

# **Board Action Request**

**SUBJECT:** Fixed Asset Disposal Policy

**DATE:** January 22, 2020

**FROM:** Cheryl Horvath, Fire Chief

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**Background:**

Tubac Fire District currently does not have a policy providing guidance regarding disposal of fixed assets. The proposed policy sets parameters for disposing of items either by board approval or at the discretion of the Fire Chief, dependent on the value of each item. Adoption of this policy will allow quicker disposal of items with minimal or no further value to the District while meeting the fiduciary requirements of the fire board for items of higher value.

**Fiscal Impact:**

None

**Alternate Option:**

Provide staff with additional direction

**Legal Review:** N/A

**Staff Recommendation:**

Approve adoption of the proposed policy

**Proposed Motion:**

Move to approve the Fixed Asset Disposal Policy as proposed by staff.

See Attachments:

- Fixed Asset Disposal Policy