

**WOODINVILLE FIRE & RESCUE
RESOLUTION NO. 2022-01
(Supersedes Resolution 2017-21)**

**A RESOLUTION APPOINTING AUDITING OFFICERS FOR THE PURPOSES OF AUTHORIZING THE
ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO THE 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 of Fire Commissioners 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 Finance Director Joan Montegary as Auditing Officer and, in her absence, Budget Finance Analyst Scott Faires or Deputy Director Pam Bryson 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 8th DAY OF FEBRUARY 2022.**

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

Derek van Veen
Derek Van Veen, Commissioner, Position 1

Doug Halbert
Doug Halbert, Commissioner, Position 2

Anjela Barton
Anjela Barton, Commissioner, Position 3

Mike Millman
Mike Millman, Commissioner, Position 4

Roger Collins
Roger Collins, Commissioner, Position 5

Attest:

Nicole Frisch
Nicole Frisch, Board Secretary