

## Town of Wright Fire District Policies

Policy Name: **12.0 Inventory and Disposition of Property Policy**

Date Adopted: 3/14/2011

Effective: 3/14/11

Revised: 5/14/12

Reviewed: *Annually*

### **Inventory Tracking**

1. All tangible property (non-consumable) belonging to the District, with a life expectancy of two years or greater, and whose value in aggregate is greater than \$300, shall be recorded in the inventory tracking system.
2. Tangible property above shall include electronic equipment such as computers, televisions, radio equipment and other electronics whose value is greater than \$300
3. Appliances and furniture valued at over \$300 are also included (ex. Refrigerator)
4. All firematic equipment including turnout gear shall also be included if it meets the above criteria.
5. Items typically referred to as a “kit” or “set” whose value in aggregate is greater than \$500 shall also be recorded with a general description of the set. An example would be a Craftsman tool set including SAE wrenches, sockets, screwdrivers, specialty wrenches, hammers, chisels, files, and other related tools in a Sears tool chest.
6. Donated items whose value is >\$300 shall also be recorded as will be items procured from the Federal or State government or other departments.
7. The District shall annually appoint a Commissioner as Inventory Control Manager to aid and serve as liaison to the Department for inventory tracking.
8. Inventory tracking form should include description, date purchased (if known), purchase price if known or current estimated value, and disposition of item.
9. Pictures should be taken of items whenever possible and included with inventory.
10. Inventory should be reviewed and updated at a minimum annually. In particular, any new equipment should be added.
11. Inventory list should be provided to the District no later than by the regularly scheduled April meeting with copies retained by the Department and a copy provided to District’s insurance carrier.

## **Disposition of Equipment**

Property of the District may only be disposed of through one of the following mechanisms. For any item contained on the inventory tracking report, the report should note the date and method of disposition.

1. Items valued at less than \$25 may be dealt with by the Chief as they see fit. Fairness and perceptions of impropriety should be considered at all times.
2. Items valued at over \$25 may only be disposed of through permission of the District. The District, at their discretion may elect to Retire the item, Declare the item Surplus, or Transfer the item.
3. All disposition decisions of the District shall be recorded in the minutes
4. **Retired items:** Items which are broken, no longer function properly, pose a health and safety risk, or are obsolete to the point of having no value to the District or Department shall be retired. Upon retirement of an item, the District will decide how to dispose of it. Generally these items will be of little value and potentially carry health and safety concerns due to their condition. The District shall declare such items as “surplus/retired” and may elect to have the item destroyed, scrapped, made available to Department members, or sold on the condition of any disposal being “as is; where is, with no expressed warranty.”
5. **Surplus items:** Section 176(23) of the Town Law states that if the valued of the District property declared surplus is less than \$10,000, the District needs to pass a resolution at a meeting declaring the item to be surplus and then dispose of it so as to maximize the return to the District. If the value of an item declared as surplus is over \$110,000 but less than \$50,000 the District shall then publish a copy of the resolution within 10 days stating that it was adopted subject to a permissive referendum pursuant to section 6-g of the General Municipal Law. If resident taxpayers owning 25% of the residential property within the District do not come forward with a petition within 30 days demanding a mandatory referendum, the District may dispose of the item obtaining the maximum value for the District. If the item is valued over \$50,000 the District must go forward with a mandatory referendum to the voters at a special election or at the regular Fire District election.

Surplus items are generally those which may be obsolete, showing signs of excessive wear, non-compliant, or not fitting Department standards. Once declared surplus, the District may elect to sell, auction, put up for bid, or transfer surplus items.

6. **Transfer items:** As the District has been the beneficiary of numerous donations from other Districts and Departments, it also wants to be able to support those in need in other fire service organizations. Items valued at less than \$500 which may still have value in other fire service organizations may be declared surplus by the District and transferred directly to the District or Department in need. This shall be done in accordance with the Town Law regarding Surplus property noted above.