



Vashon Island Fire and Rescue
10020 SW Bank Road PO Box 1150 Vashon WA 98070
206.463.2405 www.vifr.org

**VASHON ISLAND FIRE AND RESCUE
RESOLUTION 22-401**

**APPOINTING AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING
THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS
PRIOR TO BOARD OF COMMISSIONERS' APPROVAL**

RECITALS

WHEREAS, there may be circumstances when the Board of Fire Commissioners does not meet sufficiently in advance of needed voucher approval for the District's warrants and electronic 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 Officer(s) to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance in advance of a Board meeting to authorize specific payments; and

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

WHEREAS, this District shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All routing operating claims against Vashon Island Fire and Rescue will be pre-audited and signed by an Auditing Officer(s);
2. The Auditing Officer(s) shall be covered under the District's insurance for no less than \$ 100,000 to assure the faithful discharge of their duties;
3. Vashon Island Fire and Rescue establishes a policy that meets the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and electronic 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(s) will recognize these claims as receivables of the District and will pursue collections 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 Vashon Island Fire and Rescue does hereby authorize District Secretary Camille Staczek as Auditing Officer and in her absence, Fire Chief Matthew Vinci or Finance/HR Director Christina Bosch may as the back-up auditing officer to submit vouchers and or electronic claims for payment and disbursement prior to the Board taking action to approve said claims.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF VASHON ISLAND FIRE AND RESCUE THIS 31ST DAY OF AUGUST 2022

Absent

Chairperson Candy McCullough

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Commissioner Brigitte Schran-Brown

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Commissioner Camille Staczek

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Commissioner Pam King

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Commissioner John Simonds