

---

## 211 POLICY: Allowable Food and Beverage Expenses

Approved: 2023-09-18  
Approval: BOFC

Reviewed:  
Reviewer:

Revised:  
Revision Approval:

Revision #

---

### 211.1 PURPOSE AND SCOPE

In purchasing food and beverage, per diem rates should be kept in mind.

### 211.2 POLICY

The District may expend reasonable funds for food and beverages at District sponsored public meetings to encourage attendance and interaction.

### 211.3 DISTRICT SPONSORED PUBLIC MEETINGS/EVENTS

This includes, but is not limited to, Board of Fire Commissioner meetings, and training and educational sessions open to the public.

### 211.4 CEREMONIES/CELEBRATORY EVENTS

#### 211.4.1 Employee Appreciation

Food and beverages may be served at employee appreciation celebrations (i.e., employee picnic and retirement celebrations which recognize an employee's years of service) held during normal office hours, or at a San Juan County Fire Protection District #2 fire station.

#### 211.4.2 Volunteer Recognition

Food and beverages may be served at volunteer recognition events including, but not limited to, annual events honoring the contribution of volunteers.

### 211.5 TRAINING SESSIONS AND STAFF MEETINGS

- a. Food and beverages may be provided at staff meetings and training sessions of 3 hours or more.
- b. Food and beverages of minimal value may be provided to volunteers during work or training sessions.
- c. Food and beverages may be provided during interviews with candidates for District positions.

### 211.6 COUNCIL AND STAFF RETREATS

Food and beverages may be provided at staff and volunteer retreats and should be budgeted for a provided as part of the retreat budget.

### 211.7 WORKPLACE

Beverages of minimal value may be provided to District volunteers and employees at the worksite.