

ENDWELL FIRE DISTRICT

NON- TRAVEL RELATED REFRESHMENT AND MEAL EXPENDITURE POLICY AND PROCEDURE	
Number: 2024-33	Adopted: January 10, 2024

The Board of Fire Commissioners will consider the expenditure of district funds on expenses associated with non-travel related refreshments and meals when the business and needs of operating a fire district and the fire protection-related operations of the fire department require the furnishing of refreshments or meals during meetings or other functions of the fire district and fire department.

This policy does not relate to refreshment and meal expenses associated with the travel of district and department officials, employees, and members. Refer to the district travel expense reimbursement policy on such issues.

Authorization

This policy should not be considered by any fire district officer or employee or by any fire department personnel as authorization by itself for the ordering of refreshments or meals at district expense. No refreshments or meals will be considered a district charge until the Board of Fire Commissioners pre-approves the expenditure or, in special circumstances, ratifies an expenditure that was incurred.

Any officer, employee, or volunteer incurring expenses associated with refreshments or meals for the fire district or fire department without prior approval of the Board is hereby advised that he or she may be held personally liable for such expenses. In the case where he or she has charged such expenses on a personal charge card or paid cash for such expenses, he or she is hereby notified that the Board may reject a request for reimbursement at its discretion. If such expenditure is incurred on a fire district credit card, the official, employee, or member may be required to reimburse the fire district for such charges and may have his or her district credit card privileges revoked.

To the extent possible, the Board will endeavor to review and approve these expenditures in advance. When non-pre-approved expenditures are submitted for payment, the Board will review the expenditure at the time it reviews the claim vouchers for the month. Approval of a claim voucher will mean that the Board approved the event and the expenditure on refreshments and meals under this policy.

Purpose of Providing Refreshments and Meals

Refreshments and meals will be provided for personnel when the Board of Fire Commissioners determines that the business demands placed on personnel and the need for such personnel to be provided with refreshments and meals justifies such expenditure. The best example of this is when personnel are called upon to perform duties during mealtimes and when the Board determines that the productivity of personnel will be enhanced by the provision of refreshments and meals.

Refreshments and meals may be provided when the Board of Fire Commissioners conducts meetings between the hours of 7:00 a.m. and 10:00 a.m. (breakfast hours), 12:00 p.m. and 2:00

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p.m. (lunch hours), and 5:00 p.m. and 7:30 p.m. (dinner hours). This does not mean that the district will provide refreshments and meals on every such occasion, but it does mean that the Board will have the discretion to approve such expenditures during such occasions.

Many of the personnel involved in conducting this business are volunteers who may come straight from their regular employment or leave district business in order to report to their personal employment. If district business prevents personnel from having their meals at regular meal hours, the Board will consider providing refreshments and meals.

Persons Eligible to Partake in District Provided Refreshments and Meals

When the fire district provides refreshments and meals under this policy, such refreshments and meals may be provided to district and department personnel present to conduct district or department business, consultants and others present to engage in such work and business and residents present and observing an official function of the district or department.

Reasonable Costs and Expenses

Refreshments and meals should be ordered in reasonable quantities, and every attempt should be made to make certain that such refreshments and meals are reasonable in the nature of the cost incurred per the actual or anticipated number of participants. Such expenditures should not be lavish or extravagant and may not include the purchase of alcohol. In the event that meals or refreshments are purchased and consumed at a restaurant, personnel will make certain that a separate check is issued to cover any purchases of alcoholic beverages and that such separate expense is paid personally by the personnel incurring the alcoholic beverage expenditures.

Types of Events for Which the Purchase of Refreshments and Meals Will be Considered

Although this is by no means an exhaustive list of the events that the Board of Fire Commissioners will consider as events where the Board may approve an expenditure related to refreshments and meals, the following are examples of events that may be considered by the Board:

1. Official meetings of the Board of Fire Commissioners
2. Meetings of Firematic Organizations that the fire district or fire department participates in when the fire district is hosting the event
3. Training seminars and sessions for fire district personnel
4. Training seminars and sessions for fire department personnel
5. Stand-bys and sleepovers of fire department personnel
6. Emergency calls of the fire department where the call leaves fire department personnel on duty for an excessive period of time, such as a major fire or calamity
7. Fire department drills, parades, and inspections

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8. Fire department funerals relating to the death of an active member of the fire department
9. Business meetings conducted off-site by fire district officials and consultants of the fire district.

Again, this list is provided in order to give some examples of the type of events that the Board of Fire Commissioners will consider for this type of expenditure. It should not be considered as a complete list of the types of events that can be approved for refreshments and meals.

This list should also not be considered as an approval for all events in a particular category. The Board must approve each event individually.

Selection of Vendors

The nature of this type of expenditure will require that the Board utilize local restaurants and vendors in most situations.

District purchasing staff should review past and anticipated expenditures on refreshments and meals and develop a plan that can provide the most cost-effective method of purchasing refreshments and meals.

The willingness of a restaurant or store which sells food to utilize the district purchase order and voucher system will be a consideration in the selection of a vendor.

The final decision on approving expenditures and vendors shall be made by the Board of Fire Commissioners.

The final decision on all contracts and agreements with vendors shall be made by the Board of Fire Commissioners.

Itemized Claim Vouchers

District purchasing staff will endeavor to obtain itemized claim vouchers supported by a report that indicates the purpose of the refreshment and/ or meal expenditure and those in attendance when the bill relates to meals supplied to a group. The report may be supplied by staff and attached to the vendor claim voucher.

Annual Review of Policy

The Board will conduct an annual review of this policy and make necessary amendments. The Board will also review the actual expenditure and consider ways to reduce costs associated with this type of expenditure.

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The adoption of the foregoing policy in the form of a resolution was duly put to a vote, and upon roll call, the vote was as follows:

- Chairman Carlton “Andy” Anderson AYE
- Commissioner Donald “Don” Battaglini AYE
- Commissioner Mark Storm AYE
- Commissioner Michael Hamzik AYE
- Commissioner Michael Lewis AYE

The resolution was thereupon duly adopted.

Dated: Endwell, New York
August 23, 2023

Reviewed and Adopted: January 10, 2024
No revisions
Board of Fire Commissioner
Adopted: August 23, 2023