separate sale or auction.

CONFIRE Administrative Committee Policy 3.010 provides that CONFIRE will dispose of surplus property in the same manner as the Restriction Designee identified in the Joint Powers Agreement. The policy identifies the San Bernardino County Fire Protection District as the Restriction Designee for reference.

San Bernardino County Policy 12-18 requires County property with an estimated value of $10,000 or more to be declared surplus by the Board of Supervisors before disposition. Applying that disposition framework to CONFIRE through Administrative Committee Policy 3.010, staff is requesting that the Administrative Committee declare Asset No. 020196 surplus before the trade-in is completed.

Financial Impact

The trade-in is expected to provide a credit of approximately $12,270 toward a future purchase of replacement staff vehicles, subject to final dealer valuation and the overall terms of the authorized procurement.

This action does not authorize a new expenditure beyond the previously approved budget and applicable procurement authority. Replacement-vehicle costs will be charged to the EMS fund (5020).

Attachments

1. Kelley Blue Book trade-in valuation dated September 1, 2026.
2. Dealer trade-in offer or final trade-in valuation documentation.
3. Vehicle maintenance, repair, and manufacturer recall summary.