

# Surplus Property

## 218.1 PURPOSE

~~It is the policy of the ( or the ) to dispose of equipment and supplies no longer needed for the operation of the fire district. Surplus items, equipment, supplies, etc. will be deemed as surplus property and disposed of in a fair, legal and consistent manner.~~

The purpose of this policy is to establish procedures for identifying, documenting, declaring, and disposing of surplus property owned by the North Tooele Fire District (NTFD or the District). This policy ensures that District property is properly accounted for and disposed of in a manner that is transparent, fiscally responsible, and consistent with District purchasing policies and applicable law.

## 218.2 POLICY

~~Bi-annually, will deem items no longer needed, or in non-working condition to be surplus property and set them to be disposed of. A list will be created, sent to the and placed on the next agenda to be deemed surplus by the Board.~~

~~Surplus property will then be delivered to state approved surplus vendors for sale and disposal.~~

All equipment, apparatus, tools, supplies, and other property purchased or acquired by the District remain the property of the North Tooele Fire District unless formally declared surplus and disposed of in accordance with this policy.

District property shall not be discarded, sold, donated, traded, transferred, or otherwise disposed of by any employee or member unless the property has been formally declared surplus and approved for disposal.

Members shall not place District property outside District facilities for public sale, giveaway, or disposal without authorization.

## 218.3 IDENTIFICATION OF SURPLUS PROPERTY

District property may be considered surplus when it:

- (a) Is no longer required for District operations.
- (b) Is obsolete, damaged, or beyond economical repair.
- (c) Has been replaced by newer equipment or apparatus.
- (d) Is incompatible with current operational standards or equipment.

Personnel who believe equipment or supplies may be surplus shall notify their supervisor or the appropriate Division Chief for evaluation.

## *Surplus Property*

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### **218.4 SURPLUS PROPERTY LOG**

All property recommended for surplus designation shall be documented in a Surplus Property Log maintained by the Administration Division.

The log should include, when available:

- (a) Description of the item
- (b) Asset or inventory number
- (c) Condition of the item
- (d) Reason for surplus recommendation
- (e) Estimated value or replacement value if known
- (f) Date submitted for surplus consideration

### **218.5 SURPLUS APPROVAL**

The Fire Chief or designee shall periodically review items identified for surplus and may recommend them for surplus designation.

A list of items recommended for surplus disposal shall be submitted to the Board of Trustees for approval.

The Board of Trustees shall formally declare District property as surplus prior to disposal unless otherwise authorized under District purchasing policy.

### **218.6 ADMINISTRATIVE DISPOSAL AUTHORITY**

The Fire Chief may authorize the disposal of surplus property without Board of Trustees approval when the estimated value of the item is less than \$1,000 and the item is not considered a significant operational asset.

Items disposed of under this authority shall still be documented in the Surplus Property Log and disposed of in accordance with this policy.

Examples of items that may be disposed of under this section include minor tools, office equipment, damaged supplies, obsolete electronics, or other low-value items.

Items of significant value, including apparatus, vehicles, major equipment, or property with an estimated value of \$1,000 or greater, shall be submitted to the Board of Trustees for formal surplus declaration prior to disposal.

### **218.7 DISPOSAL METHODS**

Once property has been declared surplus by the Board of Trustees, the Fire Chief or designee may dispose of the property through appropriate methods, including but not limited to:

- (a) Sale through state or approved surplus vendors.
- (b) Public auction or sealed bid.

# North Tooele Fire District

North Tooele Fire District Policy Manual

## *Surplus Property*

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- (c) [Trade-in on replacement equipment.](#)
- (d) [Transfer to another governmental entity.](#)
- (e) [Recycling or disposal when the item has no resale value.](#)

### **218.8 UNAUTHORIZED DISPOSAL**

[No member of the District shall discard, sell, donate, or otherwise dispose of District property without authorization through this policy.](#)

[Unauthorized disposal of District property may result in disciplinary action and may require restitution for the value of the property.](#)