

**MARYSVILLE FIRE DISTRICT
A REGIONAL FIRE AUTHORITY
RESOLUTION NO. 2025-010;**

**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 District operations will be deposited; and

WHEREAS, the Marysville Fire District finds it necessary to establish separate imprest and/or depository accounts to facilitate accounts payable, 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 (and alternate), Investment Officer (and alternate), Accounts Payable Account Custodian and Authorized Signers, 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 Director to initiate electronic transfer requests of monies from/to the imprest/depository accounts of the District from/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. Records Retention Officer – Human Resource Director, Kimberly Adams
 - e. Accounts Payable Account Custodian – Human Resource Director, Kimberly Adams
 - f. Accounts Payable Account Authorized Signers
 - a. Fire Chief, Ned Vander Pol
 - b. Human Resource Director, Kimberly Adams
 - c. Finance Director, Chelsie McInnis
 - g. Advance Travel Fund Custodian – Human Resource Director, Kimberly Adams

- h. Advance Travel Fund Authorized Signers
 - a. Fire Chief, Ned Vander Pol
 - b. Human Resource Director, Kimberly Adams
 - c. Finance Director, Chelsie McInnis
 - i. Petty Cash Fund Custodian - Human Resource Director, Kimberly Adams
 - j. Petty Cash Fund Authorized Signers
 - a. Fire Chief, Ned Vander Pol
 - b. Human Resource Director, Kimberly Adams
 - c. Finance Director, Chelsie McInnis
 - k. Ambulance Billing Account Custodian – Human Resource Director, Kimberly Adams
 - l. Ambulance Billing Account Authorized Signers
 - a. Fire Chief, Ned Vander Pol
 - b. Human Resource Director, Kimberly Adams
 - c. Finance Director, Chelsie McInnis
 - m. Deposit In-Transit Account Custodian – Human Resources Director, Kimberly Adams
 - n. Deposit In-Transit Account Authorized Signers
 - a. Fire Chief, Ned Vander Pol
 - b. Human Resource Director, Kimberly Adams
 - c. Finance Director, Chelsie McInnis
 - o. Human Resource Director, Kimberly Adams is designated as the alternate 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
1635 Grove Street
Marysville, WA 98270

6. Resolution No. 2025-005 is hereby repealed in its entirety and is superseded by Resolution No. 2025-010.

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

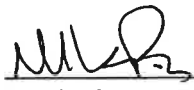
ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 17th day of December, 2025 by majority vote of the members.

BOARD OF DIRECTORS



Board Chairperson

ATTEST:

A handwritten signature in black ink, appearing to be 'M. R.', is written over a horizontal line.

District Secretary