



KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028
BUSINESS: 425-354-1780 FAX: 425-354-1781

RESOLUTION NO. 25-03
RESOLUTION APPOINTING AUDITING OFFICERS

A RESOLUTION of the Board of Commissioners of Northshore Fire Department, a fire protection district, appointing Auditing Officer(s) for the purpose of authorizing the issuance of warrants and electronic transactions prior to the Board of Commissioners approval.

WHEREAS, there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the Department's warrants and claims;

WHEREAS, there is a need by the Department to process warrants and electronic payments in a timely and consistent manner.

WHEREAS, it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

WHEREAS, RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

WHEREAS, Shoreline Fire Department Policy 126.2 – *Financial Procedures (PO, Invoices, Vouchers)* establishes the necessary purchasing and disbursing procedures that implement effective internal control for issuances of warrants and claims as required by RCW 42.24.180;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Northshore Fire Department hereby authorizes the following Auditing Officers to submit warrants and claims for payment and disbursement in accordance with Shoreline Fire Department Policy 126.2 prior to the Board taking action to approve said claims:

- Fire Chief
- Deputy Chiefs
- Administrative Director

ADOPTED by the Board of Commissioners of Northshore Fire Department, a fire protection district, at an open public meeting of such Board on the 6th day of May, 2025 the following Commissioners being present and voting:

NORTHSHORE FIRE DEPARTMENT

King County, Washington

Attest:

Amy Oakley

Amy Oakley

Secretary to the Board

Lisa Wollum

LISA WOLLUM, Chair

Eric Adman

ERIC ADMAN, Commissioner

TYLER BYERS, Commissioner

Rick Webster

RICK WEBSTER, Commissioner

Josh Pratt

JOSH PRATT, Commissioner

CERTIFICATE

I, Amy Oakley, the Secretary of the Board of Fire Commissioners of King County Fire Protection District No. 16, King County, Washington, hereby certify that the foregoing Resolution is a full, true and correct copy of a Resolution duly adopted at a regular meeting of the Board of Fire Commissioners of said Department, duly held at a regular meeting place thereof on May 6, 2025 of which meeting all members of said Board had due notice, and at which a majority thereof was present; and that at said meeting said Resolution was adopted by the following vote:

AYES, and in favor thereof, Commissioners: 4

NAYS, Commissioners: 0

ABSENT, Commissioners: 0

ABSTAIN, Commissioners: 0

I further certify that I have carefully compared the same with the original Resolution on file and of record in my office; that said Resolution is a full, true and correct copy of the original Resolution adopted at said meeting; and that said Resolution has not been amended, modified or rescinded since the date of its adoption, and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of May, 2025.

NORTHSHORE FIRE DEPARTMENT
King County, Washington

Amy Oakley

Amy Oakley
Secretary to the Board of Fire Commissioners