

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

SUBJECT: Capital Assets

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APPROVED BY: 
Board Chair

REVIEWED: _____ BY: _____

POLICY:

It is the duty of the Board of Commissioners of East County Fire & Rescue and the Command Element of the Fire District to make certain that public property is adequately protected, and that its use is properly managed. To that end, the following shall apply:

Capital Assets: The term means real and personal property the fire district intends to use or keep for more than one (1) year. Capital Assets include land and land rights; buildings, their furnishings, fixtures, and furniture; equipment, machinery, vehicles, tools, and electronic/communication equipment.

Accountability: This means the obligation to demonstrate good management of or control over those matters for which this fire district is responsible.

ACTION:

1. **Custody.** The custody of our Capital Assets shall be established by the inventory completed at the time of the merger of District 1 & 9. This inventory shall be maintained by the Chief through his staff. Additions and deletions to the inventory will be made in accordance with established inventory procedures; the location and condition of each asset shall be included, and the inventory shall contain special notes to identify who is responsible for the protection and accountability of the item. Location, inventory, and maintenance records will be maintained to show that a lost or damaged asset has been in use recently which will support the validity and timeliness of a theft or damage report. (See Policy 80.4.0)
2. **Insurance.** The district shall provide adequate insurance to cover the capital assets of the district.
3. **Maintenance and Repair.** The district shall provide for the proper maintenance and repair (to include records thereof) of the districts capital assets to ensure that they are not neglected or wasted.
4. **Planning.** The Capital Assets of the district shall be one of the main focuses in the Annual Budget process. The inventory will be reviewed for proper use, repair or replacement scheduling, cost factors, and what cost reductions in maintenance, insurance, and security will result from liquidating them.

- 5. Transparency.** The Capital Assets of the district are the property of the taxpaying public of the district. All records, discussions, considerations, and actions shall be presented to the public in the form of the public records of the meeting of the Board of Commissioners.

- 6. Control.** The details for control, use, and care of all Capital Assets are set-forth in additional specific Policies, Rules and Regulations, Orders, SOP's, SOG's, and other written instructions/evolutions of this Fire District issued by the Board of Commissioners, or the Fire Chief, as appropriate.