

ENUMCLAW FIRE DEPARTMENT
RESOLUTION #2023-10

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE ENUMCLAW FIRE DEPARTMENT, KING COUNTY FIRE PROTECTION DISTRICT #28, RESCINDING RESOLUTION #2022-009 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 Finance & HR Specialist legally changed her name 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Section 1: Resolution #2022-009 is hereby rescinded.

Section 2: Randy Fehr (Fire Chief), Ashley Winter (Finance & HR Director), Laura Taylor (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 3: 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 13th day of December, 2023.

Amy Trachte

Amy Trachte (Dec 18, 2023 08:05 PST)

Amy Trachte, Commissioner

Angela Stubblefield

Angela Stubblefield (Dec 16, 2023 17:38 PST)

Angela Stubblefield, Commissioner

Eric Heintzinger

Eric Heintzinger (Dec 19, 2023 10:26 PST)

Eric Heintzinger, Commissioner

Jim Zoll

Jim Zoll (Dec 15, 2023 13:40 PST)

Jim Zoll, Commissioner

Jenny Jones

Jenny Jones (Dec 15, 2023 13:41 PST)

Jenny Jones, Commissioner

Attested:

Erinn Tinney

Erinn Tinney (Dec 19, 2023 10:10 PST)

Erinn Tinney, Board Secretary