

<p>Fitness Equipment</p> <p>REQUESTS FOR PURCHASE</p>	<p>PHOENIX FIRE DEPARTMENT HEALTH & FITNESS</p> <p>M. P. 1-A08.06 04/2012-N Page 1 of 2</p>
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PURPOSE

This procedure establishes guidelines for requesting the purchase of additional fitness equipment at fire stations.

FUNDING

Funding for the purchase of additional fitness equipment comes from either the Firefighter Fitness Equipment Trust Fund or the budget of the individual section requesting the equipment.

Trust Fund Process

The Firefighter Fitness Equipment Trust Fund is managed by Local-493 and represents a pool of funds that are derived from a percentage of clothing store profits and sworn members voluntary one dollar a month contribution and the City's matching two dollar contribution. The funds are allocated based on the number of personnel at a facility. For example, for a Station with 30 assigned individuals, the annual allocation would be $36\$/\text{member} \times 30 \text{ members} = \$1,080$ annually plus a percentage of the clothing store profits. These funds are used to fulfill the approved fitness equipment requests submitted by the Stations.

All fire stations are initially equipped with a standard inventory (station package) of fitness equipment purchased by the City of Phoenix. For additional fitness equipment above the "station package" a station will need to complete and submit a **Fitness Equipment Request Form**. The form must be signed by the Captain's from ALL THREE SHIFTS before submitting the form, as an indication of their joint approval to the request. Forms are to be sent to the Health Center, Attention: Fitness Coordinator. The form lists the types and quantities of fitness equipment desired with an area to prioritize the items being requested. The Fitness Equipment Request Form can be found on the City of Phoenix website at <http://phoenix.gov/fire/forfiredepts/pfdhealth/healthfitness/equipment/index.html>. This form will be available through FireWire.

The Fitness Coordinator will present all forms received at the scheduled Firefighter Fitness Equipment Trust Fund Committee meetings for review. The Firefighter Fitness Equipment Trust Fund Committee is chaired by the Deputy Chief of the Health Center and co-chaired by a member of Local-493. In addition, the Fitness Coordinator and/or Equipment Coordinator and Secretary III from the Health Center attend as part of the committee. These meetings are posted in the RBO Meeting Notice advertisement and are open to all members. The committee will approve or deny the requests based on several criteria.

Assuming the request is approved, the Fitness Coordinator will contact vendors for quotes and order the equipment based on quotes received. Copies of the quote, and invoices related to the purchase are attached to the original request approved by the committee and is filed for future reference. The original invoices are sent to the Trustee at the Local-493 office for processing and payment.

The Fitness Coordinator will be responsible for tracking and receiving the equipment. Once the equipment is received, the equipment will be tagged with an inventory sticker, arrangements will

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be made for delivery and the fitness equipment inventory database for the station will be updated.

Budgetary Process

For purchases made through individual section funding, an electronic DSR must be completed along with the bid specifications and vendor quotes. The Fitness Coordinator can provide assistance to sections ordering fitness equipment regarding vendors. City purchasing has ultimate authority on what bid is accepted.

Regardless of the funding source, the process from the time the requests are received to the time of delivery of the equipment to the station, takes a minimum of 6 months.