

## Attachment A

### Fire Department Charitable Contribution Process

Value	Example	Notification To	Donation Record Filled Out
Up to \$100	Tools, equipment for neighborhood clean-ups	Supervisor	Yes
\$101 to \$499	Camera equipment for community events, donated car seats, case of smoke detectors	Deputy Chief or Section Head	Yes
\$500 and higher	Infrared camera equipment, funding or equipment for a community program	Fire Chief or designee	Yes