

## **Falmouth Fire-EMS Operating Guideline**

### **Disposal of Assets**

**Objective:**

To provide a clear process for disposing of assets deemed no longer useful by Falmouth Fire-EMS.

**General Information:**

Falmouth Fire-EMS keeps a record of all assets. When an asset is no longer needed, it may be disposed of following the Town of Falmouth guidelines. All assets disposed of must be approved by the Fire Chief. All assets with a value of greater than \$20 must be approved by the Town Manager.

**Guidelines:**

A. Disposal of Assets with a value under \$20

- a. The Fire Chief may direct disposal of any asset with a current value under \$20.
  - i. Item may be sold, traded-in or discarded.
  - ii. Proceeds from any items sold will be credited back to the Falmouth Fire-EMS Department through the town of Falmouth's accounts receivable process.
  - iii. Items discarded or traded-in will be removed from the asset inventory listing.
- b. For items valued over \$20 but less than \$10,000:
  - i. The Town Manager must approve the disposal of any asset with a current value over \$20 but under \$10,000.
    1. The Manager shall determine the appropriate means of disposal, including:
      - a. Competitive Bid
      - b. Public Auction
      - c. Negotiated Sale or Trade
      - d. Sale at the Town of Falmouth Transfer Station (if value under \$100)
      - e. Discarding the personal property if deemed in the best interest of the town.
    2. Proceeds from any items sold will be credited back to the Falmouth Fire-EMS Department through the town of Falmouth's accounts receivable process.
    3. Items disposed of will be removed from the asset inventory listing.

- c. For items valued over \$10,000:
  - i. The Town Council must approve the disposal of any asset with a current value over \$10,000.
    - 1. The Town Council shall determine the appropriate means of disposal, including:
      - a. Competitive Bid
      - b. Public Auction
      - c. Negotiated Sale or Trade
      - d. Sale at the Town of Falmouth Transfer Station (if value under \$100)
      - e. Discarding the personal property if deemed in the best interest of the town.
    - 2. Proceeds from any items sold will be credited back to the Falmouth Fire-EMS Department through the town of Falmouth's accounts receivable process.
    - 3. Items disposed of will be removed from the asset inventory listing.
  - ii. The exception is a trade-in. If the value is under \$50,000 the Town Manager may authorize a trade-in toward the purchase of another item.

These guidelines may be changed or altered by the Fire-EMS Chief at any time.