



RESOLUTION #551

A RESOLUTION AUTHORIZING AN ADVANCE TRAVEL EXPENSE POLICY AND THE APPOINTMENT OF A CUSTODIAN FOR SAID FUNDS.

- WHEREAS:** it is necessary at times for officers and employees of the District to incur Expenses while traveling on District business; and
- WHEREAS:** it is necessary that funds be advanced to such officers and employees to cover such expenses; and
- WHEREAS:** the Board of Fire Commissioners has reviewed the necessity of having an advanced travel policy under the provisions of statute and auditor guidelines, and find that it would be advantageous for the District and its officers and employees to be able to have the capability of advancing travel expenses,


NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF FIRE PROTECTION DISTRICT NO.4, COUNTY OF SNOHOMISH, STATE OF WASHINGTON, THAT:

1. The funds shall be maintained in the General Fund (F-70) of Snohomish County Fire Protection District #4.
2. The Board Secretary, Administrative Deputy Chief, and those appointed by the Board of Commissioners are designated as custodian(s). They shall be the designated custodian(s) until terminated by the Board of Commissioners or until the termination of their employment with the District, whichever shall occur first. They shall perform the duties set forth in this resolution and the District's applicable policy(s). In the absence of an appointment, the District Secretary shall be the custodian.
3. Disbursements from the fund shall be made by check signed by the custodian(s) or their designee(s). Disbursements shall be made only pursuant to statute and pursuant to the rules and regulations prescribed by the Washington State Auditor.
4. All requests for advances for travel expenses by officers and employees shall be timely made to the custodian on a written application in the form designated by the custodian. Requested advancements shall be reasonable estimates of the applicant's travel expense requirements and shall be made for District purposes only to defray necessary costs incurred in performing their official duties.

5. On or before the tenth day following the close of the authorized travel period for which expenses have been advanced to any officer or employee, the recipient shall submit to the custodian the appropriate documentation consistent with the District's Per Diem, Travel Allowance and Expense Reimbursement Policy. In the event any advance, or portion thereof, is not used for the intended purpose, such unused portions must be repaid or accounted for in the time and manner specified, and such sums shall bear interest at the rate of ten percent per annum from the date of default until paid.
6. To protect the District against any losses from advancements, the District shall have a prior lien against and a right to withhold any and all funds payable to or to become payable by the District to such officer or employee to whom such advance has been made. No advance may be made to any officer or employee at any time that they are delinquent in accounting for or repaying a prior advance.
7. Disbursements for Advance Travel Expenses shall be guided by the District Per Diem, Travel Allowance, and Expense Reimbursement Policies.
8. **IT IS ALSO HEREBY RESOLVED** that Resolution #540 of March 14th, 2022 is repealed.

PASSED AND APPROVED THIS 9th DAY OF JANUARY 2023, at an open public meeting BY THE BOARD OF FIRE COMMISSIONERS OF SNOHOMISH COUNTY FIRE DISTRICT #4 – the following Board Members being present and voting:

By: 
Evan Merritt, Commissioner

By: 
Richard E. Flath, Commissioner

By: 
Jill Gleason, Commissioner

Attest: 
Don Waller, District Secretary/Fire Chief