

Town of Wright Fire District Policies

Policy Name: **20.0 Fueling Policies**

Date Adopted: 1/7/14

Effective: Immediately

Revised:

Reviewed: *Annually*

I. PURPOSE

The purpose of this policy is to define the rules and procedures for fueling vehicles and the associated documentation necessary for billing and payment.

II. General

1. All vehicles are to be maintained at $\frac{3}{4}$ of a tank of fuel at all times.
2. At the Chiefs discretion, vehicles may be filled (“topped off”) prior to an upcoming weather event or for other reasons that may provide additional safety factors.
3. It is expected that the Chief will insure gasoline is also on hand prior to a predicted weather event that is likely to require the use of power equipment.
4. All gasoline shall be treated with “Startron” or “Stabil” as soon as possible.
5. Excess gasoline shall not be stored more than four months. Excess gas or gas reaching shelf life shall be use in 8061 as fuel or for training on equipment.
6. The Chief shall be responsible for insuring proper logs are kept and policies are adhered to. The Chief(s) have discretion as to fueling intervals for vehicles, but a no time shall vehicles be in service, at the firehouse, with less than $\frac{3}{4}$ of a tank of fuel.
7. All questions or issues that may arise from the fuel policy should be directed to the Wright Fire District who will address them as needed with the Town or Highway Department.

III. Diesel Fuel

1. Only authorized drivers for the specific vehicle may fuel the vehicle
2. The driver should bring a spotter to assist with watching for obstacles and other vehicles coming into the yard
3. The driver shall be responsible for all information on fuel log
4. Inaccurate/missing information, or unauthorized fuel use will be the sole responsibility of the driver to reimburse and may result in additional action
5. All fueling must be authorized by a Chief
6. The Chief or his/her designee shall be responsible for picking up the previous months log and insuring that the current month’s log is in place at the highway building.
7. Fuel logs must be submitted to the District Treasurer no later than the 4th day after month end.
8. The Treasure shall compile the handwritten log into an Excel spreadsheet and attach handwritten copy as documentation.
9. Compiled bill shall be available for the Fire Commissioner’s review by the next regularly scheduled meeting.
10. A copy of the compiled bill and documentation shall be provided to the Highway Supervisor by the 15th of the month.
11. Highway Supervisor shall be responsible to sign the log and submit it to the Town Clerk.

12. The Town Clerk shall provide a bill to the Wright Fire District for the amount of fuel used at the prevailing fuel rate.
13. Bills received by the District at least 3 days prior to their regularly scheduled meeting (2nd Monday of the month) will be paid at that meeting.

IV. Gasoline (8061 and power equipment)

1. The Fire District issued credit cards shall be used exclusively for official fire district business including purchase of gasoline (See Policy # 19).
2. The Chief will be issued a card which may be kept in a SECURE location at the firehouse or otherwise kept secure. Card is to be used solely for the purpose of emergency procurement of supplies or services otherwise not obtainable through the normal PO and billing process. It may also be used to procure incidental fuel and supplies outside of normal vehicle fuel.
3. The card assigned to 8061 shall be kept secure and with the vehicle. It shall be used ONLY for fueling and immediate, necessary service. All purchases must be noted and signed for in the fuel log by the DRIVER.
4. A receipt must accompany ALL fuel log entries.
5. The driver shall be responsible for the use of the card, signing any receipts and necessary documentation.
6. Fuel receipts for 8061 shall be kept in a location as determined by the Chief and match fuel log entry.
7. NO purchases other than fuel, necessary, immediate vehicle fluids, or emergency service (ex. towing) may be made with the card assigned to the vehicle without the express permission of the acting Chief, District Chairman, or District Board Member. Permissions should be attempted in that order. In general, it is preferred the card only be used for fueling.
8. The Chief shall insure that all fuel logs and receipts are accurate by making regular spot checks. The Chief may also designate an individual to do this and inform the board of who that person is.
9. The individual incurring the costs on the credit card and who fails to comply with the Fire District procedures will be personally responsible for all sums charged.
10. Any charges made on the District credit cards that do not have the proper supporting documentation and detail shall be paid by the individual and not the Fire District.
11. If a charge is determined to be inappropriate or unauthorized or if adequate documentation of the charge is not submitted to show it to be an authorized District charge, the individual responsible for the charge will be expected to pay said charge within thirty (30) days of the District's receipt of the invoice from the credit card company.
12. Fuel Log signed by the Chief and receipts shall be submitted to the District Treasurer by the first Monday of the month.
13. The Treasurer shall insure the bill matches the fuel log and have documentation available for the Board's review at the next scheduled meeting.
14. All verified fuel bills shall be vouchered and presented to the Board following normal procedure.