

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: A-12
SECTION: Administration Division
DATE: April 27, 2009
SUPERSEDES: New
TITLE: Purchasing/Requesting Property & Supplies

PURPOSE

The purpose of this policy is to identify procedures for the purchase, receipt and inventory of Fire District property and supplies. In addition, this policy identifies procedures necessary for station officers to request supplies needed for day-to-day operations.

RESPONSIBILITY

- District: The Fire District is responsible for maintaining inventories and records for the supplies and property necessary for District operations, according to the policies and processes outlined by the Finance Division.
- Employees: All personnel are expected to comply with this policy and to support the concepts for which it was developed. Each member of the District is responsible for safe and efficient use of all Fire District property and/or supplies.
- Supervisors: All supervisory personnel shall monitor assigned property and supplies, ensure that required inventories are completed in a timely manner, and ensure that the receipt or movement of such items is appropriately documented.

DEFINITIONS

- Supplies: Fire District supplies are defined as those items that may be consumed for day-to-day operations.
- Property: Fire District property is defined as any item that has a fixed value and life span.

PERSONAL EQUIPMENT

Each District employee is responsible for the personal equipment they have been issued and shall immediately report the loss or damage to their immediate supervisor. If the District property is lost or damaged due to carelessness or negligence, the repair or replacement of the issued equipment may be at the employee's expense.

FIRE DISTRICT PROPERTY

All District employees shall monitor the use and condition of all District property and recommend repair or replacement as necessary. The purchase or major repair of any property must be requested through the chain of command and approved by the Fire Chief. Employee's of the District will not willfully, or through neglect, permit any District property to be damaged or lost, or otherwise be removed from its assigned location.

No employee will use, or allow to be used, any District equipment for personal use without the permission of the Fire Chief, regardless of the equipment's status or usability.

Each employee will immediately report any loss or damage of District equipment to their immediate supervisor.

Property that has no value or is beyond repair may be disposed of at the discretion of the Fire Chief, with Board approval. Property that has value, but is no longer needed by the District will be presented to the Board and declared surplus. Property declared surplus will be sold via sealed bid, sold at auction or donated to another agency, at the discretion of the Board.

Fire District property will **not** be sold or given to any District employee, regardless of its status or usability.

All temporary or permanent changes made in property location will be made with the approval of management. Whenever property needs to be disposed of, the appropriate Battalion Chief shall be notified in writing. This notification shall include specific information such as description, model #, serial #, property identification #, etc.

Facilities Equipment	Battalion Chief (A)
Apparatus/Vehicles	Battalion Chief (B)
Firefighting/Communications Equipment	Battalion Chief (C)

PURCHASING PROCEDURES

The following procedures must be followed when purchasing any property or supplies:

1. A purchase requisition form must be completed and submitted prior to the purchase taking place.

2. Authorization must be received from the Duty Chief or another chief officer prior to purchasing any supplies. (Verbal approval or returned purchase requisition form).
3. Authorization must be received from the Fire Chief prior to purchasing any property. (Verbal approval or returned purchase requisition form).
4. A determination regarding billing (i.e. credit card, established account, invoicing, reimbursement, etc) shall be clear before placing an order with a vendor.
5. Establishing accounts with vendors shall be completed by Finance Division personnel only.
6. Billing for District purchases shall be directed to Station 30, Finance Division.
7. Orders for property and supplies will be shipped to Station 30, unless approved by management for delivery to another facility.
8. All purchases must follow the purchasing guidelines established by the District's Purchasing Ordinance and Finance Division.

ACCEPTING DELIVERY OF PROPERTY OR SUPPLIES

The following procedures shall be followed by any person that accepts delivery of property or supplies from a vendor or delivery company on behalf of the Fire District:

1. Check the receiving/packing slip to verify the count and condition of the property or supplies.
2. Sign the receiving/packing slip.
3. Notify the person or division who ordered the property or supplies.
4. Forward the receiving/packing slip, property, and/or supplies as directed.
5. The person who ordered the item(s) shall verify receipt and then sign & forward the receiving/packing slip to the Finance Division, along with any specific information necessary to assign and pay the invoice.

SUPPLY INVENTORY

Bulk supplies for the day-to-day operations of the District shall be purchased and maintained as follows:

Office/Clerical Supplies	Administrative Assistant	Station 30
Station/Cleaning Supplies	Captain 36 (B)	Station 36
PPE	PPE Coordinator	Station 36
Medical Supplies	On-Duty Battalion Chief	Station 30
Vehicle Maintenance	Battalion Chief (B)	All Stations
Facility Supplies	Battalion Chief (A)	All Stations
General Equipment	Battalion Chief (C)	Station 33/36

REQUESTING SUPPLIES

Station officers are responsible for maintaining the necessary supplies on hand at each station for day-to-day operations. Station officers should check all supplies weekly and attempt to maintain the necessary amount. No bulk inventory shall be maintained or inventoried at the individual fire stations.

Whenever supplies are needed, the station officer shall request the needed supplies in writing via e-mail and forward it to the Duty Chief and the Administrative Assistant via e-mail. Office supplies shall be filled by the Administrative Assistant, other supplies shall be filled by or at the direction of the Duty Chief. Personnel shall not deviate from this procedure without management approval. After the order is filled, the e-mail shall be marked filled and a copy of the request shall be kept electronically on the "I" Drive.

When station supplies are received the station officer shall:

1. Verify the count and condition of the supplies.
2. Record receipt in the station pass-on notes and communicate same to the relieving officer.

Written by: Chief Steve Mayotte

Approved by: _____

Date: July 16, 2009