

**SOUTH KING FIRE  
RESOLUTION NO. 655**

**A RESOLUTION of the Board of Fire Commissioners of South King Fire, King  
County, Washington, Regarding the Adoption of Internal Control Policies**

**WHEREAS**, a critical function of the Board of Commissioners' is to adopt policies that establish internal controls meant to safeguard valuable public funds and assets, and

**WHEREAS**, it has been determined through an Accountability Audit Finding report, issued by the Washington State Auditors Office (SAO), that District practices and policies are insufficient to provide adequate safeguards to protect the public's interest, and

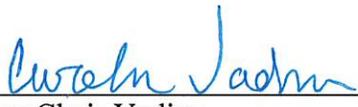
**WHEREAS**, the advice received from the SAO and the District's legal counsel is that the Board of Commissioners adopt updated policies to ensure adequate controls are in place.

**NOW THEREFORE BE IT HEREBY RESOLVED**, the Board of Fire Commissioners adopt the following policies and associated procedures:

- a. **Code of Conduct Policy** - Serves to promote the public's trust and confidence in the professionalism of for all paid employees, volunteers and elected/appointed officials of the District.
- b. **Time & Attendance Tracking, Payroll Policy** – Ensures accurate accounting of employee time and attendance, working hours, schedules, leave approvals, and record keeping to comply with payroll, state, and audit reporting purposes.
- c. **Use of District Vehicles Policy** – Establishes acceptable use and tracking of District owned vehicles.
- d. **Accounting, Administrative Internal Controls Policy** - Establishes and maintains effective internal controls over the District's administrative and accounting processes and records to comply with laws and regulations.
- e. **Professional Development, Reimbursement Policy** – Establishes parameters for professional development opportunities, eligibility requirements, employer reimbursement limits, employee taxability, and payback requirements.

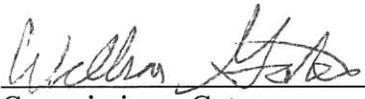
**ADOPTED** at the Special meeting of the Board of Commissioners of South King Fire this 13<sup>th</sup> day of November 2024, the following Commissioners being present and voting.

  
Chair Baruso

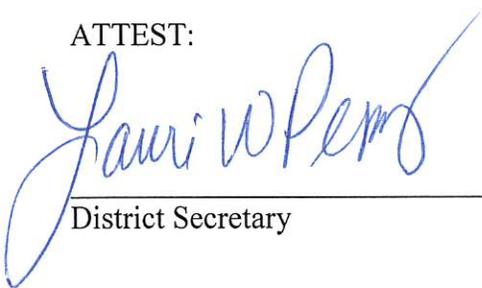
  
Vice Chair Vadino

  
Commissioner Burrus

  
Commissioner Fuller

  
Commissioner Gates

ATTEST:

  
District Secretary

Approved as to form:

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ERIC T. QUINN, WSBA #47354  
Attorney for District

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