

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Asset Management

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APPROVED BY:

Michael Jaggan
Board Chair

REVISED: _____

1.0 PURPOSE:

This policy is established to provide guidelines to ensure adequate stewardship over District resources through control and accountability of capital assets as well as small & attractive assets.

2.0 DEFINITIONS:

- Capital Assets – Real and personal property used in operations that has a useful life greater than one year and a value of \$5,000.00 or greater. Capital assets include equipment, vehicles, tools, land and land rights, buildings, and their furnishings.
- Capitalize – To report an expenditure for real and personal property or intangible assets as a capital outlay. These expenditure transactions are coded to 594 and 595 BARS account codes.
- Accountability - The obligation to demonstrate good management of or control over those matters for which the District is responsible.
- Physical Inventory A procedure where the existence of assets on the inventory list is confirmed by physically observing the assets at their location in the field.
- Small & Attractive Assets – Assets with a value of less than \$5,000.00 that might be susceptible to loss, theft, or misuse. These assets have a useful life greater than one year and may include items in one or more of the following categories:
 - a. Assets that are portable and marketable, either alone or as a component unit.
 - b. Assets that can be utilized for personal gain.
 - c. Assets that are commonly reported as lost and/or stolen within the industry or society.

3.0 PROCEDURES:

A. Management

Vehicles and other items that are determined to be capital assets, excluding equipment, shall be tracked in a ledger that is managed by the Fire Chief or their designee.

The Fire Chief shall assign a program manager to manage the inventory of capital equipment and small & attractive assets.

B. Equipment Tracking System

The equipment inventory program manager shall maintain a database of capital equipment and small and attractive assets.

An inventory tag shall be affixed to each item when it is recorded in the inventory database. The tag shall identify the item as property of East County Fire & Rescue and shall have a unique number that will identify the asset. When it is impractical to affix a label to an item, the item shall be marked or identified by another method. The item may be engraved, or otherwise marked, with an assigned number.

Information recorded for each item shall include;

- Inventory tag number (or other identifying number)
- Detailed description, including brand, model, serial number, etc.
- Date of purchase or acquisition
- Condition of the asset
- Initial cost or value of asset
- Location of the asset or individual it is assigned to
- Source of funding if not purchased with District funds (federal grant, donation, etc.)
- Date that equipment was removed from service.

C. Items Included in Inventory of Capital Equipment and Small and Attractive Assets

Power Tools: Including but not limited to chainsaws, positive pressure fans, portable pumps, portable generators, extrication equipment, etc.

Fire Equipment: Including but not limited to thermal imaging cameras, self-contained breathing apparatus (SCBA), fire extinguishers, nozzles, flashlights, ladders, etc.

Medical Equipment: Including but not limited to automated external defibrillators (AEDs), power operated suction units, pulse oximeters, etc.

Communications Equipment: Including but not limited to portable radios, mobile radios, cellular phones, etc.

Electronic Equipment: Including but not limited to desktop computers, laptop computers, televisions, projectors, cameras, etc.

D. Addition of New Equipment

The majority of new equipment additions to inventory will result from purchases. However, other methods of acquiring items should also be considered so that all applicable items are entered into the inventory system. The funding or purchasing method used does not affect the fact that such items are assets owned by East County Fire & Rescue.

Examples of other acquisition methods include:

- a) **Grant or Donation:** Items may be acquired through a private donation or a state or federal grant or property donation process. All such items that meet the minimum value for inventory (assessed at the current fair market value not historical cost) shall be recorded by the Inventory Program Manager. Inventory of items acquired through a state or federal grant may be required as a condition of the grant.
- b) **Lease:** Items that are leased should be added when the terms of the lease more accurately reflect ownership by East County Fire & Rescue. This occurs when the buyout cost of the item at the end of the lease is negligible or the length of the lease covers the majority of the useful life of the item.

E. Physical Inventory

A physical inventory of the capital and small & attractive assets is necessary to verify that the assets still exist; it also provides updates on the condition of the assets.

Each year the equipment inventory manager shall generate a list of equipment from the inventory database. Each shift (A, B, and C) shall be assigned a portion of the list to perform a physical inventory. Each item shall be marked as present in the location indicated, relocated (including new location), or unable to locate. Any damage or need for repair shall also be indicated.

The physical inventory shall be completed not later than May 31 of each year.

The equipment inventory manager shall update the inventory database with the results of the inventory. Then the inventory documents will be forwarded to the Fire Chief. The Fire Chief, or their designee, shall maintain a file of inventory records.

F. Lost, Stolen, or Missing Property

When suspected or known losses of capital assets or small & attractive items occur, staff shall conduct a search for the missing property. If the missing property is not found:

- Notify the Fire Chief.
- The individual deemed to be primarily responsible for the asset, as well as that individual's supervisor, shall complete and sign a statement to include a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.
- Administrative staff shall report known or suspected losses of capital assets or small & attractive assets to the State Auditor's office in accordance with RCW 43.09.185, and a copy of the report shall be provided to the Board of Commissioners.

G. Disposal of Surplus Items

Before an asset is sold or otherwise disposed of, it must first be determined if the asset had originally been purchased with grant funds. If this is the case, the District must refer to the grant agreement and follow prescribed procedures for disposition.

The Board of Commissioners must declare an asset surplus before it can be sold, or otherwise disposed of. If the asset is to be sold, it will then be sold in accordance with applicable state law. If the asset is no longer in working order and cannot reasonably be repaired for re-sale, or is otherwise unmarketable, the asset will be properly disposed of.