

Function: Community & Protective Services - 02
Department: Fire Services - 040
Policy #: 006



Fire Services Purchasing – Station Level


Effective Date: March 9th, 2017

Review Date: March 9th, 2022

References:

Cancel: Policy 706: Fire Services Purchasing – Station Level

Resolution #: 122-17

CAO Signature: 

Purpose: To provide guidelines for efficient purchasing practices made at the Fire Station level, for all planned operational requirements.

Policy Statement: Lac Ste. Anne County Fire Services encourages **planned** purchasing at the Fire Station level for operational requirements, through the use of approved purchasers within each Station.

Scope: This policy applies to all Lac Ste. Anne County Fire Stations.

Guidelines: Fire Stations are pre-authorized to contact approved Lac Ste. Anne County Vendors for price quotations for operational supplies; with an effort given to obtaining several quotations (up to three) from different Vendors where recommend by the County Fire Chief.

Quotations are to be forwarded to the County Fire Chief for approval purposes prior to any purchases being made.

Upon approval of a purchase by the County Fire Chief:

- A purchase order is required for any purchase over \$499.99, and up to \$4,999.99. (Any purchase in the amount of \$5,000.00, or higher, requires a Tender process as covered in the Purchasing / Tendering Policy),
- Purchase are to be made through Lac Ste. Anne County and NOT the individual Fire Station. To be clear, all billing must indicate “Sold To: Lac Ste. Anne County”,
- All purchases are to be made by approved Fire Station purchasers only. The Senior Fire Station Officer is automatically granted this purchasing authority. The Senior Fire Station Officer shall appoint a trusted Fire Station Officer (or other designate if no Officer is available in that Fire Station) as a secondary purchaser for that Station,
- The Station authorized purchaser may then contact the approved Vendor to arrange the purchase and shipping of the supplies. The shipping designation shall be the Main County Administration office or the Lisburn Municipal Shop, or the Fire Station the supplies are designated for,
- The Station authorized purchaser must ensure that the Fire Station is referenced along with the authorized purchaser’s name clearly indicated on the invoice,
- Unless other recommendations are made by Fire Services Headquarters, all purchases should be arranged with prepaid shipping,
- Where a pre-approved purchase has been paid for by a Fire Services Member, the Lac Ste. Anne County Fire Services Expense Claim Form shall be completed and submitted to Fire Services Headquarters with the receipt for reimbursement to that Fire Services Member.

Fire Stations will be provided with a listing of Lac Ste. Anne County approved Vendors for proper referencing when planning Station purchases.

Fire Stations will be provided ongoing budgetary information specific to each Station to ensure that budgetary considerations are made for each purchase being requested.

The Lac Ste. Anne County Fire Services Expense Claim Form forms part of this purchasing policy.