



Gig Harbor Fire & Medic One

RESOLUTION 2021-05

March 9, 2021

WHEREAS, RCW 42.24.180 authorizes the legislative body of local governments to authorize issuance of warrants in payment of claims, after the designated officer has approved or signed the warrants or checks; and

WHEREAS, the Board of Fire Commissioners has determined that it would be in the best interest of the District and its citizens to appoint an auditing officer or officers, and it would promote effectiveness and efficiency in the administration of the accounts payables and payroll of the District to implement this enabling resolution; and

WHEREAS, the Board of Fire Commissioners has previously adopted a Resolution establishing and adopting policies and procedures for contracting, hiring, purchasing, and disbursing of funds, all of which implement effective internal controls over funds and property of the District; and

WHEREAS, the County of Pierce Office of Budget and Finance processes Voucher Approvals submitted by Pierce County Fire District #5 and produces warrants in the amount of the Voucher Approvals at the District's request;

NOW, THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS:

Section 1. The Fire Chief Dennis Doan and the Assistant Chief of Finance and Administration F. Daniel Bjurstrom are appointed the Auditing Officers of the District. The Auditing Officers shall each be required to furnish an official bond for the faithful discharge of their duties in the amount of \$50,000.

Section 2. Whenever this authorizing Resolution is used to support issuance of a Voucher Approval and subsequent warrants prior to Board review and approval of supporting documentation, such review of supporting documentation shall occur at the next regularly scheduled public meeting of the Board of Commissioners, subject to any Continuation of Government Resolution adopted by the Board, in which case the Board's review of the necessary supporting documentation may occur at its next special or emergency meeting. If the Board's review of the supporting documentation does not occur at its next regularly scheduled public meeting or at a special or emergency meeting, called pursuant to a Continuation of Government Resolution within four weeks of Voucher Approval, such claim or claims shall be deemed disapproved and Section 3 shall apply.

Section 3. Upon review by the Board, if the Board disapproves one or more claims, the Auditing Officers and the Fire Chief shall jointly cause the disapproved claim or claims to be recognized (and shown on the District's financial books and records) as accounts receivable of the District.

They shall diligently pursue collection of such accounts receivable until the amounts are collected or until the Board is satisfied and approves such claims or claims.

Approved at a regular meeting of the Board of Fire Commissioners, Pierce County Fire District No. 5, this 9th day of March 2021.

PIERCE COUNTY FIRE DISTRICT NO. 5

Attest:

John E. Burgess
John E. Burgess (Mar 10, 2021 13:57 PST)
District Secretary

Alex Wilsie
Alex Wilsie (Mar 12, 2021 08:54 PST)
Chairman

Thomas A Sutich
Thomas A Sutich (Mar 11, 2021 06:17 PST)
Commissioner

Kevin L Entze
Kevin L Entze (Mar 10, 2021 16:07 PST)
Commissioner

Bryce Nelson
Bryce Nelson (Mar 10, 2021 20:09 PST)
Commissioner

Joe Urzina
Joe Urzina (Mar 10, 2021 14:31 PST)
Commissioner