

<b>Subject:</b>	<b>FOOD AND BEVERAGE CONSUMPTION</b>
<b>Section:</b>	<b>PPG# 2745</b>
<b>Chapter:</b>	<b>Personnel</b>
<b>Effective Date:</b>	<b>7/1/98</b>

## **POLICY**

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### Food and Beverage Consumption

The board of fire commissioners recognizes that commissioners and staff members are expected to pay for their own food and beverages. However, under certain circumstances when the fire district is deriving benefit, the district may expend funds for food and beverage consumed by staff, commissioners and others while in the conduct of the business of the district.

The chief is directed to establish procedures, which reflect the intent of the board to provide for reasonable food and beverage consumption while in the conduct of business that is of benefit to the district. Such expenditures shall be supported by statements that show;

1. The occasion for incurring expenses;
2. The nature of expenses that were incurred; and
3. The general nature of the business that was being conducted.

**Meetings, study session, training sessions.** Food and nonalcoholic beverages may be served at district expense when a meeting, study session, training session or hearing continues through normal mealtime hours and will facilitate the continuance of the session with minimum disruption. Expenses for food and beverage must be reasonable and serve a public purpose. Participants shall be restricted to staff members, board members, fire association members, and business associates. Snacks and nonalcoholic beverages of nominal nature may be provided at meetings, study or training sessions when such occur during non-mealtime hours. The chief must approve such events. All expenditures must be properly documented consistent with department policy.

**Individual Conferences.** Reasonable expenses for food and nonalcoholic beverages are permitted when staff members are engaged in conferences or meetings with individuals or small groups who have an interest in the operation of the district.

**Prolonged engagement in emergency services.** Reasonable expenses

for food and nonalcoholic beverages are permitted when staff members are engaged in prolonged duty in providing emergency services.