

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3
RESOLUTION NO. _____ 2020-05 _____

VOUCHER PREAPPROVAL AUTHORITY

Background: The monthly payment of the District's vouchers occasionally requires the issuance and approval of the vouchers prior to the Board of Commissioner's regular monthly meetings to insure timely processing by Clallam County.

Under normal procedure vouchers are approved by the Board of Commissioners at its regular scheduled monthly meeting.

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.

RCW 42.24.180 authorizes a procedure where the existing problem could be resolved.

Resolution: 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 claims against the District under \$50,000 that the District's auditing officer determines need to be approved prior to the Board's regular meeting "qualifying vouchers."
2. The Finance Manager, Fire Chief or any single Commissioner are designated as officers to sign the qualifying vouchers.
3. Each employee named above or commissioner authorized to sign the qualifying vouchers is covered by the District's Insurance Policy that includes Crime Blanket Coverage with Faithful Performance of Duty in the amount of \$250,000 per occurrence 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 Finance Manager or designee shall audit and approve the qualifying vouchers each month and the Fire Chief shall review and approve the qualifying vouchers. In the absence of the Fire Chief any single commissioner may review and approve the qualifying vouchers. Staff shall then submit the preapproved qualifying vouchers to Clallam County.
6. The Finance Manager 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 Finance Manager 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 on adoption.

Adoption: ADOPTED at an open public meeting of the Board of Commissioners of Clallam County Fire Protection District No. 3 on April 7th, 2020, the following Board Members being present:




Chair



Commissioner



Commissioner



District Secretary