

**RESOLUTION #2017-03  
RESOLUTION ESTABLISHING A PURCHASING POLICY  
FOR THE NORMANNA FIRE DEPARTMENT**

**WHEREAS**, The Town of Normanna maintains and funds a volunteer fire department as defined by Minnesota Statute:

**WHEREAS**, The Town has the power to provide for fire protection pursuant to Minn. Stat. 365.15-16;

**WHEREAS**, The Town electors have provided funding for the fire department at the annual town meeting;

**WHEREAS**, The Town Board has the final responsibility to ensure that all funds expended by the fire department are approved and meet the needs of the department;

**WHEREAS**, The Fire Department Officers are assigned to manage the day to day operations of the department which includes the purchasing of goods and services;

**WHEREAS**, The Town Board and the Department Officers have determined that it is in the best interest of the Town to have a purchasing policy to ensure that all purchases are made in accordance with township policy and Minnesota Statute;

**NOW, THEREFORE, BE IT RESOLVED** that the Normanna Board of Supervisors does hereby approve the attached purchasing policy. This policy will go into effect immediately upon its execution. Any changes to this policy must be done by future resolutions.

Adopted this 18th day of September, 2017.

Attest: EHanson  
Town Clerk  
Ellen Hanson

BY THE TOWN BOARD  
Dennis Gunsolus Dennis P. Gunsolus  
Kimberly Grubb Kimberly Grubb  
Dan Johnson Dan Johnson

## **Normanna Fire Department Purchasing Policy:**

Following items do not need board approval: (A year is defined to be from Jan. 1st to Dec. 31st)

- Office supplies: Not to exceed \$200/year. Additional amount requires board approval
- Motor Fuels
- Scheduled maintenance on vehicles
- Emergency maintenance on vehicles (not to exceed \$300/incident. Any amount over \$300 would require board approval. Emergency board meeting could be called if warranted)
- Scheduled maintenance on communications: Not to exceed \$500/year. Additional amount would require board approval.
- Communication repair: Not to exceed \$100/incident. Additional amount would require board approval.
- Dues and subscriptions: Not to exceed \$500/year. Additional amount would require board approval.
- Scheduled maintenance on Air Packs/ Air Pack equipment
- Departmental Training: Not to exceed \$1500/year. Additional amount would require board approval
- Medical supplies for EMT bags: Not to exceed \$500/year. Additional amount would require board approval.
- Septic tank pumping

The following items require board approval prior to purchase

- New/used equipment purchases
- Training for new members
- New/used turnout gear
- Fire hall upgrades/repairs

Purchase requests can be submitted to the Town Board by completing the attached purchase request form.

**NORMANNA FIRE DEPARTMENT PURCHASE REQUEST**

Date of Request: \_\_\_\_\_

Vendor: \_\_\_\_\_

Description of Item(s):

Reason for Purchase:

Estimated Cost of Item(s): Attach quotes whenever possible

Timeline request:

Immediate: \_\_\_\_\_

1 to 2 months: \_\_\_\_\_

3 months to 6 months: \_\_\_\_\_

Over 6 months: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Fire Chief or Assistant Chief: \_\_\_\_\_