

**MARYSVILLE FIRE DISTRICT
A REGIONAL FIRE AUTHORITY
RESOLUTION NO. 2019-018;**

**ESTABLISH AN ADVANCE TRAVEL FUND AND NAME
HUMAN RESOURCES MANAGER AS CUSTODIAN**

WHEREAS, the City of Marysville (City) and the Snohomish County Fire Protection District No. 12 (“District 12”), by Interlocal Agreement in 1991, and as was subsequently amended, created the Marysville Fire District (District) to provide fire and emergency response services within the corporate limits of the City of Marysville and the boundaries of the Snohomish County Fire Protection District No. 12; and

WHEREAS, with the growing needs of the community within the service area and the demands for enhanced fire and EMS services the City and the District determined that it was in the public interest to place a measure, pursuant to the terms and conditions of chapter 52.26 RCW, before the voters that if approved would result in formation of a regional fire authority (RFA); and

WHEREAS, pursuant to the special election was held on April 23, 2019, for consideration of Ballot Measure Proposition No. 1, the voters approved and authorized the creation of the Marysville Fire District, a regional fire authority effective October 1, 2019; and

WHEREAS, RCW 52.26.100(3) states that “[e]xcept as otherwise provided in the regional fire protection service authority plan, all rules and all pending business before the participating fire protection jurisdiction pertaining to the powers, functions, and duties transferred shall be continued and acted upon by the regional fire protection service authority, and all existing contracts and obligations shall remain in full force and shall be performed by the regional fire protection service authority.”; and

WHEREAS, RCW 52.26.090(g) authorizes the RFA Board to “exercise powers and perform duties as the board determines necessary to carry out the purposes, functions, and projects of the authority” which includes the adoption of governing Resolutions and Operational and Tactical Policies; and

WHEREAS, it is necessary at times for officers and employees of Marysville Fire District to incur expenses while traveling on business; and

WHEREAS, it is necessary that funds be advanced to such officers and employees to cover such expenses; and

WHEREAS, RCW 42.24.120 through .160 authorizes the creation and maintenance of a travel expense fund for the purpose of providing such advancements; and

WHEREAS, the Marysville Fire District Board of Directors have reviewed the necessity for and feasibility of an advance travel expense fund, under the provisions of such statute, and find that it is advantageous for the department and its officers and employees to be able to have the capability of advancing travel expenses.

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

1. An advance travel expense fund, hereafter referred to as "TRAVEL FUND", is hereby established pursuant to the provisions of RCW 42.24.120 through .160.
2. The fund shall be maintained at \$2,500.00, (Two Thousand Five Hundred Dollars).
3. The Human Resources Manager for Marysville Fire District, is designated and named the custodian of the fund. The designated custodian shall hold such position until terminated by the Board or until termination of employment with Marysville Fire District, whichever shall first occur. The designated custodian or his/her duly appointed successor shall perform the duties set forth in this resolution.
4. Two additional signers shall be designated, including the Fire chief and one other designated by the Fire Chief.
5. The custodian shall deposit all monies received for such fund in the Marysville Fire District "Travel Fund" checking account. Such money shall consist of the initial deposit authorized by this resolution and replenish fund from warrants issued pursuant to vouchers authorized by the Board and refunds of unexpended advances received from officers and employees.
6. Disbursements from the fund shall be made by check signed by the custodian or another account signer. Disbursements shall be made only pursuant to statute and pursuant to rules and regulations prescribed by the Washington State Auditor.
7. All requests for advances for travel expenses by officers and employees shall be timely made to the custodian on written applications in the form designated by the custodian. Requested advancements shall be reasonable estimates of the applicant's travel expense requirements and shall be made for purposes only to defray necessary costs incurred in performing his/her official duties.
8. On or before the third day following the close of the authorized travel period for which expenses have been advanced to any officer or employee, he/she shall submit to the custodian a fully itemized travel expense voucher for all reimbursable items legally expended, accompanied by the unexpended portion of such advance, if any. In the event any advance, or portion thereof, is not repaid or accounted for in the time and manner specified, it shall bear interest at the rate of ten percent per annum from the date of default until paid.
9. To protect Marysville Fire District against any losses from advancements, the District shall have a prior lien against and a right to withhold any and all funds paid by the District to such officer or employee to whom such advance was made. No advance may be made to any officer or employee at any time when he/she is delinquent in accounting for or repaying a prior advance.

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 1st day of October, 2019 by majority vote of the members.

BOARD OF DIRECTORS

Board Chairperson

ATTEST:

District Secretary