

# EF&R BOARD OF DIRECTORS

## ADMINISTRATIVE POLICY

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**SUBJECT: Equipment Replacement Fund (ERF)**

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Policy Number: **0008**

Approved By: EF&R Board of Directors

Effective Date: 10/11/18

Agenda Bill: 2018-30

Pages: 3

Revised Date:

Attachments: 0

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### 1. **Purpose**

- 1.1 Provide EF&R a tool for timely, efficient, coordinated replacement of Agency equipment.
- 1.2 Provide EF&R Partners annual and long-term budgeting tools for equipment replacement.

### 2. **Reference**

- 2.1 EF&R ILA

### 3. **Responsibility**

- 3.1 Eastside Fire & Rescue Board of Directors (Board) and the Fire Chief (Chief)

### 4. **Policy**

- 4.1 General

- 4.1.1 Scope and Length of Budget Period: The Equipment Replacement Fund (ERF) budget shall be based on a fiscal year beginning January 1 through December 31, and revenue and expenditures for the fund shall be adopted annually.

- 4.1.2 Budget Process: The Chief shall annually prepare a budget showing all ERF expenses and associated projects.

- 4.1.3 Budget Adoption: The annual budget shall be adopted, via Agenda Bill, by the Board on or before December 31 of each year.

- 4.1.4 Level of Control: Budgetary control shall be at the project level. The Agency cannot spend more than the adopted budget per project, nor can it utilize the ERF for items not specifically identified in the Equipment Replacement List (Exhibit 1).

- 4.1.5 Fund Balance: Upon project completion, any excess funds will remain in the fund and be used to offset partner contributions to the ERF during the budget process.

- 4.1.6 Forecast: The Agency shall maintain a rolling 15-year forecast, with the first 10-years being balanced, of ERF projects.
- 4.1.7 Partner Contributions: EF&R Partners shall contribute to the ERF utilizing the EF&R Funding Model Revenue Formula as described in the EF&R ILA Exhibit A.
- 4.1.8 Maintenance Schedule: The Agency shall annually assess the replacement costs and service life of ERF items projected to need replacement within the next 15 years.
- 4.1.9 Inflation: Inflation on equipment shall be calculated at a rate of 3% per year with corrections made to equipment base pricing at the time of purchase.
- 4.1.10 Equipment Ownership: Ownership of equipment (titled and non-titled) shall be as described in the EF&R ILA Exhibit B.
- 4.1.11 Non-Partner Revenue: Revenues from both the sale of surplus equipment, and deployment based equipment reimbursement, shall become ERF fund balance and be used to offset partner contributions during the budget process.

## **5. Definitions**

- 5.2 Equipment Replacement List: The Agency shall maintain a list of equipment included in the ERF.
  - 5.2.1 The Agency shall ensure the pricing, as well as the service life, of equipment is assessed annually.
  - 5.2.2 Changes to the Equipment Replacement List shall be made by the Chief and implemented through the budget process.

**(Exhibit 1) Equipment Replacement List**

<b><u>Vehicles</u></b>
Fire Engine(s)
Aid Unit(s)
Ladder Truck(s)
Tender(s)
Rescue Unit
Battalion Chief Unit(s)
Air Unit
Brush Truck
Marine Unit (Boat)
Communications Unit
Mail Courier Van
ATV(s)
Facilities Service Truck
Shop Service Truck
Shop Fleet Vehicle(s)
Forklift
Fire Marshall Vehicle(s)
Training Van
Fire Corps Van
<b><u>Equipment</u></b>
Gas Detector(s)
SCBA(s)
Radio(s)
Defibrillator(s)
SCBA Compressor(s)
Computer(s)
Thermal Imaging Camera(s)
Bunker Gear
Ballistic Vest(s)
Physical Training Equipment
Rescue Tool(s) and Airbag(s)
Fire Hose