



Approved and Adopted
September 19, 2017

SURPLUS PROPERTY POLICY AND GUIDELINES

Disposition of Surplus Personal Property

Surplus personal property is defined as any personal property or equipment owned by the District that is determined to no longer be needed or used for District purposes or which has become obsolete, worn out or past its useful life. Its market value is the value estimated by the Fire Chief or his/her designee at which the property would sell if offered at auction or other open competitive bid sale.

The Board of Directors shall authorize the sale or disposition of all surplus personal property via a Resolution.

Authorized Disposal Options

Upon Approval of the Board, surplus personal property shall be disposed of in one of the following Manners:

1. Surplus personal property with an estimated market value of greater than \$5,000 dollars per individual item of property shall be sold under sealed bid or by public auction. Public auctions may include electronic bidding or auction services.
2. Surplus personal property with an estimated market value \$5,000 dollars or less per individual item of property, may be sold or disposed of by any method the Fire Chief determines to be most advantageous to the District, considering the value and nature of the property and the cost of sale. This includes, but is not limited to, sale by salvage, recycling or disposal, unless directed otherwise by the Board of Directors.
3. Surplus property with only a nominal value may be disposed of by the employees, upon written approval of the Fire Chief, in the manner most advantageous to the District considering the value of the property and the cost of sale, including, but not limited to, sale by salvage, recycling or disposal.
4. Notwithstanding other provisions in this section, surplus personal property may be sold to another public entity for market value, or traded, for market value equivalent property or services.
5. Notwithstanding other provisions in this section, surplus personal property of any value may be traded in as consideration toward the acquisition of other personal property.
6. Surplus personal property which is deemed unacceptable for sale to the public may be disposed of in the manner deemed appropriate by the Fire Chief.

Donating Surplus Property

The Board of Directors may, by resolution, authorize the donation of surplus personal property, if the Board finds that such donation serves a public purpose and/or benefit. All donations pursuant to this section shall be "as is" without warranty, express or implied, and the transferee shall agree to defend, indemnify and hold harmless the District, its officers and employees from any claim, cause of action, damage, loss or

liability arising out of the condition of the property or its use by the organization or subsequent transferee.

Sealed Bid or Public Auction

In cases where a sealed bid or public auction is required for the sale of property, reasonable notice to prospective bidders of such sale by sealed bid or public auction shall be given, as determined by the Fire Chief or his/her designee, taking into account the circumstances and the item(s) to be sold.

Record of Disposition of Property

The disposal of surplus personal property shall be documented in writing to the Business Manager, who shall keep a record of sales, exchanges or other disposition of any property disposed of pursuant to the provisions of this chapter, at least the following information:

1. A description of the property transferred
2. The name of the transferee
3. The date of transfer
4. The gross receipts, net receipts and/or transaction costs; and
5. A description, including the value of any personal property received in exchange for the property transferred.

Such records shall be kept consistent with the District's records retention policy. A copy of such records shall be filed on a quarterly basis and shall be a public record.

Proceeds

All sales of surplus property shall be paid to the District by certified check, money order, or in a manner agreeable to the Fire Chief. The Fire Chief shall be authorized to sign bills of sale and any other documents evidencing the transfer of title to such surplus property by and on behalf of the District.

Appendix A

Resolution Number: XX-XXX

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING DISPOSAL OF SURPLUS EQUIPMENT AND SUPPLIES

WHEREAS, by adoption of and in compliance with Resolution 17-XXX, the Board authorizes for the disposal of surplus equipment and supplies; and

WHEREAS, the Arcata Fire District (the "District") owns certain {DESCRIPTION IN BRIEF OF THE ITEMS IN NEED OF DISPOSAL} and other items described on the Attached Exhibit A (collectively, the "Equipment"); and

WHEREAS, the Chief of the Arcata Fire Protection District hereby finds that the Equipment has outlived its useful life or is surplus and that it is no longer necessary, useful, or in the best interest of the District to retain ownership of the Equipment; and

WHEREAS, it is in the best interest of the District to dispose of the Equipment as provided herein as Exhibit A.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby declares the property listed in Exhibit A as excess to District need and directs the Fire Chief to dispose of said property as follows:

1. For property with resale value, by sale for amount established by the Fire Chief.
2. For property with no prospective purchaser, by donation to a non-profit agency or volunteer fire department as designated by the Fire Chief, with local agencies receiving preference.
3. For property with no resale value or interest to non-profit or volunteer fire agency, by recycling as much of said property as has recycle value.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the Arcata Fire Protection by the following polled vote:

Ayes:

Nays:

Abstain:

Absent:

DATED: (Insert Date)

Signed:

NAME, President

Attest:

NAME, Board Clerk/Secretary