

NEWTOWN BOARD OF FIRE COMMISSIONERS

PURCHASING AGENT REPORT

August 2016

For month of July

- 42 Hours worked
- 53 Emails were received
- 36 Emails were sent
- 15 Purchase Orders were issued
- 70 Phone calls/texts from departments & vendors

I met with Bob Tait to finalize the year end spending and transfers. We used 99.99% of our budget. We have some of the money that was originally budgeted for hose repair but not spent due to concerns of going over budget encumbered(approx \$11,000). We encumbered and spent the money to perform all Hurst repair issues that had been piling up over the last couple years. And we were able to purchase 20 new Minitor 6 pagers. I have made a copy of the final budget summary for each of the Commissioners.

I reviewed the spec for Engine 111 and have several items that Board should address before it goes out to bid...

I was asked if the Board will pay for a siren install as part of a radio install for a Chief officer's vehicle. I have not had that request before so I would appreciate input from the Board,

We received an invoice for the LOSAP policy from Finance for \$4 addressed for a former ambulance member. I told Finance it did not belong to us. That seemed to start a flurry of questions on how the program worked, how someone who becomes eligible gets to start receiving payments, etc. I told Bob Tait that I would get him more information so that he could share it with the new Human Resources person.