Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.3.04

2. SUBJECT: ***Disposal of Surplus Property or Equipment***

3. POLICY: Surplus property and equipment shall be disposed of in an orderly manner and consistent with applicable laws and regulations. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.
   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. The District Fire Chief shall prepare a list of the property/equipment deemed surplus for disposal and recommend a resolution to be submitted to the Board.

   B. The District Secretary shall prepare a formal resolution to declare the property/equipment as surplus for disposal.

   C. All surplus property or equipment shall be disposed of through open bidding or purchasing to ensure a transparent and competitive process, unless the property is no longer usable. In such cases, alternative methods of disposal may be considered.

   D. Whenever possible, the intent of the Board of Commissioners is to give the District Fire Chief the latitude to dispose of the property in the manner that best meets the needs of the District.