

WEST SAND LAKE FIRE DISTRICT #1

Damage to Property Policy

Revised Date: February 24, 2021

PURPOSE: This policy sets forth the requirements for reporting the loss, damage to, or destruction of equipment or property owned by the West Sand Lake Fire District No. 1.

SCOPE: This policy applies to all active, associate, retired, and other members of the Fire Company or Auxiliary, to whom the use and care of Fire District property, buildings, or grounds is entrusted.

AUTHORITY: This Policy/Guideline is established by the Board of Fire Commissioners of the West Sand Lake Fire District #1, who is responsible for its administration.

POLICY:

The primary purpose of property owned by the Fire District is to promote the overall safety and health of our community. Any loss of this property through theft, damage, destruction, or negligence, therefore, carries the risk of compromising our mission, and jeopardizing the lives and property of our residents.

While accidental losses and normal “wear and tear” are incidental costs of any business or government entity, members are expected to treat all property which they are using with all reasonable care, ensure that it is properly cleaned, maintained, and ready for use when needed, and report any instances of lost, damaged, or malfunctioning property to the appropriate authorities so that the situation may be rectified.

1. Property Issued to Member:
 - a. Fire District property that has been issued to Members shall remain in the control and custody of the Member that it was assigned to.

- b. Where practicable, written documentation of this assignment may be prepared and signed by both the person assigning the property and the Member receiving it.
 - c. Said property shall be used, maintained, and stored by the member in accordance with the manufacturer's instructions and the directions of the Line Officers.
 - d. If said property were to become lost, stolen, damaged, or destroyed while in the care of the Member, it is the responsibility of the Member to notify a Line Officer as soon as possible.
 - e. When the Member leaves the department, or no longer requires the property, he or she shall return it to a Line Officer, or other person, as designated by the Chief. Where practicable, a receipt may be issued to the Member.
2. Equipment on Apparatus or in Fire Station:
- a. All Members are expected to transport, use, maintain, and store all District-owned property in accordance with the manufacturer's instructions, and at the direction of the Chief or other Line Officers.
 - b. Members, particularly Line Officers and Engineers, shall conduct periodic inspections of all District-owned vehicles, the Fire Station, and other places where Fire District property may be stored. The purpose of these inspections is to ensure that the property is present in its assigned location, that it is properly cleaned, adjusted, and maintained, and that it is ready for use when needed.
 - c. Inventories of equipment, supplies, and other property shall be maintained by the Chief, or his or her designee. If computer equipment and software are provided for this purpose by the District, the Chief shall designate the person or persons responsible for its use.
 - d. No member shall move, remove, borrow, or remount District-owned property without express permission of a Chief Officer.
 - e. If at any time, District-owned property is determined to be missing, damaged, destroyed, or otherwise unfit for use, said discovery shall be reported to a Line Officer, or other person designated by the Chief as soon as possible.
 - i. All instances of missing, damaged, or destroyed property shall be documented by the person to whom the event was reported, in a manner to be determined by the Chief.

3. Buildings and Grounds Owned by the Fire District:
 - a. The Fire District's buildings and grounds are intended for the storage and maintenance of Fire Company and Fire District owned property, both for use in emergencies and to further the social and fund-raising goals of the Fire Company.
 - b. Members are expected to exercise the utmost of care when in a Fire District building or on Fire District grounds.
 - c. Instances of damage to Fire District buildings and grounds, or misuse of resources such as electrical power, heat, internet service, etc., shall be reported to an appropriate Line Officer, Company Officer, or Commissioner as soon as such an event is discovered.
4. Investigation:
 - a. Whenever loss, damage, misuse, or destruction of Fire District property is discovered, an investigation may be necessary to determine how it occurred.
 - b. The results of any investigation shall be reported to the Board so that improvements in guidelines or procedures can be made where needed.
 - c. The Board may, at its sole discretion, refer the matter to its insurance carrier, law enforcement, or other investigative body for assistance in determining the appropriate action to take.

ENFORCEMENT: All losses, damage, destruction, or suspected theft of Fire District property shall be reported to the Chief through an Incident Report prepared by a Line Officer or other official as appropriate. The Chief, at his or her discretion, shall provide counseling, training, or disciplinary action to prevent a recurrence of the incident. If the loss, damage, destruction, or suspected theft is determined to be due to the deliberate action of any person, the Board fully reserves the right to prosecute said offender(s). If the incident falls under the jurisdiction of the Fire Company, the provisions of the Company's By-Laws may also apply.

REVISION HISTORY:

Date	Action	Author
02/24/2021	Redrafted from Previous Versions	Policy Committee
03/16/2021	Added Revision History	Deutsch
03/16/2021	Final Draft	Deutsch
03/18/2021	Approval	BOFC
02/01/2023	NEXT REVIEW DATE	