

refreshments or meals at district expense. No refreshments or meals will be considered a district charge until the Board pre-approves the expenditure or in special circumstances, ratifies an expenditure that was incurred (for example during an incident, emergency or disaster).

8. Any officer, employee or volunteer incurring expenses associated with refreshments or meals for the fire district or fire company without prior approval of the board is hereby advised that they may be held personally responsible for such expenses. In the case where they have charged such expenses on a personal charge card or paid cash for such expenses, they 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 District for such charges and may lose credit card privileges.
9. 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.
10. 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 meal times and when the Board determines that the productivity of personnel will be enhanced by the provision of refreshments and meals.
12. Refreshments and meals may be provided when the Board of Fire Commissioners conducts meetings between the hours of 7:00 am and 10:00 am (breakfast hours), 12:00 pm and 2:00 pm (lunch hours) and 5:00 pm and 7:30 pm (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 discretion to approve such expenditures during such occasions.
 - a. 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.
13. 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.
14. 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.

15. 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:
 - Official meetings of the Board of Fire Commissioners
 - Meetings of Firematic Organizations that the fire district or fire department participates in when the fire district is hosting the event
 - Training seminars and sessions for fire district personnel
 - Training seminars and sessions for fire department personnel
 - Stand-bys and sleepovers of fire department personnel
 - Emergency calls of the fire department where the call leaves fire department personnel on duty for an excessive period of time such as major fire or calamity
 - Fire department drills, parades and inspections
 - Fire department funerals relating the death of an active member of the fire company
 - Business meetings conducted off site by fire district officials and consultants of the fire district
 - ***This list should also not be considered as an approval for all events in a particular category. The Board must approve each event individually.***
16. 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 for 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 of 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.
17. 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.
18. The Board will conduct an annual review of this policy and make necessary amendments. The Board will also review the actual expenditures and consider ways to reduce costs associated with this type of expenditure.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners