

RESOLUTION 24-01-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE LEHIGH ACRES FIRE CONTROL AND RESCUE DISTRICT, LEE COUNTY, FLORIDA; TO AUTHORIZE THE FINANCE MANAGER OF THE DISTRICT TO APPROVE CERTAIN EMPLOYEE REIMBURSEMENTS; TO AUTHORIZE THE DIVISION CHIEF OF THE DISTRICT TO APPROVE CERTAIN NON-CAPITAL PURCHASES; TO REAFFIRM THE AUTHORIZATION OF THE FIRE CHIEF OF THE DISTRICT TO CONDUCT CERTAIN BUSINESS AS APPROVED IN RESOLUTION 24-01-01; TO UPDATE AND ADOPT THE PURCHASING POLICY OF THE DISTRICT; TO RESCIND ALL RESOLUTIONS IN CONFLICT; TO PROVIDE FOR SCRIVENER'S ERRORS; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR LIBERAL CONSTRUCTION; AND TO PROVIDE FOR AN EFFECTIVE DATE

WHEREAS, the Board of Commissioners of the Lehigh Acres Fire Control and Rescue District recognizes that there are occasions when it is in the best interest of the District for the Fire Chief, the Division Chief and the Finance Manager to have the authority to conduct certain business, to enter into certain contracts, including leases, and to make certain purchases on behalf of the District; and,

WHEREAS, the District Board of Commissioners previously approved the authorization of the Fire Chief to enter into certain business transactions through the Board of Commissioners' adoption of Resolution 24-01-01; and,

WHEREAS, the District Board of Commissioners desires to authorize the Finance Manager to approve certain employee reimbursements of **\$50** or less; and,

WHEREAS, the District Board of Commissioners desires to authorize the Division Chief to approve certain non-capital purchases of **\$5,000** or less; and,

WHEREAS, the District Board of Commissioners desires to adopt an updated Purchasing Policy, a copy of which is attached hereto and made a part hereof as Exhibit A, for the District.

NOW THEREFORE, be it resolved, by the Board of Commissioners of the Lehigh Acres Fire Control and Rescue District, that:

SECTION 1. INCORPORATION OF RECITALS

The recitals set forth above are true and correct and form a part of this Resolution.

SECTION 2. AUTHORIZATION OF FIRE CHIEF

The authorization of the Fire Chief to conduct certain District business, as approved by Resolution 24-01-01, is hereby reauthorized and readopted, in full, without modifications, by this Resolution.

SECTION 3. AUTHORIZATION OF FINANCE MANAGER

The Finance Manager is hereby authorized to approve and initiate reimbursements to District employees for a District employee's purchase of materials, supplies, services, etc. on behalf of the District where the reimbursement item is **\$50** or less.

SECTION 4. AUTHORIZATION OF DIVISION CHIEF

The Division Chief is hereby authorized to conduct certain District business related to the purchase of non-capital items, including but not limited to office, janitorial, computer, medical supplies and vehicle repairs, where the acquisition of the non-capital items was a specifically approved budgeted item (as either an individual item or a group of items), in the District's annual adopted budget, and where the total purchase price of each of the non-capital budgeted items purchased during the fiscal year is **\$5,000** or less.

SECTION 5. ADOPTION OF PURCHASING POLICY

The authorizations of the Fire Chief that were previously approved by Resolution 24-01-01 and which are reapproved by Section 2 of this Resolution, and the authorizations of the Finance Manager to reimburse employees for the purchase of certain District related items as approved in Section 3 above, and the authorizations of the Division Chief to conduct certain District business related to the purchase of non-capital items as approved by Section 4 above, are described and incorporated into and made a part of the "Purchasing Policy" attached hereto and made a part hereof as Exhibit A. The Purchasing Policy attached hereto and made a part hereof as Exhibit A is hereby adopted by the Board of Commissioners.

SECTION 6. RECISSION

The Board of Commissioners hereby rescinds all prior resolutions, and other official actions of the Board of Commissioners to the extent of any conflict with any part of this Resolution.

SECTION 7. APPLICABILITY AND EFFECTIVE DATE

This Resolution shall be liberally construed to implement the purposes hereof and shall take effect immediately upon this Resolution's adoption.

SECTION 8. SEVERABILITY

If any provision of this Resolution is held to be illegal, invalid or unenforceable under any law or court of competent jurisdiction, the remaining provisions of this Resolution will remain in full force and effect and will not be affected by the illegal, invalid or unenforceable provision or by any such severance.

SECTION 9. SCRIVENER'S ERRORS

The Board of Commissioners intends that all sections of this Resolution which contain typographical errors which do not affect the intent of this Resolution can be administratively corrected by the authorization of the Fire Chief, or his designee, without the requirement of having a corrected Resolution adopted by the Board of Commissioners.

THE FOREGOING RESOLUTION WAS OFFERED BY COMMISSIONER Bennett WHO MOVED THE RESOLUTION'S ADOPTION. THE MOTION WAS SECONDED BY COMMISSIONER Sheeman AND, UPON BEING PUT TO A VOTE, THE VOTE WAS AS FOLLOWS:

Commissioner Debra Cooper

Dec

Commissioner Melissa Barry

MB

Commissioner Linda Carter

absent

Commissioner Robert Bennett

RJB

Commissioner Lucia Sherman

JS

Duly passed and adopted on this 30 day of January, 2024.

Board of Commissioners of the Lehigh Acres
Fire Control and Rescue District

By: Debra Cooper
Debra Cooper, Chair

Attest by: Lucia Sherman
~~Melissa Barry, Secretary/Treasurer~~
Lucia Sherman

EXHIBIT A – PURCHASING POLICY

PURCHASING POLICY

TYPE	DESCRIPTION	EXAMPLES	THRESHOLD	FINAL APPROVAL	
Employee Reimbursements	Any employee purchase of materials, supplies, services, etc. to be reimbursed by the District	repair supplies, parking fees, tolls, etc	\$50 or less	Finance Manager	
Capital Purchase	Any purchase of an item with an individual cost over \$5,000, that is neither an emergency, natural disaster, maintenance or routine item and requires a purchase order.	Budgeted Equipment, vehicles, computers, etc			
		Category 1	3 informal quotes - Optional	\$5,000 - \$10,000	Fire Chief
		2	2 written quotes - recommended	> \$10,000	Fire Chief
Non-Capital Purchase	Any purchase of an item, service, software, supplies	Non-Budgeted Equipment, vehicles, computers, etc			
		3	2 written quotes - required	> \$10,000	Board of Fire Commissioners
		Office, janitorial, computer, and medical supplies, vehicle repairs	Office, janitorial, computer, and medical supplies	\$5000 or less	Division Chief
Exempt Purchase	Any purchase of an item, service, software, supplies or vehicle repair/maintenance	Office, janitorial, computer, and medical supplies	\$5,000 - \$50,000	Fire Chief	
	Any individual vehicle repair or maintenance cost of \$50,000 or less	vehicle repairs and maintenance	\$50,000 or less	Fire Chief	
	Any purchase of an item, service, software, supplies or vehicle repair/maintenance	Office, janitorial, computer, and medical supplies, vehicle repair/maintenance	> \$50,000	Board of Fire Commissioners	
Emergency Purchase	Any purchase or expense that doesn't require a purchase order due to the nature of the expense	Payroll, employee benefits, insurance, utilities	N/A	Fire Chief	
Natural Disaster Purchase	Any purchase not budgeted that is the result of a natural disaster and needed immediately to continue District operations without interruption or impairment.	Building repair, equipment repair, equipment, Purchases needed to keep the District functioning in normal capacity	\$50,000	Fire Chief	

(Board of Fire Commissioners will approve anything beyond Fire Chief approval limitations)