

	Ben Lomond Fire Protection District	Policy #1120 Date 05/2015
	SOP GENERAL INFORMATION	TITLE: Disposal of Fire District Property Revision date

POLICY FOR THE DISPOSAL OF FIRE DISTRICT PROPERTY

PURPOSE:

The purpose of this policy is to make the steps involved in disposing of Fire District property clear.

THE PLAN:

- 1) Fire District Staff (Fire Chief) determines that an item of Fire District property is no longer useful to the Fire District.
- 2) Fire District Staff asks that the "Disposal of Fire District Property" be included as an agenda item at the next regular meeting of the Fire District's Board of Directors.
- 3) Fire District Staff recommends to the Fire District Board of Directors that the property is surplus and should be disposed of. At this time, details concerning the reasons for disposal should be given for the Board of Directors to consider.
- 4) The Fire District Board of Directors at this time should take action on the Staff's recommendation or to not take action. The action to take would be for a member of the Board to make motion to declare the item of property surplus. A 3 out of 5 vote is then required to pass the motion.
- 5) If the Fire District Board of Directors declares the property surplus, it would be appropriate for the Fire District Staff to recommend possible means of disposal. Such as:
 - a) Property may have value on the open market, therefore advertise the property for sale and sell to the highest offer
 - b) In the event that the property has specific Interest to the Fire Service, the property could be donated or advertised to fire agencies and bids for the property could be accepted and considered by Staff and the Board of Directors. When the property is of greater value (i.e. vehicles, SCBA's) a minimum bid should be set by the Fire District Board of Directors.
 - c) When the value of the property is low and would not be worth the effort to advertise, the property should not be sold and Staff could give it away to needy organizations.
 - d) If it is junk, take it to the dump.
- 6) Written report of what item(s) have been disposed of must be made by Fire District Staff for proper tracking of Fire District Fixed Asset Inventory.