

**MARYSVILLE FIRE DISTRICT
RESOLUTION 2003-3**

**CITY OF MARYSVILLE AND SNOHOMISH COUNTY FIRE DISTRICT NO. 12
INTERLOCAL COOPERATION ACT AGREEMENT**

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 of Marysville Fire District; and

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

WHEREAS, the joint operations will be funded through contributions by each municipal corporation; and

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

WHEREAS, the Marysville Fire District finds it necessary to appoint certain administrative staff members to fill the positions of District Secretary, Auditing Officer, Investment Officer, Advanced Travel Fund Custodian, Petty Cash Fund Custodian 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 three accounts under the name of Marysville Fire District to be labeled as Expense Fund and Marysville Fire District 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. Appointing of certain personnel to fill the following positions:
 - a. District Secretary – Fire Chief Greg Corn.
 - b. Auditing Officer – Accounting/Administrative Assistant, Chelsie Reece
 - c. Investment Officer – Accounting/Administrative Assistant, Chelsie Reece
 - d. Travel Fund Custodian - Administrative Assistant, Tracy Sisk
 - e. Petty Cash Fund Custodian - Administrative Assistant, Tracy Sisk
 - f. Records Retention Officer - Human Resources Manager, Joyce Savage.
 - g. Human Resources Manager, Joyce Savage is designated as the alternative auditing officer, investment officer, travel fund custodian and petty cash custodian and is authorized to act in the absence of Tracy Sisk and/or Chelsie Reece in respect to the above designated accounts.

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

Marysville Fire District
1635 Grove Street
Marysville, WA 98270

ADOPTED at the regular meeting of the Board of Directors of the Marysville Fire District this 19th day of March, 2003.

Chairperson

Boardmember

Boardmember

Boardmember

Boardmember

Boardmember

Boardmember

ATTEST:

Administrative Assistant