



RESOLUTION #547

A RESOLUTION AUTHORIZING VOUCHER PREAPPROVAL AUTHORITY

- WHEREAS:** the monthly payment of the District's vouchers occasionally requires the issuance and approval of the vouchers prior to the Board of Commissioner's regular monthly meetings to ensure timely processing; and,
- WHEREAS:** under normal procedure, vouchers are approved by the Board of Commissioners at its regularly scheduled monthly meeting.
- WHEREAS:** the schedule of the meetings of the Board of Commissioners and the time required for issuance of warrants occasionally restricts the ability of the Board to approve qualifying vouchers at its regular meeting and still pay the underlying invoices in a prompt and timely manner; and,
- WHEREAS:** RCW 42.24.180 authorizes a procedure where the existing problem could be resolved.

NOW THEREFORE BE IT RESOLVED, TO ACCOMPLISH THE PURPOSES EXPRESSED ABOVE AND TO COMPLY WITH RCW 42.24.180, THE BOARD OF COMMISSIONERS OF FIRE PROTECTION DISTRICT NO. 4, COUNTY OF SNOHOMISH, STATE OF WASHINGTON, THAT:

1. The procedure for payment of claims prior to approval by the Board of Commissioners shall apply to all payroll claims and to any other individual claims against the District under \$50,000 (or over \$50,000 if the purchase has otherwise previously been approved by the Board) that the District's Auditing Officer determines to need to be approved prior to the Board's regular meeting "qualifying vouchers."
2. A Deputy Chief, Finance Specialist, and Records Specialist are designated as the Auditing Officer to approve qualifying vouchers.
3. Fire Chief, Deputy Chief of Administration/Finance, Deputy Chief of Operations, or any single Commissioner are designated as officers to sign the qualifying vouchers.
4. Each employee or commissioner authorized to sign the qualifying vouchers shall obtain, at District expense, an official bond in the amount of no less than \$50,000 to secure the faithful discharge of their respective duties under this resolution.
5. In the preparation of the qualifying vouchers, the staff shall follow and adhere to established District policies and procedures, including the following:
 - a. The Auditing Officer shall audit and approve the qualifying vouchers each month.

- b. The Fire Chief, Deputy Chief of Administration/Finance, or Deputy Chief of Operations shall sign the qualifying vouchers. In the absence of the Fire Chief, Deputy Chief of Administration/Finance, Deputy Chief of Operations or in the event a Deputy Chief served as auditing officer, any single commissioner may sign the qualifying vouchers. In no event shall the individual responsible for auditing and approving the vouchers also sign the qualifying vouchers.
 - c. Staff shall then process the signed qualifying vouchers for payment directly through the District's warrant process or by submitting the preapproved qualifying vouchers to Snohomish County for any county-issued warrants.
6. The Fire Chief or designee shall submit to the Board at its regular monthly meeting a full and complete report of all claims paid on vouchers approved and signed pursuant to this Resolution.
 7. In the event that a warrant is issued on an erroneous voucher, the Fire Chief, Deputy Chief of Administration/Finance or designee shall cause the disapproved payment to be recognized as a receivable and shall diligently pursue collection of the erroneous payment or take such other action as may be directed by the Board of Commissioners.
 8. This Resolution and voucher preapproval process shall take effect on adoption.
 9. **IT IS ALSO HEREBY RESOLVED** that Resolution #528 is repealed.

PASSED AND APPROVED THIS 14th DAY OF NOVEMBER 2022 BY THE BOARD OF FIRE COMMISSIONERS OF SNOHOMISH COUNTY FIRE DISTRICT #4.

By: 
Evan Merritt, Chair

By: 
Richard E. Flath, Commissioner

By: 
Jill Gleason, Commissioner

Attest: 
Don Waller, District Secretary/Fire Chief