# ARTICLE 114: FIRE CHIEF, PURCHASING AND REPORTING

The District Board of Directors extends to the Fire Chief its authority to purchase materials, equipment, supplies and services within the limits established by the established Fund budget. The Fire Chief is authorized to exceed line item limits by $2,500 to deal with health, safety and emergency situations but shall advise the Board of any such emergency expenditure at the next regularly scheduled Board meeting. No other line items shall be exceeded without Board approval.

The Fire Chief shall direct the purchase of such supplies, equipment and other materials as required and permitted within the limits of the established Fund budget. The purchase of these items shall require no further Board approval except in instances where Board policy requires certain purchases to be put to bid. In the case of any unusual expenditure the Board shall be consulted. Except in cases of significant important deviations between planned and actual specifications, the Board shall not deny expenditures. District funds shall not be used for purchase of alcoholic beverages or personal items.

The Fire Chief has been authorized to make necessary purchases for the District for the purpose of maintaining operations.

Items that do not require approval of the Board of Directors:

* Maintenance and repair of emergency apparatus and equipmment
* Expense items of $2,000 or less

Items that require approval of the Board of Directors:

* Changes to the District buildings and property
* Contracts or agreements which exceed $2,000/year or are not budgeted
* The purchase of vehicles, land and buildings

Reporting

All of the District’s and Fire Chief’s purchases must be filed in accordance with the District Bookkeepers reporting format. This includes, but is not limited to:

* Purchase place, time, vendor, etc…
* Reason for purchase
* Recording of durable or capital goods into the District’s inventory system
* The Fire Chief shall provide a monthly mileage report on the use of his/her assigned Fire Chief Vehicle.

# Severability. If any part, section, subsection, sentence, clause or phrase of this policy is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

Effective Date. This policy shall take effect and be enforced immediately upon  
its approval by the Board of Directors of the District.

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| Previous Revision | Change Date | Approved By | Description of Change |
| 0 | 11/20/2013 |  | Original Adoption |
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