



# East County Fire and Rescue

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## Resolution #326-09052023

A resolution revising the district's purchase policy.

**WHEREAS**, the board of fire commissioner of East County Fire and Rescue endeavors to be fiscally responsible and provide for efficient administration of district operations.

**WHEREAS**, the fire chief is responsible for day-to-day management of district operations under the oversight of the board of fire commissioners; and


**WHEREAS**, the board of fire commissioners receives monthly reports detailing the district's expenditures and fiscal position.

**NOW, THEREFORE, BE IT RESOLVED** that the East County Fire & Rescue Board of Commissioners revises policy 90.3.2 to establish the fire chief's approval authority for expenditure of \$5,000 and further that the fire chief may establish approval authority for other members of the district, not to exceed \$5,000. All expenditures over \$5,000 must be approved by the board of fire commissioners.

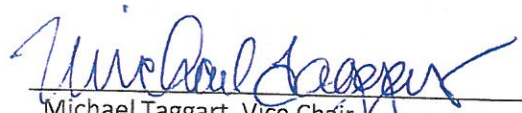
Revised policy 90.3.2 is incorporated into this resolution as Attachment A.

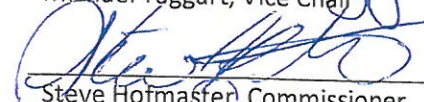
**ADOPTED** at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue September 5, 2023, with the following Commissioners being present and voting:

  
\_\_\_\_\_  
Martha Martin, Chairperson

  
\_\_\_\_\_  
Sherry Petty, Commissioner

  
\_\_\_\_\_  
Joshua Seeds, Commissioner

  
\_\_\_\_\_  
Michael Taggart, Vice Chair

  
\_\_\_\_\_  
Steve Hofmaster, Commissioner

Attest



Debbie Macias, District Secretary



2/16/23

**EAST COUNTY FIRE AND RESCUE  
POLICIES, PROCEDURES & GUIDELINES**

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**SUBJECT: Purchase Procedure Policy**

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**PPG NUMBER: 90.3.2**

**Page 1 of 2**

**DATE OF ISSUE: 06-05-07**

**APPROVED BY: \_\_\_\_\_**

**Board Chair**

**REVISED: \_\_\_\_\_**

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**POLICY:**

**Purchase Requests:**

A signed and completed Receipt Document or Purchase Request Form with receipt attached shall be submitted to Accounts Payable for all purchases.

Receipt Documents may be used for small purchases under the amount of \$100.00.

A Purchase Request Form shall be used for all other purchases.

Receipt Documents must be completed legibly with details of the purchase and the receipt must be attached.

Purchase Request Forms must include the following:

- detailed description,
- proper authorization,
- complete ordering information at the bottom of the form.

All forms and documentation must be submitted to Accounts Payable.

**Approval Authority:**

1. Purchase approval authority for the assistant fire chief, captains, and other staff shall be established by the East County Fire and Rescue Fire Chief, but shall not exceed \$5000.
2. Purchases up to \$5000.00 - East County Fire and Rescue Fire Chief
3. Purchases over \$5000.00 - Board of Fire Commissioners
4. Emergency Purchases over \$5000.00 needed between Board Meetings - East County Fire Chief or designee, and one East County Fire and Rescue Fire Commissioner

**Program Management Approval Authority:**

As the program management system has been implemented to streamline the process by which personnel are able to complete their assigned tasks, the following purchase guidelines will supersede those outlined above.

1. Purchases up to \$100.00 - East County Fire and Rescue personnel are assigned a task under the program management system.
2. Purchases up to \$1000.00 - East County Fire and Rescue Program Managers may authorize budgeted purchases within their program areas.

3. Purchases over \$1000.00 but less than \$5000 - East County Fire and Rescue  
Fire Chief

4. Purchases over \$5000.00 - Board of Fire Commissioners.

**Receiving:**

- Any volunteer or staff member that receives goods shall forward the receipt or packing slip and completed documentation to Accounts Payable.
- 5. Personnel may submit an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained. The affidavit must include the user's original signature, the name of vendor, date of purchase, detailed description of purchase, and purchase price.