

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 5

RESOLUTION NO. 2024-07

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 Commissioners regular monthly meetings to insure timely processing by Snohomish County, and

WHEREAS, under normal procedure vouchers are approved by the Board of Commissioners at its regular scheduled monthly meeting, and

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, and

WHEREAS, the Board of Commissioners passed Resolution 2021-04 at a regular Board of Commissioners meeting on December 27th, 2021, and Resolution 2022-10 on December 28th, 2022, allowing a process for preapproval. Resolution 2021-04 expired on December 31st, 2022, and Resolution 2022-10 expires on December 31st, 2024, and the Board of Commissioners have determined that renewing the pre-approval process be in the best interest of the District.

NOW THEREFORE, BE IT RESOLVED, to accomplish the purposes expressed above and to comply with RCW 42.24.180 it is resolved by the Board of Commissioners as follows:

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 claims against the District under \$50,000 that the Districts auditing officer determined need to be approved prior to the Boards regular meeting (qualifying vouchers).
2. The Fire Chief or any single Commissioner are designated as officers to sign the qualifying vouchers.
3. Each employee or Commissioner authorized to sign 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.
4. In the preparation of the qualifying vouchers, the staff shall follow and adhere to established District policies and procedures.
5. The District Secretary or designee shall audit and approve the qualifying vouchers each month and the Fire Chief shall sign the qualifying voucher. In the absence of the Fire Chief,

any single Commissioner may sign the qualifying vouchers. Staff shall then submit the preapproved qualifying vouchers to Snohomish County.

6. The District Secretary 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 District Secretary or designee and Fire Chief 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 of adoption and shall terminate without further action of the Board on December 31, 2026.

ADOPTED at an open public meeting of the Board of Commissioners of Snohomish County Fire Protection District No. 5 on December 23, 2024, with the following Board Members being present:


Chair


Commissioner


Commissioner

Attest.


District Secretary