

ALBANY COUNTY FIRE DISTRICT #1

Vehicle Sales Procedures

Approved: 5/15/2019; Art Sigel, Joe Witt, Jon Essley

In accordance with ACFD1's Financial Management Policy, the following procedures shall be used for any district vehicle sales:

1. The proposed vehicle to be sold shall be identified in writing to ACFD1 Board members with the following information:
 - (a) type
 - (b) VIN Number
 - (c) make, model, year
 - (d) mileage
 - (e) condition
2. Any Department shall communicate in writing to the ACFD1 Board its desire to sell the above-identified vehicle and the information as previously set-forth.
3. The value of the vehicle shall be determined by using objective comparables and/or appraisals prior to any sale. The value of the vehicle shall be determined by the Department and/or person proposing the sale of said vehicle.
4. The terms of any proposed sale shall be negotiated with the proposed purchase. A term or condition of any proposed sale shall be: "SUBJECT TO ACFD1 BOARD APPROVAL."
5. No sale shall occur for an amount less than the pre-determined value of the vehicle unless exceptional circumstances exist which are communicated and set-forth in writing.
6. The terms of any proposed sale shall contain the provision that "SUCH SALE IS AS-IS, WHERE-IS WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES."
7. The ACFD1 Board shall consider and approve or disapprove any sale. Prior to doing so, the following persons are designated to participate in the sale as follows:
 - (1) Designee from the respective Department who has been assigned to work with a potential buyer of the vehicle who structures the proposed terms of the sale, allows the vehicle to be viewed by the prospective buyer and ultimately collects the monies from an approved sale and delivers said monies to ACFD1 (specifically the bookkeeper).
 - (2) The administrative assistant of ACFD1 who shall maintain and hold the respective title to the vehicle and otherwise coordinate transferring the title for the sale.
 - (3) The designated ACFD1 Board member who is provided authority by ACFD1 to execute any and all documents to effectuate completion of the sale.

8. Following approval by the ACFD1 Board, a specific person shall be designated by the Board to effectuate the sale, including signing and appearing before a notary to transfer title of such vehicle.
9. Proceeds for sales of all vehicles shall be made payable to and for the benefit of ACFD1. Funds shall be in cash or certified checks. All funds shall be deposited into the ACFD1 financial account. Allocations by the ACFD1 Board among departments may occur consistent with the Financial Management Policy.
10. At no time will funds resulting from the sale of vehicles be deposited and/or transferred to a department's auxiliary account.
11. To the extent ACFD1 is required to comply with any additional statutory requirements for sale of a public asset, ACFD1 shall do so.