

RESOLUTION NO. 19-37

**RESOLUTION OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT AUTHORIZING
ISSUANCE OF DISTRICT CREDIT CARDS TO GENERAL
MANAGER J. LOGAN AND EMERGENCY SERVICES MANAGER
CAPT. DENISE GLUHAN (RET.) WITH CREDIT LIMIT OF FIVE
THOUSAND DOLLARS (\$5,000) ON EACH CARD**

WHEREAS, the Los Altos Hills County Fire District (“District”) receives payments for District costs through reimbursement from the County of Santa Clara Finance Department (“County”); and

WHEREAS, reimbursement from County requires the purchaser to submit a receipt to the District’s Financial Consultant, Cori Vargas, who in turn prepares a reimbursement voucher for County and meets with the General Manager or District President for approval, before submitting the reimbursement voucher to the County for review and reimbursement; and

WHEREAS, the reimbursement process could take up to a week; and

WHEREAS, routine District purchases, such as the Comcast bill, as well as special CERT purchases often require District volunteers and/or employees to use their personal funds and receive reimbursement of those expenditures at a later date; and

WHEREAS, in case of an emergency or disaster the District does not have means to immediately purchase necessary supplies and other needs with District funds;

WHEREAS in order to relieve District employees and volunteers of the responsibility to use their personal funds for District purchases before reimbursement, the District desires to authorize two credit cards, one to its General Manager, J. Logan and the second to its Emergency Services Manager, Capt. Denise Gluhan (Ret.), with a spending limit of Five Thousand Dollars (\$5,000) each; and

WHEREAS, the District’s Financial Consultant contacted the County concerning the District’s desire to obtain District credit cards, and confirmed County’s support; and

WHEREAS, it is understood that the District will consider and approve a Credit Card Use Policy before the District credit cards are used, except that the District’s General Manager, J. Logan, and/or the District’s Emergency Services Manager, Capt. Denise Gluhan (Ret.) may use the District credit cards before a policy is in place in the event of an emergency or disaster; and

WHEREAS, the District Board has read and considered authorization of District credit cards as described herein.

NOW, THEREFORE, the District Board does **RESOLVE** as follows:

1. Public interest and convenience require the District to authorize issuance of two District credit cards, with a spending limit of Five-Thousand Dollars (\$5,000) each, to the District's General Manager, J. Logan, and the District's Emergency Services Coordinator, Capt. Denise Gluhan (Ret.); and
2. The District hereby authorizes issuance of District credit cards, with a spending limit of Five-Thousand Dollars (\$5,000) each, to the District's General Manager, J. Logan, and the District's Emergency Services Coordinator, Capt. Denise Gluhan (Ret.), provided that the District credit cards will not be used until the District Board adopts a Credit Card Use Policy, except in case of an emergency or disaster.

PASSED AND ADOPTED this 17th day of September 2019.

By:

Mark Warren, Board President

ATTEST:

District Clerk