Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.1.05

2. SUBJECT: ***Capital Expenditure Plan***

3. POLICY: Capital Expenditure Plan shall be established by the District. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief or designee as well as District personnel.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee shall be responsible for enforcing the provisions of this Policy and Procedure.

6. PROCEDURE:

   A. The District Fire Chief or designee shall be responsible for preparing a five-year Capital Expenditure Plan for future capital purchases. This plan shall be updated annually.

   B. The Capital Expenditure Plan will be presented to the Board of Commissioners during the Regular Monthly Commissioner meeting in October or as required.

   C. On approval from the Board of Commissioners, the District Fire Chief or designee shall have the authority to follow the Capital Expenditure Plan.

   D. The District Fire Chief or designee is required to provide a report on the status of the Capital Expenditure plan to the Board of Commissioners when requested.