

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2017-21**

**A RESOLUTION APPOINTING AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING THE
ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF
COMMISSIONERS' APPROVAL**

RECITALS

WHEREAS, there may be circumstances when the Board of Fire 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 Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Board meeting to authorize specific payments; and

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

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

1. All routine operating claims against Woodinville Fire & Rescue will be pre-audited and signed by an Auditing Officer;
2. The Auditing Officer shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties;
3. Woodinville Fire & Rescue Policy 2201, Fiscal Management, establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims;
4. The Board of Fire Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board of Fire Commissioners disapproves any claims, the authorizing 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 Fire Commissioners approves the claims.

NOW, THEREFORE, it is resolved that the Board of Fire Commissioners of Woodinville Fire & Rescue does hereby authorize Chief Administrative Officer Joan Montegary as Auditing Officer and, in her absence, Fire Chief Gregory Ahearn or Deputy Fire Chief Erik Wallgren may serve as the District's Auditing Officer, to submit vouchers for payment and disbursement in accordance with Policy 2201, Fiscal Management, prior to the Board taking action to approve said claims.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF
WOODINVILLE FIRE & RESCUE THIS 15th DAY OF AUGUST, 2017.**

**WOODINVILLE FIRE & RESCUE
COUNTY OF KING, WASHINGTON**

Approved as to Form:

/S/ Jeffrey Ganson
Jeffrey Ganson, District Counsel



Derek van Veen, Commissioner, Position 1



Jim Dorney, Commissioner, Position 2



Timothy Ospeod, Commissioner, Position 3



Kevin Coughlin, Commissioner, Position 4



Roger Collins, Commissioner, Position 5

Attest:



Margene Michael, Board Secretary