

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

1. NUMBER: 7.1.3
2. SUBJECT: *Sale of Surplus Equipment*
3. POLICY: Equipment that is surplus to the District's needs shall be disposed of in a manner that is consistent with state laws and this Policy and Procedure.
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 followed.
6. PROCEDURE: When it becomes necessary to dispose of property or equipment no longer of use or value to the District's needs.
  - A. The District Fire Chief shall prepare a list of the property and a proposed resolution declaring it surplus.
  - B. All such property shall be disposed of through open bidding or purchasing. This procedure shall be outlined in the resolution declaring the property surplus.
  - C. 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.