

# Sonoma Valley Fire District

Board of Directors Meeting

May 11, 2021





# Sonoma Valley Fire District

## Board of Directors Meeting

May 11, 2021

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**MEETING AGENDA  
SONOMA VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS**

Tuesday, May 11, 2021 at 6:00 P.M.  
Location: Glen Ellen Fire Station 1  
13445 Arnold Drive, Glen Ellen, CA 95442

**Due to COVID-19 precautions, board meetings will be open to the public via phone-in conference calls only. No public gatherings will be held at this site until further notice. Agendas and board packets are available at the following website: <http://svfra.org>**

**Join by phone: 1-669-900-9128**

**Meeting ID: 914 153 1767**

**1. Call to Order**

**2. Roll Call and Determination of a Quorum**

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Raymond Brunton, Mark Emery, Terrence Leen.

**3. Pledge of Allegiance**

**4. Confirmation of Agenda**

Opportunity for the Board to reorder agenda items.

**5. Comments from the Public**

*(At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors.)*

**6. Presentations**

**7. Consent Calendar**

a) Approval of minutes from the regular meeting, held on April 13, 2021. **Action Item**

**8. Fire Chief's Monthly Report**

Chief's activity report for April 2021

9. **Old Business**

10. **New Business**

a) SVFD Emergency Procurement Policy – **Action Item**

11. **Other Business to Come before the Board**

12. **Comments from the Floor**

13. **Comments/Reports from the Board**

14. **Closed Session**

54957.6. Closed session; Labor negotiations

(a) Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily-provided scope of representation. Closed sessions of a legislative body of a local agency, as permitted in this section, shall be for the purpose of reviewing its position and instructing the local agency's designated representatives. Closed sessions, as permitted in this section, may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

15. **Adjournment**

This meeting will be adjourned to the regular Board meeting on June 8, 2021 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

*Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://svfra.org>.*



**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 May 11, 2021

<b>Agenda Item No.</b>	<b>Staff Contact</b>
7a	Maci Jerry, Clerk to the Board of Directors

**Agenda Item Title**  
 Approval of regular meeting minutes held on April 13, 2021

**Recommended Actions**  
 Approve the minutes

**Executive Summary**  
 The minutes have been prepared for Board review and approval.

**Alternative Actions**  
 Correct or amend minutes prior to approval

<b>Fiscal Summary – FY 20/21</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (if required)**  
 Not Required

**Attachments**  
 1. Minutes for April 13, 2021 meeting

# SONOMA VALLEY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

Tuesday, April 13, 2021 at 6:00 P.M.

### 1. Call to Order

President Norton called the meeting to order at 6:03 p.m. via phone-in conference call.

### 2. Roll Call and Determination of a Quorum

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Raymond Brunton, Mark Emery, Terrence Leen.

### 3. Pledge of Allegiance

The Pledge of Allegiance was led by Director Leen and recited by all.

### 4. Confirmation of Agenda

None

### 5. Comments from the Public

None

### 6. Presentations

None

### 7. Consent Calendar

Board reviewed and approved the meeting minutes from the regular board meeting held on February 9, 2021. **M/S/P Johnson/Brady with 7 ayes**

### 8. Fire Chief's Monthly Report

Chief Akre reported on many areas pertaining to SVFD daily operations:

- The SVFD continues to be active in the SDC planning and Springs Specific Projects.
- Our Fire Impact Fee passed on March 23<sup>rd</sup> after zero public opposition and a unanimous vote by the County Supervisors. The Interim City Manager may also bring our Impact Fee to the City level as well.
- Director Leen is a member of a District Association subcommittee, in regards to a possible Measure G 2.0 County wide tax measure.
- The City's five year contract with the District is up in January 2022. Chief had a conversation with ICM Kiff about scheduling contract talks. More to come on this topic in the future.
- The Department had several personnel promotions in March. Captain Stirnus is transitioning well into his new role as Training officer, Engineer Chris Derner was promoted to Captain at Sta. 1 on C Shift, Firefighter Chris Kirkwood was promoted to Engineer at Sta. 2 on A Shift and eight new volunteers are two weeks underway in their new academy.
- Captain Johnson has been temporarily reassigned to a 40hr Admin Captain, tasked with assisting the local business community in reopening their business after COVID.

- The Fire Prevention Office kicked off our annual weed abatement inspections last week
- The April 10<sup>th</sup> property tax deadline has passed and the District is expecting to receive those funds very soon.

**9. Old Business**

- a) Peter VanFleet updated the Board regarding the Station 5 Seismic Project:
- Paperwork has been filed for the permits
  - An opportunity to bid was announced through North Coast Builders Exchange
  - There has been no interest in placing bids by contractors for the project
  - Low estimate by Peter for project cost to District is \$165,000.00
- The Board agreed to table the conversation until the May 11<sup>th</sup> regular meeting after new information was received about the possibility of grant funds being available for this type of project, funded by FEMA. The grant period does not open until September 1, 2021. BC Lacy to research additional information for this grant and bring it to the Board at the next meeting.
- b) VP Atkinson and BC Norrbom updated the Board in regards to their meeting with the Derickson's and the Station 6 lease agreement. Based on their conversation with the Family, it is clear that the Derickson's wish to terminate the lease agreement. The Family was to make contact with either Atkinson or Norrbom prior to this meeting to give their final wishes, however neither receive any notice from them. Chief Akre is to connect with our legal counsel to discuss the Districts options for termination of the lease as well as how to approach the balance of the un-depreciated value of the Station 6 building. The discussion was tabled until the May 11<sup>th</sup> board meeting in hopes that the Board might hear from the Derickson's.

**10. New Business**

- a) Authorization for the Fire Chief to execute an agreement with Matrix Consulting Group to provide a Fire Prevention Fee & Opportunity Study. **M/S/P Johnson/Lee with 7 Ayes**
- b) With a unanimous decision the Board elected to vote for President Norton for the Sonoma LAFCO Special District Representative, Class 1. **M/S/P Norton/Atkinson with 7 Ayes**
- c) The Board unanimously voted to elect all four incumbent candidates to the FASIS Board of Directors. **M/S/P Brady/Norton with 7 Ayes**
- d) Adoption of Resolution 2020/2021-17 instating the SVFD's Conflict of Interest Code. **M/S/P Johnson/Brady with 7 Ayes**

**11. Other Business to come before the Board**

None

**12. Comments from the Floor**

None

**13. Comments/Reports from the Board**

Director Brady informed the Board that the personnel subcommittee, consisting of Director Emery and himself, had been notified by the SVFD management group and the Sonoma Valley Profession Firefighters Association, Local 3593 that labor talks are under way due to the

conclusion of current contracts effective, June 30, 2021.

President Norton thanked and congratulated Chief Akre for the hard work managing COVID and hearing that our Department is 90% vaccinated, as he was happy to see a full shift interacting at Maxwell Reginal Park on Sunday morning, enjoying a soccer game together. Chief passed the thanks to BC Norrbom and Capt. Hassler for their coordination of the shifts morning PT that day.

**14. Closed Session**

None

**15. Adjournment**

**M/S Johnson/Emery with 7 ayes**

This meeting was adjourned at 7:13 p.m. to a regular Board meeting on May 11, 2021 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

*Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://svfra.org>*

Respectfully submitted,

Maci Jerry





**Sonoma Valley Fire District**  
**Board of Directors Meeting**  
 Agenda Item Summary  
 May 11, 2020

<b>Agenda Item No.</b>	<b>Staff Contact</b>
10a	Steve Akre, Fire Chief

**Agenda Item Title**  
 Updated SVFD Procurement Policy.

**Recommended Actions**  
 Review and institute updated policy.

**Executive Summary**  
 The Board is asked to institute the updated procurement policy in observance of current purchasing standards established by law and District best practices including emergency purchasing.

**Alternative Actions**  
 Request information or changes to policy before approval

**Strategic Plan Alignment**  
 Not applicable

<b>Fiscal Summary – FY 18/19</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (if required)**

**Attachments**

1. SVFD Procurement Policy

# SONOMA VALLEY FIRE DISTRICT

## PROCUREMENT POLICY

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### I. PURPOSE AND SCOPE

This policy is provided to provide purchasing guidelines and applies to all District purchases.

### II. POLICY STATEMENT

District purchases and contracts (including rentals and leases) will be made pursuant to these guidelines and consistent with the Fire Protection District Law of 1987 (Health and Safety Code section 13800 et seq.) and California law. Applicable competitive bidding categories, authorization limits, or contract award procedures will be based on unit cost, total purchase cost for consolidated bid items, or fiscal year aggregates in the case of blanket purchase orders or similar ongoing purchase arrangements.

### III. DEFINITIONS

The Fire Chief or designee/s has purchase authority under this policy.

### IV. PROVISIONS / PROCEDURES

#### A. GENERAL PURCHASING PROCEDURES

##### 1) Petty Cash

Petty Cash Funds will be maintained at an amount, not to exceed \$100.00. Petty Cash claims must be approved by the Division Chief or designee/s and accompanied by supporting documentation. The maximum amount that can be expended on a petty cash receipt is \$50.00. Petty Cash funds are to be used for reimbursement only.

##### 2) Credit Card

District credit cards, issued through the Cal Card Program, are to be tracked and maintained by the Finance Officer. Cards will be issued to the Fire Chief, Battalion Chiefs and the Training Officer and other such managers as directed by the Fire Chief or the District Board. Credit cards should never be used to circumvent established competitive purchasing procedures. This means no purchases for goods or services should be made in excess of \$5,000 that would otherwise require competitive bidding. Purchases must not be split

to circumvent purchasing regulations. The card is issued for official District business and may not be used for personal purchases.

## B. COMPETITIVE BIDDING GUIDELINES FOR THE PURCHASE OF INVENTORY MATERIALS, SUPPLIES, EQUIPMENT AND SERVICES

Guidelines shall be structured for the purchase of inventory materials, supplies, equipment and services (refer to section G below for State purchasing or "piggyback" purchases). The guidelines stated herein shall be made in accordance with the Adopted Budget of the District. Any unbudgeted purchases must be approved by action of the Board of Directors prior to proceeding with any bidding structure. The following guidelines shall apply:

- 1) Purchases of five thousand (\$5,000.00) dollars or less may be authorized by the Fire Chief or designee/s and may be made based on informal quotes, either in writing or taken verbally.
- 2) When required by the Fire Chief or designee/s, purchases greater than five thousand (\$5,000.01) dollars up to ten thousand (\$10,000.00) dollars shall be made based on written quotations from vendors. The formal sealed bid procedures may be followed except that the award of contract or rejection of bids may be made by the Fire Chief or designee/s.
- 3) For purchases with an approved budget and cost estimate greater than ten thousand (\$10,000.01) dollars up to twenty-five thousand (\$25,000.00) dollars, the Fire Chief is authorized to invite bids or request proposals, approve specifications, and award the contract or bid. This provision shall be under the exclusive authority of the Fire Chief.
- 4) For purchases greater than twenty-five thousand (\$25,000.01) dollars, the purchase shall be approved by the Board of Directors through a sealed competitive bid process as outlined below:
  - (a) Notice inviting bids shall include a general description of the services and/or articles to be purchased or sold, where bid blanks and specifications may be obtained, the time and place for bid openings, and whether a bid deposit or bond will be required.
  - (b) Notice inviting bids shall be advertised in a newspaper of general circulation.
  - (c) The Fire Chief or designee/s shall also directly solicit sealed bids from known responsible prospective suppliers whose names are on the bidders list or who have requested their names be added thereto and may advertise the notice inviting bids in applicable publications.

(d) When deemed necessary by the Fire Chief or Board of Directors, any person or entity entering into a contract with the District may be required to furnish a faithful performance deposit bond in an amount determined by the Fire Chief or Board of Directors.

(e) Sealed bids shall be submitted to the District Clerk and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

(f) At its discretion, the Board of Directors may reject all bids presented and re-advertise for bids.

(g) Contracts shall be awarded by the Board of Directors to the lowest responsible bidder, except as otherwise provided herein.

(h) If two (2) or more bids received from responsible bidders are for the same total amount or unit price, quality and service being equal, preference shall be given to the local vendor, or the Board of Directors may accept the lowest bid made by negotiation with the tie bidders and the Fire Chief or designee/s at the time of bid opening.

5) GUIDELINES FOR EVALUATING BIDS SHALL INCLUDE:

(a) The ability and financial cap District to complete the bid,

(b) The skill of the bidder to perform the contract or provide the service required.

(c) The ability of the bidder to perform the contract or provide the service promptly or within the time specified, without delay or interference.

(d) The reputation and experience of the bidder, including the District's previous experience with the bidder.

(e) The quality, availability and adaptability of the supplies or contractual services to the particular use required.

(f) The ability and availability of the bidder to provide future maintenance and service for the use of the subject of the contract.

(g) The conditions attached to the bid by the bidder.

### C. COMPETITIVE BIDDING GUIDELINES FOR THE PUBLIC WORKS CONSTRUCTION CONTRACTS

Guidelines shall be structured for all contracts for the construction or completion of any building, structure, or improvement, when the expenditure is greater than ten thousand (\$10,000.01) dollars. The District shall use the sealed competitive bid process and guidelines for evaluating bids, as outlined in sections B(4) and (5) above.

### D. REQUEST FOR PROPOSALS AND PROFESSIONAL CONSULTANT SERVICES

Request for Proposals and Contracts for Professional Consultant Services will be awarded pursuant to the following guidelines:

- 1) Request for Proposals (RFP's) for consultant services estimated to be more than ten thousand (\$10,000.00) dollars shall be approved by the Board of Directors before they are issued. The Board may authorize the Fire Chief to award the contract if it is less than or equal to the Board-approved budget cost estimate and there are no substantive changes to the approved work scope. This provision shall be under the exclusive authority of the Fire Chief.
- 2) In the event that the timely evaluation and selection of a consultant precludes the approval of the RFP before it is issued, the RFP may be approved and distributed by the Fire Chief; however, the award of the contract will be made by the District Board. This provision shall be under the exclusive authority of the Fire Chief.
- 3) Contracts for Professional Consultant Services estimated to cost less than ten thousand (\$10,000.00) may be awarded by the Fire Chief or designee/s. Although no specific purchasing requirements are established for this level of contract, proposals should be solicited whenever practical.
- 4) Cost shall not be the sole criteria in selecting the successful bidder. Consultant proposals will be evaluated based on a combination of factors that result in the best value to the District, including but not limited to:
  - (a) Understanding of the work required by the District.
  - (b) Quality and responsiveness of the proposal.
  - (c) Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required by the District.

- (d) Recent experience in successfully performing similar services.
- (e) Proposed methodology for completing the work
- (f) References
- (g) Background and related experience of the specific individuals to be assigned to the project.

#### E. RECURRING SERVICE CONTRACTS

- 1) For services which are purchased repeatedly throughout a year, the bidding procedures used shall be consistent with the estimated cumulative expenditures during a twelve (12) month period. All contracted services shall be formalized in a contract, signed by the Fire Chief or designee/s.
- 2) For the purchase of contracted services the District's competitive Bidding Guidelines are applicable and shall be followed.

#### F. SOLE SOURCE PURCHASES

Commodities and services which can be obtained from only one vendor are exempt from competitive bidding. Sole source purchases may include proprietary items sold directly from the manufacturer, items that have only one distributor authorized to sell in this area or a certain product has been proven to be the only product that has proven to be acceptable. All sole source purchases shall be supported by written documentation signed by the Fire Chief or designee/s. An example of sole source is where equipment or supplies are required in order to be compatible with existing equipment or to perform a complex or unique function. Final determination that an item is a valid sole source purchase will be made by the Fire Chief. Final determination shall not be delegated.

#### G. COOPERATIVE PURCHASING

The District will utilize to the maximum extent possible State Cooperative Purchasing; the League of California Purchasing Pool; and other public agencies operating local pools or allowing piggy-back purchasing. When utilizing such pools, bidding requirements set forth herein shall be deemed to be met.

**V. RESPONSIBILITIES AND REVIEW**

A. *Responsibility for Review:* Fire Chief and District Treasurer

B. *Review Period:* 5 Years

# SONOMA VALLEY FIRE DISTRICT

## EMERGENCY PROCUREMENT POLICY

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### I. PURPOSE AND SCOPE

This policy is provided to provide process and procedure for the procurement of necessary goods, equipment, and professional services during an active emergency.

### II. POLICY STATEMENT

An emergency shall only apply to an unexpected and pressing situation that requires swift and immediate procurement action apart from regular procurement procedures and is essential to public life, health, welfare, or safety of the District. When there exists the need for the immediate protection of life and property, the Fire Chief, in collaboration with the Board President, may determine that there is a local emergency. These procedures shall not be allowed for satisfying personal preferences or conveniences, or for any reason that seems to circumvent regular procurement methods.

The scope of this policy shall be limited only to the emergency procurement of goods, equipment, and professional services exceeding \$10,000 and that are necessary during and active emergency whereby following other procedures could negatively alter, delay, or impede emergency actions or whereas in case of emergency, it is not advantageous or practicable for the District to use competitive proposals and award methods.

During an emergency, the Fire Chief may waive competitive proposal requirements and approve the emergency purchase/ contract of goods, equipment, and professional services after making a written finding, supported by reasons that an emergency exists.

Emergency Procurement(s) shall be authorized by the Fire Chief or his/her designee. Purchases awarded on an emergency basis shall be submitted to the Board for ratification at their next scheduled meeting.

### III. DEFINITIONS

**Emergency:** Emergency as used in this code means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action by the Fire Chief to prevent or mitigate the loss or impairment of life, health, property, or essential public services.



**State of War Emergency:** Declaration of state of war emergency means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

**State of Emergency:** A state of emergency means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," (see above) which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

**Local Emergency:** A local emergency is the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city (town) and county, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

**Hazardous Material Emergency Response:** A hazardous materials response may include, but is not limited to, assessment, isolation, stabilization, containment, removal, evacuation neutralization, transportation, rescue procedures, or other activities necessary to ensure the public safety during a hazardous materials emergency.

**Sudden and Severe Energy Shortage:** A sudden and severe energy shortage means a rapid, unforeseen shortage of energy, resulting from, but not limited to, events such as an embargo, sabotage, or natural disasters, and which has statewide, regional, or local impact.

**Mutual aid Region:** A mutual aid region is a subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state consisting of two or more county operational areas.

**Operational Area:** An operational area is an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.

#### IV. PROVISIONS / PROCEDURES

Whenever an emergency condition exists and there is an immediate need to procure goods, equipment, or professional services exceeding \$10,000, the procurement procedure for such commodities shall be as follows:

- In case of emergency, the District employees shall first identify those supplies or services necessary to meet the emergency.
- Prior to seeking quotes, the District employees are strongly encouraged to contact the accounting department to determine if a governmental contract exists, that can meet the emergency need
- The requesting District employees shall attempt to obtain written quotes/proposals from at least three (3) prospective vendors.
- Using divisions may contact the Finance Division for assistance in identifying prospective vendors to obtain quotes.

Upon determining the quote/proposal most favorable to the District and prior to making the emergency purchase, the following information shall be submitted to the Fire Chief in writing:

- A description of the goods, equipment, or professional services necessary to meet the emergency.
- An explanation of the circumstances of the emergency.
- A list of vendors solicited and the quotes/proposals received.
- The reason for selection of a particular firm or proposer.
- The total costs required for the emergency procurement.

- The account code(s) from which funds are to be expended.
- The governmental entity and bid contract number, if applicable.

Should the Fire Chief determine an emergency exists; he/she may waive competitive proposal requirements and approve, by signature, the emergency request not to exceed \$100,000. When there exists the need for the immediate protection of life and property, the Fire Chief, in collaboration with the Board President, may determine that there is a local emergency.

Upon review and approval by the Fire Chief, the approved memo with all supporting documentation shall be submitted to Purchasing.

Immediately following the stabilization of the emergency, the Fire Chief shall prepare and submit a cover memo waiving competitive proposal requirements with the supporting documentation of the procurement action to the Board of Directors for ratification at their next scheduled meeting.

Waiver of the competitive proposal requirements to procure goods, equipment, or Professional Services on an emergency basis does not require formal advertisement or a public hearing.

Should the Fire Chief disapprove the emergency purchase/contract, the acquisition of goods, equipment, or Professional Services shall follow normal procurement procedures.

**Documentation:** The Fire Chief shall retain procurement records and files for at least a three-year period, or such longer period as required by applicable statute or law. For transactions in excess of \$10,000, the procurement records and files shall include the following where applicable: • All formal bid documentation generated by the selection process • Basis for Professional Services selection • Justification for procurement

## V. RESPONSIBILITIES AND REVIEW

A. *Responsibility for Review:* Fire Chief and District Treasurer

B. *Review Period:* 5 Years