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ALBANY COUNTY FIRE DISTRICT #1

Financial Management Policy

Approved: 4/xx/2024; Luke Hawkins, Brett Wadsworth, Matt Burhart

This Financial Management Policy is intended to provide for effective monitoring, reporting and oversight in addition to statutory and state mandated audit requirements for financial management of Albany County Fire District 1 (ACFD1). This policy is further intended to ensure funds follow a uniform process so to ensure proper handling, oversight and retention. Additionally, this policy is intended to complement state law and other legal requirements that apply to the ownership and disposition of ACFD1 property. Lastly it is to document decisions made by the ACFD1 Board regarding specific use of funds.

1) Cash Management

- a) Income: Any and all cash revenue or income that comes to ACFD1, including but not limited to any income or cash revenue that is made payable to ACFD1 as a pass-through to a member volunteer fire department shall first be deposited into the ACFD1 general checking account. Standard operating procedures for deposits, including receipts, deposit tickets or otherwise may be established by the ACFD1 Board.
- b) Expenses/Reimbursement: Any and all requests for compensation for expenses, reimbursements or cash dispersals must be requested at least 7 days prior to the ACFD1 Board's regular meeting. The ACFD1 Board shall then vote upon the requested action. No expenses/reimbursements shall be made without ACFD1 Board approval. Failure to make a request 7 days prior to a regular meeting may result in the ACFD1 Board considering the request at the next regularly scheduled board meeting.

2) ACFD1 Assets

- a) Purchase: Any purchase must be in accordance with the ACFD1 Expenditure Policy until and unless otherwise approved by the ACFD1 Board.
- b) Ownership: ACFD1 retains and owns any and all property purchased by ACFD1 funds. Ownership and title shall at all times remain in the name of the District until disposition or sale of the asset.
- c) Disposition/Sale: In the event of a sale of ACFD1 property, the following procedures shall be followed:
 - i) A value of the asset/property must be determined and established. Available comparables may be used to establish the value and/or an official appraisal of the item.
 - ii) All sales of ACFD1 property must be approved by the Board prior to sale.
 - iii) The Board shall not approve any sales of ACFD1 property that are considered "close-dealing." Close dealing is defined as selling the property to friends, relatives or other acquaintances at a price that is less than the established value.
 - iv) The Board shall allocate all sale proceeds to the Department account respective to where the ACFD1 property was primarily maintained and/or used. For sale of fire truck engines, allocation to the Department shall be based on the percentages of original cost sharing if that can be determined. For engines that were purchased with external grant funding assistance, the grant funds will be considered to have been contributed by ACFD1 for cost sharing purposes.

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3) **Authorized items for purchase by taxpayer funds**

- a) In general, items that directly support the mission of ACFD1 are authorized but the procedures and limits specified in the ACFD1 Expenditure Policy shall be closely followed. This includes Engine / truck costs, transportation, PPE and individual short-term sustainment (hydration & food).
- b) Non-authorized items include:
 - i) Alcohol or tobacco.
 - ii) Meals or snacks for which an individual has / will receive Per Diem.
 - iii) Non-PPE clothing.
 - iv) Vehicle stickers or personal license plates. This does not include organizational labeling.

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4) **Training costs**

- a) Most costs associated with training that directly supports the ACFD1 mission will be paid from department accounts. Prior approval will be requested in accordance with the ACFD1 Expenditure Policy.
- b) EMT Class Costs
 - i) EMTs are critical to the mission of ACFD1. However, the initial training costs are substantial. Reimbursement for the initial EMT class will only be paid to the individual no earlier than one year after the individual has completed the course and has remained an ACFD1 firefighter in good standing.
 - ii) Like all other training costs, this expense will be paid from Department funds.

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5) **PPE**

- a) All PPE is approved for payment with District funds. Reimbursement of up to \$200 may be made to individuals for purchase of necessary wildland protective footwear.

6) **Tender maintenance**

- a) Tenders are critical elements of the ACFD1 mission and support the Districts hauled water program. ACFD1 shall pay for all maintenance on Tenders of 2000 gallons or greater.

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7) **Annual budget timeline.**

- a) Preparation, approval and submission of the annual District budget requires substantial effort. In order to meet state requirements, the following timeline shall be followed.
 - i) Department budgets shall be submitted to the District bookkeeper by April 1st of each year.
 - ii) The District shall discuss the initial budget draft at the May meeting.
 - iii) Final approval of the annual budget shall be made at the June meeting.

8) **Account Management**

- a) Transfers between district accounts may be made by initial approval of the District treasurer, but discussion of the transfer must be made at the next District meeting and ratification of that transaction made by the Board.
- b) Debit cards are not authorized for any ACFD1 accounts.

9) **Charitable Organizations & Funds**

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- a) Any major asset (engines, trailers, rescue equipment, snow mobile, etc.) that is purchased by a 501c3 charitable organization with the intention of donating to an ACFD1 Volunteer Fire Department must be accepted by the Board. The proposal for the intended donation shall be brought to the Board for consideration prior to expenditure of funds to prevent potential complications should the Board not accept the item.
- b) All major assets which have a State of Wyoming Title shall be titled to Albany County Fire District 1 upon acceptance by the Board.
- c) Upon divestment of an item acquired mainly or in-part by funds provided by a 501c3 organization, none of these funds may be returned to the charity but shall be retained by the VFD.

10) Personnel Related

- a) For fires where external funding sources are not available, ACFD#1 will pay its members serving more than 8 cumulative hours on any given fire/incident. Members will be paid at the rate published in the current Mini-Mobilization Guide for a FFT-2 after the initial 8 hours served with the following conditions:
 - i) Individuals must have a current W-4 and I-9 forms on file with ACFD#1
 - ii) Drivers must possess the proper class Wyoming driver's license for their vehicle and be certified by their department Chief.
 - iii) Individuals must be a qualified in-District firefighter
 - iv) The department chief must certify that the individual has been adequately trained for their assigned task on all types of incidents
 - v) Accurate daily crew time reports must be maintained and signed by the duty incident supervisor
 - vi) Individuals must have been wearing the proper and complete Personnel Protective Equipment (PPE) for the type of incident assigned.
 - vii) Individuals must have been paged to the fire by Laramie dispatch or directly requested to report by the duty incident supervisor.
 - viii) The time clock starts at the departure from the home station. The time clock stops when returned to home station and apparatus is put back into service.
 - ix) All paperwork is submitted to the District's Administrative Assistant for review.

11) Emergency Medical Services

- a) Upon final approval by the Board for the District to provide EMS services, expenses for EMS training, consumables, responses and related costs are acceptable expenditures from department-allocated funds.

12) External Financial Engagement

- a) As the sole responsible and recognized agency, ACFD1 shall have the single EIN and other tax-related identification for use in application for external grants. No VFD within ACFD1 shall acquire or utilize a separate EIN or SAM.gov login.
- b) All application for Grants shall be done with the approval of the District and the application shall normally be done by the District grant-writer.

13) Bookkeeper contact

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- a) Contact with the District Bookkeeper will be limited & controlled to certain individuals. The ACFD1 Treasurer will have unfettered ability to contact the Bookkeeper for any & all District issues.
- b) Department Treasurers may contact the District Bookkeeper for any training or questions related to the specific task of maintaining their department accounts.
- c) Individual firefighters with pay (or other) questions must forward these questions through their Department Chief (or Assistant Chief) who will then forward the question to the ACFD1 Treasurer. The ACFD1 Treasurer will either answer the question or obtain the answer from the District Bookkeeper.