

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2023-002;**

**A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF FUNDS  
AND THE APPOINTMENT OF PERSONNEL**

**WHEREAS**, in accordance with RCW 39.34.030(4)(b) it is necessary that the Board of Directors establish funds with the Snohomish County Treasurer's Office into which all monies used to finance the joint operations will be deposited; and

**WHEREAS**, the Marysville Fire District finds it necessary to establish separate revolving fund and/or depository accounts to facilitate advance travel, petty cash, ambulance billing, and deposit in-transit purposes; and

**WHEREAS**, the Marysville Fire District finds it necessary to appoint certain administrative personnel to fill the positions of District Secretary, Auditing Officer, Investment Officer, Advance Travel Fund Custodian and Authorized Signers, Petty Cash Fund Custodian and Authorized signers, Ambulance Billing Account Custodian and Authorized Signers, Deposit In-Transit Account Custodian and Authorized Signers, and Records Retention Officer.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:**

1. The Snohomish County Treasurer's Office is authorized and requested to establish four funds under the name of Marysville Fire District RFA to be labeled as Expense Fund, Capital/Reserve Fund, Apparatus Fund, and Equipment Fund.
2. The members of the Board of Directors are authorized to approve vouchers for the transfer and expenditure of funds from such accounts.
3. The Board of Directors authorizes the Fire Chief, Finance Director, and/or Human Resources Manager to initiate electronic transfer requests of monies from the revolving/depository accounts of the District to the County Treasurer Funds of the District.
4. Appointment of certain personnel to fill the following positions:
  - a. District Secretary – Fire Chief, Ned Vander Pol
  - b. Auditing Officer – Finance Director, Chelsie McInnis
  - c. Investment Officer – Finance Director, Chelsie McInnis
  - d. Advance Travel Fund Custodian – Human Resource Manager, Steven Edin
  - e. Advance Travel Fund Authorized Signers
    - a. Fire Chief, Ned Vander Pol
    - b. Human Resource Manager, Steven Edin
    - c. Finance Director, Chelsie McInnis
  - f. Petty Cash Fund Custodian - Human Resource Manager, Steven Edin
  - g. Petty Cash Fund Authorized Signers
    - a. Fire Chief, Ned Vander Pol

- b. Human Resource Manager, Steven Edin
- c. Finance Director, Chelsie McInnis
- h. Ambulance Billing Account Custodian – Human Resource Manager, Steven Edin
- i. Ambulance Billing Account Authorized Signers
  - a. Fire Chief, Ned Vander Pol
  - b. Human Resource Manager, Steven Edin
  - c. Finance Director, Chelsie McInnis
- j. Deposit In-Transit Account Custodian – Human Resources Manager, Steven Edin
- k. Deposit In-Transit Account Authorized Signers
  - a. Fire Chief, Ned Vander Pol
  - b. Human Resource Manager, Steven Edin
  - c. Finance Director, Chelsie McInnis
- l. Records Retention Manager - Human Resource Manager, Steven Edin
- m. Human Resource Manager, Steven Edin is designated as the alternative auditing officer and investment officer, and is authorized to act in the absence of Finance Director, Chelsie McInnis in the respect to the above designated accounts.

5. The mailing address for all correspondence and reports relating to the above designated information and funds shall be:

Marysville Fire District  
1094 Cedar Ave  
Marysville, WA 98270

6. Resolution No. 2022-008 is hereby repealed in its entirety and is superseded by this Resolution No. 2023-002.

**MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY**

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 15<sup>th</sup> day of February, 2023 by majority vote of the members.

**BOARD OF DIRECTORS**

  
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Board Chairperson

ATTEST:

  
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District Secretary