

**AN ORDINANCE AUTHORIZING THE ADOPTION OF A VILLAGE
OF BREWSTER EQUIPMENT MANAGEMENT POLICY**

WHEREAS, Brewster Village Council desires to adopt an Equipment Management Policy for the departmental operations of the Village.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: Brewster Village Council shall adopt an Equipment Management Policy as defined below and shall add an Equipment Management Policy to the departmental operations of the Village as follows:

VILLAGE OF BREWSTER POLICY FOR Equipment Management

It shall be the policy of the Village of Brewster and of its Departments to adhere to the requirements of 2 CFR 200.313(d)(1), as it applies to the Equipment Management requirements related to any and all federal grants awarded to the Village of Brewster and/or any of its departments.

Equipment Management Requirements

The following mechanism must be utilized to oversee the Federal Funded equipment purchased by a Federal Award.

- A description of the property
- Serial Number/ID number
- Source of funding for the property
- Who holds the title
- Acquisition Date
- Cost of property
- Percentage of federal participation in the project costs for the federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data, including the date of disposal and sale price of the property (if applicable).

The Village of Brewster and of its Departments will track all Federal Grant related equipment by the following:

- A general description of the property (turnout gear, SCBA)
- All serial numbers or other forms of identification numbers will be tracked to each piece of property
- The source of the funding will be placed on the inventory sheet of all equipment purchased
- Documentation will be provided on any title holding equipment
- All acquisition dates will be monitored and labeled with the serial numbers or other forms of identification numbers.
- The costs of each piece of equipment must be documented in accordance with all serial numbers/identification numbers
- A general description must be documented on how the equipment was purchased, the location of the equipment, use and condition of the property, any date of disposal, and any data related to the sale of any piece of equipment purchased by Federal Award
- A physical inventory must be taken and results recorded on the equipment **annually**
- All equipment (if applicable) will be distributed to one individual (turnout gear). It will be the individual's responsibility to advise the Shift Officer of any loss, damage, or theft of the property. In the event of any loss, damage, or theft the Fire Chief will conduct an investigation and document all results found
- All equipment must be thoroughly inspected **periodically** and report any issues to the Shift Officer then reported to the Fire Chief.
- In the event of any disposal of grant related equipment; serial numbers, disposal date, item description, and reasoning must be documented and removed from the inventory list.

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on November 4, 2019

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King