



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject: Central Supply

Reference Number: SAP-DEP-024

Effective Date: 1 September 2005

Last Revision Date: N/A

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this Standard Administrative Procedure is to establish a method of purchasing goods for central storage and supply and distribution of said goods.

Scope:

This policy applies to all Department of Fire Rescue personnel. Participation in the central supply and distribution program is voluntary.

Background:

SAP-DEP-007: Volunteer Funding indicates that "ACFRAB will strive to consolidate the purchase of goods and services to achieve better pricing. As consolidation occurs, the line items associated with consolidated goods and services will be eliminated or will reflect the revised price structure."

This policy was adopted by the Fire Rescue Advisory Board at the 24 August 2005 meeting.

Policy:

Items for Central Supply & Distribution

1. Traffic Flares
2. Stay-Dry Absorbent
3. Copy/Printer Paper

Purchase

1. Staff will facilitate the purchase of the above-listed items based on the most cost-effective option.
2. Staff will determine the most cost-effective manner of warehousing and distribution of the supplies (i.e., third party storage and/or distribution).

Request and Distribution

1. Items may be requested via e-mail, telephone, FAX, or other approved methods.
2. If stock items are warehoused at COB-5th Street, the items will be available within eight (8) business hours for pick up.
3. If stock items are warehoused at COB-5th Street, requested items will be available for pick up during normal business hours or by appointment.
4. If required, requested items can be delivered to each station based on the following schedule:
 - a. Northern Area (Stations 4, 6, 8) – First Tuesday of each month
 - b. Southern Area (Stations 3, 7, 11 & Rescue 7) – Second Tuesday of each month
 - c. Eastern Area (Rescue 1 & Station 2) – Third Tuesday of each month
 - d. Western Area (Rescue 5 & Station 5) – Fourth Tuesday of each month

Invoicing

1. Staff will maintain an inventory management system to track the request, distribution, use, and invoicing of supplies.
2. At the end of each quarter (September, December, March, June), the value of the supplies used will be deducted from the station's quarterly contribution via internal methods (JV), and stations will be provided a detailed list of the requisitioned supplies.