

**MARYSVILLE FIRE DISTRICT  
RESOLUTION 2017B-2**

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

**WHEREAS**, the City of Marysville and Snohomish County Fire District No. 12 have entered into an interlocal Cooperation Act Agreement that provides for the consolidation of the City and Fire District fire departments under the name Marysville Fire District; and

**WHEREAS**, the joint operations are to be conducted under the policies and procedures to be established by the Board of Directors composed of representatives from each municipal corporation; and

**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**, that the Marysville Fire District Board of Directors hereby adopt the following:

1. The Snohomish County Treasurer's Office is authorized and requested to establish four funds under the name of Marysville Fire District to be labeled as Expense Fund, Bond Fund, Apparatus Fund, and Reserve 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. Appointment of certain personnel to fill the following positions:
  - a. District Secretary – Fire Chief, Martin McFalls
  - b. Auditing Officer – Finance Manager, Chelsie McInnis
  - c. Investment Officer – Finance Manager, Chelsie McInnis
  - d. Advance Travel Fund Custodian – Human Resource Manager, Joyce Savage
  - e. Advance Travel Fund Authorized Signers
    - a. Fire Chief, Martin McFalls
    - b. Human Resource Manager, Joyce Savage
    - c. Finance Manager, Chelsie McInnis
  - f. Petty Cash Fund Custodian - Human Resource Manager, Joyce Savage
  - g. Petty Cash Fund Authorized Signers
    - a. Fire Chief, Martin McFalls

- b. Human Resource Manager, Joyce Savage
- c. Finance Manager, Chelsie McInnis
- h. Ambulance Billing Account Custodian – Human Resource Manager, Joyce Savage
- i. Ambulance Billing Account Authorized Signers
  - a. Fire Chief, Martin McFalls
  - b. Human Resource Manager, Joyce Savage
  - c. Medical Services Administrator, Terry Matsumura
- j. Deposit In-Transit Account Custodian – Human Resources Manager, Joyce Savage
- k. Deposit In-Transit Account Authorized Signers
  - a. Fire Chief, Martin McFalls
  - b. Human Resource Manager, Joyce Savage
  - c. Finance Manager, Chelsie McInnis
- l. Records Retention Manager - Human Resource Manager, Joyce Savage
- m. Human Resource Manager, Joyce Savage is designated as the alternative auditing officer and investment officer, and is authorized to act in the absence of Finance Manager, Chelsie McInnis in the respect to the above designated accounts.

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

**ADOPTED** at the regular meeting of the Board of Directors of the Marysville Fire District the 21<sup>st</sup> day of June 2017.

\_\_\_\_\_  
 Chairperson

\_\_\_\_\_  
 Boardmember

\_\_\_\_\_  
 Boardmember

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 Boardmember

**ATTEST:**

\_\_\_\_\_  
 District Secretary