

## **Policy Amendment Proposal**

### **Policy #3.30 Purchasing**

#### **Request by Acting Fire Chief Arjuna George Nov-12-2015**

The language in the Salt Spring Island Fire Protection Policy #3.30 titled *Purchasing* has identified a few areas that are difficult to manage.

The policy lists some purchases under \$500 as routine expenses but does not include all routine expenses. I would recommend that the following be included in yearly routine expenses

#### **Amendment recommendation #1**

Yearly maintenance of tools, equipment such as ladder testing, SCBA testing and maintenance, and Fire Truck pump testing. Our equipment that is mandated to be tested yearly should be included in this policy without the need for a Purchase Order. Many of these yearly tests exceed the current \$500.00 limit.

Service Agreement. (I.e. AED service agreement, Fire Extinguishers)

#### **Amendment recommendation #2**

Regarding Apparatus, equipment and support vehicle maintenance under the current Policy. Unless its an emergency our current policy states two quotes must be obtained for anything over \$500-\$2000. The biggest problem lies when we take a vehicle to a mechanic "A" have them troubleshoot the issue then issue a quote, then if over \$500 which most would be, take vehicle to mechanic "B" to repeat. This takes up valuable time plus the mechanics will not be interested in troubleshooting with no compensation.

This same scenario has arising from small project plumbers, electricians, and craftsman.

I am in full support of a policy for physical items such as tires, and new equipment, but for service related items I would recommend the policy be amended to broaden the scope.

I recommend that all servicing, testing and repair to equipment, and apparatus not need a purchase order if under \$2000.00 We will continue to select the most affordable provider when available and continue to be fiscally responsible within our maintenance.

Respectfully Submitted

Arjuna George

Acting Fire Chief