



## El Dorado County Emergency Services Authority

Policy Subject Matter: **Inventory Control (Fixed Asset and Essential)**  
Review Date:  
Revision Date: **09.16.09**  
Creation Date: **09.01.99**

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### **I. Policy:**

The El Dorado County Emergency Services Authority (JPA) and its member agencies shall maintain a current and accurate accounting of all fixed assets and sensitive property items we have in inventory. Furthermore, equipment that has become obsolete, and or beyond repair will be disposed of in accordance with this policy.

### **II. Purpose:**

The purpose of the policy is to provide direction on how property owned by the JPA will be identified and tracked for accuracy and disposition.

### **III. Definitions:**

- a. Fixed asset: a piece of equipment-property that is durable, non-disposable, and when purchased had a value greater than \$1,500 dollars.
- b. Essential: a piece of equipment, and or property item that is less than \$1,500 in value, but is essential for current and future operational effectiveness. An example of an essential piece of equipment would be gurneys, computers, and items with a value greater than \$500.00 dollars.

### **IV. Procedure:**

- a. The JPA and each member agency shall maintain a current and accurate inventory of all property assigned to them by the JPA. The inventory of assigned property will be documented on an Excel spread sheet that will be provided by the JPA executive director. The Excel spread sheet will include the following information:
  - Item description;
  - JPA, and or County inventory tag number;
  - Brand – model;
  - Serial or VIN number;
  - Agency assigned to;
  - Location; and
  - Condition.
- b. On November 1<sup>st</sup> of each year, the JPA executive director will call for each member agency to conduct an inventory of the JPA property they have been issued. Member agencies will have until the end of November to conduct their inventory and produce

a report for the JPA that includes information on the status of that property. The inventory will include the following process:

- A visible inspection of each equipment – property item;
  - Confirmation of corresponding JPA tag number and serial number;
  - Where the item is located; and
  - Condition of the item.
- c. A member agency that cannot account for a piece of equipment – property item(s) will be required to describe in writing to the JPA board of directors why the item cannot be accounted for, and the actions taken to prevent a reoccurrence.
- d. Each newly acquired fixed asset and essential equipment item will be added to the inventory log, and a JPA inventory tag will be affixed to the item in close proximity to its serial number, if one exists. For vehicles, an ambulance vehicle inventory control number (AVICN) tag will be affixed to both inside vehicle door frames, and on the tag will be written the JPA tag number followed by the last four numbers of the vehicle's license plate number. Example: 123x4567. The AVICN number will be used in referencing this vehicle for inventory, maintenance and warranty information.
- e. JPA property that is damaged, and or no longer functional will be reported to the JPA office without delay. Damaged property will require documentation as to how it was damaged.
- f. Fixed asset and essential equipment that becomes obsolete, and or beyond repair will be returned to the JPA office. The System's Management committee will make recommendations to the Board of Directors on the disposition of equipment items.
- g. The Board of Directors shall determine the final disposition of all fixed assets.



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Executive Director