

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Meeting Date: June 12, 2019

Subject/Title: Adoption of a Purchase Card and District Corporate Account Policy

Submitted by: Brian Helmick, Fire Chief

RECOMMENDATION FOR ACTION

That the East Contra Costa Fire Protection District (District) Board of Directors (Board) adopt a Resolution establishing Board Policy 218, an updated Purchase Card and District Corporate Account Policy (Policy) for District employees.

PREVIOUS ACTION

On June 6, 2016, the Board adopted an Expense Reimbursement Policy, District Policy 1-10, and implementing procedures that provide guidance for the members of the Board and employees on how to submit requests for expense reimbursement and establish protocols for staff to follow in responding to such requests. On December 12, 2018, the Board renumbered Policy 1-10 as Policy 234 as part of the District's comprehensive Board Policy review and update effort.

On November 6, 2017, the Board adopted Policy 1-12, the Purchase Card & District Corporate Account Policy. On May 19, 2019, the Finance Committee reviewed and recommended adoption of a revised a renumbered version of the same policy.

SUBJECT BACKGROUND

The District is obligated to ensure that expenditures made by District personnel are solely for public purposes. The District also is responsible to taxpayers and the public to be prudent and wise in making those expenditures. The purpose of the Purchase Card & District Corporate Account Policy is to govern and provide for a process by which District employees may use purchase cards or District corporate accounts for expenses that he or she incurs in the conduct of agency business as authorized by the Fire Chief.

The proposed updated version of the Policy would authorize (1) the Fire Chief and Business Services Manager to spend up to an aggregate of \$10,000 each, per month, for authorized expenses using a District purchase cards and corporate accounts; (2) each Battalion Chief and Fire Marshal to spend up to an aggregate of \$5,000 per month for authorized expenses using a District purchase cards and corporate accounts; and (3) each Administrative Assistant to spend up to an aggregate of \$5,000 per month for authorized expenses using a District purchase cards and corporate accounts. The proposed policy would permit the Fire Chief or his designee to increase these limits in the case of extended emergency operations, subject to certain requirements.

The following expenses are generally permissible under the Policy: (a) fueling agency vehicles; (b) providing essential subsistence for on-duty personnel in District facilities; and (c) any authorized expense that would be eligible for reimbursement under the District Expense Reimbursement Policy. District employees are responsible for ensuring that their proposed expenses are permissible before incurring the expenses.

Staff and the Finance Committee recommend the Board enact the proposed Resolution adopting the attached updated Policy.

FISCAL IMPACT

There is no fiscal impact associated with the adoption of this policy.

Attachments: Resolution and Policy

**EAST CONTRA COSTA FIRE PROTECTION
DISTRICT BOARD OF DIRECTORS
STATE OF CALIFORNIA**

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RESOLUTION 2019-__

ADOPTING BOARD OF DIRECTORS POLICY 218 PURCHASE CARD AND DISTRICT CORPORATE ACCOUNT POLICY TO AMEND AND RENUMBER BOARD POLICY 1-12

WHEREAS, on November 6, 2017, the Board of Directors (Board) of the East Contra Costa Fire Protection District (District) adopted Policy 1-12, Purchase Card and District Corporate Account Policy to utilize a uniform set of standards for employees' use of bank cards, purchase cards and District corporate accounts for authorized expenses incurred in the normal conduct of District business; and

WHEREAS, Finance Committee recommends the Board adopt the attached updated and renumbered Purchase Card and District Corporate Account Policy as new Board Policy 218 (Policy) to reflect current staff titles and roles; and

WHEREAS, the Board desires to adopt the proposed amended and renumbered Policy to govern District employees' use of purchase cards and District corporate accounts for expenses incurred in the conduct of agency business as authorized by the Fire Chief.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the East Contra Costa Fire Protection District hereby adopts the attached Board Policy 218, Purchase Card and District Corporate Account Policy, thereby amending and renumbering Board Policy 1-12.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 12th day of June, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Brian J. Oftedal
President, Board of Directors

ATTEST:

Brian Helmick, Clerk of the Board