

**KING COUNTY FIRE PROTECTION DISTRICT #43
dba MAPLE VALLEY FIRE & LIFE SAFETY**



RESOLUTION R – 2018-007

**To Appoint Auditing Officers for the purpose of authorizing the issuance
of warrants and electronic transactions prior to Board of Commissioners approval &
Rescinding Resolution R-2013-008 & R-2017-001 & R-2017-006**

WHEREAS, there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District's warrants and claims;

WHEREAS, there is a need by the District to process warrants and electronic payments in a timely and consistent manner;

WHEREAS, it would be of financial benefit to appoint Auditing Officer(s) to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

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

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

1. All routine operating claims against Maple Valley Fire & Life Safety will be pre-audited and signed by at least two Auditing Officers.
2. The Auditing Officers shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties.
3. AG 43-1009 establishes the necessary purchasing and disbursing procedures that implements effective internal controls for issuance of warrants and claims as required by RCW 42.24.180.
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board of Commissioners disapproves some claims, the 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 Commissioners approves the claims.

THEREFORE BE IT RESOLVED, that the Board Commissioners does hereby appoint and authorize the Auditing Officers District Secretary Michele Diss, Fire Chief Aaron Tyerman and Deputy Chief Jeff DiDonato to submit warrants and claims for payment and disbursement in accordance with AG 43-1009 prior to the Board taking action to approve said claims;

**Adopted this 21st day of June, 2018, at a Regular Meeting of the Board of Fire Commissioners,
the following Commissioners being present and voting.**

APPROVED:

ATTEST:

Chris Bodlovic, Chairperson

Michele Diss, District Secretary

Ben Hayman, Commissioner

John Herbert, Commissioner

Craig Hooper, Commissioner

Camille Walls, Commissioner