

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2019-04**

**A RESOLUTION ADOPTING POLICY NO 2119,
TIMEKEEPING AND PAYROLL**

RECITALS

WHEREAS, the State of Washington has vested in the governing bodies of fire protection districts the authority to adopt reasonable rules to govern the district and to perform its functions, and generally to perform all such acts as may be necessary to carry out the objects of the creation of the district under RCW 52.14.100; and

WHEREAS, the Board of Fire Commissioners of Woodinville Fire & Rescue ("District") has vested the responsibility of the day-to-day operation of the District in the Fire Chief; and

WHEREAS, the Board of Fire Commissioners has determined that it is necessary to establish and maintain a set of policies, procedures and practices to ensure the efficient and effective management of the District's affairs.

NOW, THEREFORE, it is resolved that the Board of Fire Commissioners of the District has adopted Policy 2119, Timekeeping and Payroll, and that the content of the paragraphs shown below shall become the policy segment of said policy.

Policy Section 2119, Timekeeping and Payroll

1.0 Policy Statement

- 1.1. It is the policy of Woodinville Fire & Rescue (the "District") to pay all employees in a consistent, accurate, and timely manner.
- 1.2. It is the policy of the District to use an electronic time and attendance system ("system") for recording hours worked and absences (*e.g.* vacation, sick days, bereavement, etc.). The current time and attendance system is called Fire Trex.
- 1.3. It is the policy of the District that whichever electronic system is being used will be the official record.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF WOODINVILLE
FIRE & RESCUE THIS 7th DAY OF May, 2019.**


**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 Osgood, Commissioner, Position 3


Michael Millman, Commissioner, Position 4


Roger Collins, Commissioner, Position 5

Attest:


Danielle Magistrale, Acting Board Secretary