

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Disposition of Surplus Personal Equipment and Materials

POLICY NUMBER: 3300

3300.1 This is the Idyllwild Fire Protection District's Administrative policy for the disposition of surplus property, equipment, and material. This policy does not apply to real property. This policy's purpose is to ensure the receipt of all revenues from the disposal of surplus property, equipment, and material(s).

3300.2 The IFPD Fire Chief (or his/her designee) shall develop a list of material(s) and equipment which has reached its useful service life and or is surplus. "Surplus" means that the property has little or no remaining useful life for the District. Prior to disposition, the IFPD Board of Commissioners shall be provided with, and approve, a list of all such property.

3300.3 The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

- 3300.3.1** ***Sale on the open market.*** The Fire Chief shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of property to be sold, and the day, time and location of the sale. The terms of all such sales shall be cashier's check or money order in the amount of the full purchase price. The District also may conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale.
- 3300.3.2** ***Sale by sealed bid.*** The Fire Chief may post such property for sale on the District website or on another website for the sale of surplus items (such as eBay) subject to posted rules developed for such sale or the rules of that website.
- 3300.3.3** ***Donation.*** The Fire Chief may, when in his/her judgment sale or auction of the surplus personal property is infeasible or will result in minimal return to the District, cause such surplus personal property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within or serving the District.
- 3300.3.4** ***Selling for Scrap.*** Surplus property may be sold as scrap if the Fire Chief deems that the value of its parts exceeds the value of the surplus property as a whole.
- 3300.3.5** ***No Value Item.*** When the Fire Chief determines that property is surplus and minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the Fire Chief shall dispose of the same in such a manner he deems appropriate and in the best interest of the District.

3300.4 **Accounting for the disposition of personal property, equipment and materials.** When so authorized to sell, donate, recycle, and scrap District property, the employee directed to undertake such activity shall:

- 3300.4.1** Remit the entire proceeds from any such activity to the Idyllwild Fire Protection District Fire Chief by cashier's check or money order made payable to the Idyllwild Fire Protection District.
- 3300.4.2** Complete receipt documentation form for the disposal of surplus personal property, equipment and material and submit with proceeds, if any, to the Idyllwild Fire Protection District Fire Chief.

3300.5 The Idyllwild Fire Protection District Fire Chief Shall:

- 3300.5.1** Make adjustments to the Fixed Asset Inventory List
- 3300.5.2** Deposit all proceeds from the disposition of surplus property, equipment and material(s) in the Idyllwild Fire Protection District General Fund or the Idyllwild Fire Protection Capital Improvement Fund.
- 3300.5.3** Cause Licenses and title documents to be executed and transferred upon verification of receipt of funds.
- 3300.5.4** Authorize the delivery of the surplus property.

Original Approval Date: 07/24/18
Board Revised Date: 02/25/20

2/25/2020
Board Approval Date


Clerk of the Board