

SPOKANE VALLEY FIRE DEPARTMENT
Board of Fire Commissioners

Policy for Expenditures from the Commissioner's Contingency #15A

Intent:

To establish a formal process allowing discretion for the Board of Fire Commissioners to fund unbudgeted items and establish a percentage of the base budget (not including Capital Projects) to fund the Commissioner's Contingency budget.

Reference:

Revised Code of Washington Title 52 Fire Protection Districts
RCW 52.14

Policy:

The Board of Fire Commissioners hereby establishes a process for Board members to fund unbudgeted items for unexpected expenditures. The policy will also establish that the Commissioner Contingency is based on a percentage of the base budget and that percentage amount shall be set at approximately 1%.

I. Request for Funds

In the event a member of Staff has an unanticipated or an emergency need for funds not budgeted, a request can be submitted through the Fire Chief to the Board of Fire Commissioners for approval of expenditure of funds from the Commissioner Contingency Fund.

- A. A written request for funding will be submitted in an Agenda Staff Report to the Fire Chief to include a brief description of the issue and justification on why the request should be funded.
- B. With the approval of the Fire Chief, the request will be placed on the Board of Fire Commissioner Meeting Agenda.

II. Board Notification of Contingency Fund Use

The Board of Fire Commissioners will be notified of any expenditure(s) of contingency funds.

- A. The maximum amount the Fire Chief can apply to the Commissioner's Contingency without prior approval is \$5,000.
- B. The Fire Chief will notify the Board of Fire Commissioners of the approved use of funds at the next regular Board meeting following the use of funds.

Adopted: July 26, 2010
Spokane Valley Board of Fire Commissioners

Reviewed: August 24, 2015
Spokane Valley Board of Fire Commissioners

Submitted for first reading:
Spokane Valley Board of Fire Commissioners
April 27, 2020

Amended:
Spokane Valley Board of Fire Commissioners
January 25, 2021