

**ENUMCLAW FIRE DEPARTMENT
RESOLUTION #2022-09**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE ENUMCLAW FIRE DEPARTMENT, KING COUNTY FIRE PROTECTION DISTRICT #28, RESCINDING RESOLUTION #2015-015 AND RESOLUTION #2019-003 AND APPOINTING AUDITING OFFICER(S) FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO THE BOARD OF COMMISSIONERS' APPROVAL.

WHEREAS, there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District's warrants and claims; and

WHEREAS, there is a need by the District to process warrants and electronic payments in a timely and consistent manner; and

WHEREAS, it would be of financial benefit to appoint Auditing Officer(s) to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Board of Commissioners meeting to authorize specific payments; and

WHEREAS, RCW 42.24.180 authorizes issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims; and

WHEREAS, this agency shall enact to following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against Enumclaw Fire Department will be pre-audited and signed by two of the Auditing Officers.
2. The Auditing Officer(s) shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties.
3. The District's Procurement Policy establishes the necessary purchasing and disbursing procedures that implement effective internal control for issuance of warrants and claims.
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board of Commissioners disapproves some claims, the Auditing Officer will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims.

WHEREAS, the District has hired a Finance & HR Specialist and desires to update the District's list of all appointed auditing officers

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF ENUMCLAW FIRE DEPARTMENT, KING COUNTY, WASHINGTON DO HEREBY RESOLVE AS FOLLOWS:

Section 1: Resolution #2015-015 is hereby rescinded.

Section 2: Resolution #2019-003 is hereby rescinded.

Section 3: Randy Fehr (Fire Chief), Ashley Winter (Finance & HR Director), Laura Buckley (Finance & HR Specialist), and Erinn Tinney (Administrative Assistant) are appointed Auditing Officers to submit vouchers for payment and disbursement in accordance with the

District's Procurement Policy prior to the Board of Commissioners taking action to approve said claims:

Section 4: If any provision of this Resolution or the District's Procurement Policy is determined to be invalid or unenforceable for any reason, the remaining provisions shall remain in force and effect.

PASSED, APPROVED, AND ADOPTED in an Open Regular Meeting on this 14th day of December, 2022.



[Amy Trachte \(Dec 15, 2022 17:37 PST\)](#)

Amy Trachte, Commissioner



[Angela Stubblefield \(Dec 30, 2022 16:08 PST\)](#)

Angela Stubblefield, Commissioner



[Eric Heintzinger \(Dec 16, 2022 09:10 PST\)](#)

Eric Heintzinger, Commissioner




[Jim Zoll \(Dec 15, 2022 18:06 PST\)](#)

Jim Zoll, Commissioner

Absent

Jenny Jones, Commissioner

Attested:



[Ashley Winter \(Jan 3, 2023 14:10 PST\)](#)

Ashley Winter, Board Secretary