

Subject:	DISPOSAL OF SURPLUS, REAL OR PERSONAL PROPERTY
Section:	PPG# 6131
Chapter:	Fiscal Management
Effective Date:	7/1/98

POLICY

Disposal of Surplus, Real or Personal Property

The board of fire commissioners has the authority to declare real or personal property as surplus or obsolete. After such declaration, the board shall set a meeting date to consider the adoption of a resolution to authorize the sale or disposition of such property. The board shall direct the chief to dispose of the property in a manner that best serves the needs of the district, except that any item with a value of \$250 or more shall be sold in a manner authorized by the board. Net receipts derived from the sale of real or personal property shall be credited to general funds of the district. Staff and board members are precluded from the purchase of surplus property except through the formal bid process.

In the event that the party responsible for the opening of bids has in fact bid on an item surplus, then the authority to open that bid shall be designated to the next highest authority in the chain of command not bidding on said item. Example: If the Fire Chief bids on an item, authority shall be vested in the Deputy Chief. If a commissioner bids on an item, authority shall be vested in the Fire Chief.