

# Yamhill Fire Protection District

District Policies, Procedures, & SOG's

## MISSION

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Policies

## FINANCIAL

FIN – 301

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## Disposal / Transfer of Surplus Items

Issued: November 17, 2015

### PURPOSE:

To define the standardized procedure for disposal or transfer of surplus items. The goal of the surplus property program is to ensure proper verification of the sale, donation, or disposal of items within State ethics laws, Federal rules for grant funded items and District regulations.

### POLICY:

All trade-ins, returns to vendor/supplier, transfers, selling as scrap, sales donations, destruction, advertising for third party liquidator or auction of Yamhill Fire Protection District surplus property will be handled in accordance with this policy.

### AUTHORITY AND RESPONSIBILITY:

It will be the responsibility of the Fire Chief, Board of Directors or their designee, to ensure surplus is disposed of in accordance with this policy and with District Public Contracting Rule E-16.

### DEFINITION:

Surplus Property: Property of the District that has been determined by the Fire Chief or the Board of Directors as being of limited remaining life, use, or no value to the District.

#### A. SURPLUS PROPERTY

1. If an individual has property in his or her area of responsibility that has been deemed as surplus, the Fire Chief shall be notified so that he may verify the age and condition of the property.
2. The Fire Chief will determine how to dispose of the surplus property valued at less than \$10,000.
3. The Board of Directors and the Fire Chief will determine how to dispose of surplus property valued at \$10,000 or more through a Fire District Resolution.

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4. If the item has a value of \$10,000 or more and has been purchased with grant funding, the funding agency shall be notified of the condition of the equipment and its potential for surplus or disposal. The funding agency will supply, in writing to the District, an approval to surplus the grant-funded item and the District will follow A(3) of this policy.
5. Methods of disposal may include, but are not limited to: trade-ins, returns to vendor/supplier, donations, selling as scrap, and advertising for sale, auction, destruction, or disposal through the State of Oregon, Department of General Services, and Surplus Property Division.
6. All surplus property sold or donated pursuant to this section will be sold as-is without any warranty, either expressed or implied of any kind, including but not limited to warranties of title or fitness for any purpose. Upon receiving payment of the surplus property from the successful buyer or bidder, the person or company conducting the sale will execute an appropriate bill of sale, which will recite that the sale is without warranty as provided in this sub-section.

## B. PROPERTY DISPOSAL

1. Sales of Surplus Property
  - a. Surplus property may be sold at auction if the District determines that selling at auction will result in a higher net return.
  - b. Surplus property may be sold, including recyclable or reclaimed materials, without a competitive process if the District determines that a sale will result in increased net revenue and the following conditions are complied with;
    - i. When the current market value per item is deemed to be less than \$10,000, the District's process if the District determines that a sale will result in increase net revenue and the following conditions are complied with:

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- a) When the current market value per item is deemed to be less than \$10,000, the District's Fire Chief may establish a selling price, schedule and advertise a sale date, and may sell to the first qualified buyer meeting the sale terms.
  - b) When the current market value per item is \$10,000 or more, but less than \$25,000, the Fire District, through resolution, shall establish a selling price and terms. The District will schedule and advertise a sale date, and sell to the first qualified buyer meeting the sale terms upon approval by the Fire Chief or his/her designee.
  - c) When the current value per item is deemed to be \$25,000 or more, the surplus property through a Fire District Resolution will be offered for written competitive bid and be advertised, or be offered for sale at public auction. If no bids are received or if a determination is made that the market value of the property exceeds the offer of the highest responsible bidder, all bids may be rejected.
- c. The District may sell or dispose of any surplus property through the State of Oregon Department of General Services, Surplus Property Division without first offering the item to the public while following A(2) or A(3), whichever is applicable.
2. Liquidation Sales of Surplus Property
    - a. The District may sell surplus property as outlined in the policy through a commercially recognized third party liquidator, if the District determines that a liquidation sale will result in increased net revenue.

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### 3. Dumpster Disposal or Recycling of Surplus Property

- a. The Fire Chief may dispose of surplus property in any manner and without a competitive process, if the District determines that item's value is less than \$10,000; and the item meets one of the following criteria: unsafe, inoperable, or not reasonable repairable. The District will take all reasonable precautions to assure that all electronic office equipment is disposed of in a manner that is safe for the environment.

### 4. Donations of Surplus Property

- a. The District may donate or sell surplus property, including, recyclable or reclaimed materials to another public agency, or nonprofit organization, subject to the following conditions:
  - i. The Fire Chief has determined that the surplus property is not needed for other District purposes and is of value less than \$10,000.
  - ii. The following conditions apply if the surplus property has a current market value of \$10,000 or more:
    - Include documentation that it is in the public interest;
    - Include a written determination by the department supervisor or designee that this is the most efficient and cost-effective method for disposal of the surplus property; and
    - Approval by the Board of Directors and Fire Chief through a District Resolution.
- b. The District will follow ORS 279A.190 when a donation is made to another fire department.

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### 5. Trade-In of Surplus Property

- a. All surplus property must be declared surplus by the District, following this policy, prior to being used as a trade-in.

### C. DOCUMENTATION OF SURPLUS TRANSACTIONS

1. The Fire Chief will maintain a record of all surplus transactions.
2. Records for surplus equipment originally purchased with State or Federal grant funding must be maintained for a minimum of five (5) years from the date of transaction.