

Grand Forks Fire Department

Standard Operating Procedures

SOP# 200.01	Section General Administration	Title Station Supplies
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I. Scope

This standard sets the procedure for and regulates the procurement of consumable supplies. It was created to ensure that the proper supplies would be available for daily operations of the department's stations, apparatus, equipment and ancillary facilities.

II. Procedure for Ordering Supplies

- A. Every Saturday, an individual will be tasked with taking inventory of consumable supplies at their assigned station. The individual assigned shall make requests for supplies utilizing a Station Inventory / Supply Requisition Form.
- B. Station Inventory / Supply Requisition Forms can be obtained from the Administration Office.
- C. The member shall specify the type and quantity of each item requested, as well as, the current quantity of that type, on hand.
- D. The completed form shall be given to the station Captain or acting Captain.
- E. The Captain or acting Captain shall fax the completed form to the Administration Office by Saturday afternoon or evening.
- F. The Captain or acting Captain shall also keep a record of supplies ordered and received for his/her station. The station officer may create a station supply log for this purpose. The information for the log will be gathered from the Station Inventory/ Supply Requisition Form.

- G. Occasionally, supplies must be obtained immediately to make repairs or complete an assignment. When supplies are obtained outside the normal procurement procedure, the member responsible for obtaining the supplies shall report their purchase to the Administration Office as soon as practical by completing a copy of the Station Inventory / Supply Requisition Form. The receipts for the items purchased shall be attached to the completed form and delivered to the Administration Office.

III. Responsibilities

A. The Fire Chief or Deputy Fire Chief shall:

1. Evaluate the supply procurement procedure on a periodic basis.
2. Approve or deny any purchase of consumable supplies that exceeds \$100.00 per item or a total cost of \$250.00.

B. The Administration Office shall:

1. Order or direct the purchase of supplies on Monday following the inventory.
2. Ensure a timely delivery of supplies later that same week.
3. Maintain an up-to-date ledger of expenditures for each station and ancillary facility operated by the department.
4. Refer requests for supplies that exceed \$250.00 to the Deputy Fire Chief or Fire Chief for approval.
5. Notify the appropriate member in writing if an order does not meet the department's purchasing guidelines.
6. Provide each station with a current list of the supply inventory and forms to procure the supplies.

C. Station Officers shall:

1. Be responsible for maintaining and replenishing the inventory of consumable supplies assigned to their respective fire station or ancillary facility.
2. Maintain a station record of all inventoried, requested and purchased items.
3. In conjunction with the Deputy Fire Chief and the Administration Office, establish a minimum inventory of consumable supplies to be maintained at their station or ancillary facility.

4. Ensure completeness of Station Inventory / Supply Requisition Form and forward (by fax) to the Administration Office on Saturday afternoon or evening.
5. Monitor and regulate the use of consumable supplies and correct any misuse that may occur.
6. Report to the Deputy Fire Chief or Fire Chief the loss or theft of any items.

D. The inventory taker shall:

1. Perform an inventory each Saturday morning as a part of station duties.
2. Use the Station Inventory / Supply Requisition Form to record supplies on-hand and supplies needed.
3. Forward form(s) to station officer by Saturday afternoon.
4. Maintain and replenish the inventory of consumable supplies assigned to their respective fire station or ancillary facility.
5. Report the loss or theft of any items immediately to the station officer.