

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Meeting Date: January 13, 2021

Subject/Title: Update the Authorization of Signatories for Bank of the West Accounts and Provide Staff Access to Associated Cash Management Services

Submitted by: Regina Rubier, Business Services Manager

RECOMMENDATION FOR ACTION

Adopt a resolution updating the positions authorized to open, close, deposit, withdraw, and pay money from the East Contra Costa Fire Protection Districts (District) Bank of the West accounts; and authorizing additional positions to use the District's bank account Cash Management services.

SUBJECT BACKGROUND

Over the past several months, the District's administrative services functions have been working towards completing the transition of management of District funds from the City of Brentwood ("Brentwood" or "City") to the District's own financial staff. To complete the transition, minimize fraud risk, and enable the District to apply accounting best practices, staff recommends the Board adjust and create new bank account access authorizations.

Accordingly, the attached resolution confirms authority for the Board President, the Finance Committee Chair (as opposed to the previously-designated Board Vice President) and the Fire Chief to:

1. Open District accounts at the Bank of the West;
2. Sign checks, drafts or other orders for the payment of money, provided that the checks, drafts or orders include two written or electronic signatures; and
3. Complete the bank's customary blank signature card forms.

The attached resolution also provides the Business Services Manager/Chief Administrative Officer and the Staff Accountant with access to the bank's online banking, reconciliation, and account management systems. This will enable staff to:

1. Conduct Cash Management processes including through ACH, Electronic Deposit, and Positive Pay online services, which will significantly improve payment and deposit turnaround time by reducing the number of items needed to be physically handled, delivered and deposited by staff.
2. Access bank statements and daily transactions as needed to conduct monthly bank reconciliation and to flag and notify bank officials immediately of any questionable transactions.

Attachments: Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
STATE OF CALIFORNIA**

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RESOLUTION NO. 2021-_____

**ADJUSTING AUTHORIZED SIGNATORIES FOR BANK OF THE WEST BANK ACCOUNTS
AND AUTHORIZING USERS OF ACCOUNT CASH MANAGEMENT SERVICES**

WHEREAS, the East Contra Costa Fire Protection District (District) Board of Directors (Board) desires to change signatories of established bank accounts; and

WHEREAS, the District is providing its own administrative services and uses the Bank of the West for its banking needs; and

WHEREAS, by Resolution 2014-27, the District previously authorized the Board President and Vice President, and the Fire Chief, to establish and be signatories on the District's accounts with Bank of the West; and

WHEREAS, the District desires to adjust authorized signatories to be the Board President, Finance Committee Chair and the Fire Chief; and

WHEREAS, the District also desires to authorize the Business Services Manager/Chief Administrative Officer and Staff Accountant to access and use the Cash Management Services to facilitate management of District accounts in accordance with accounting best practices.

NOW, THEREFORE, BE IT RESOLVED by the East Contra Costa Fire Protection District Board of Directors that the Board President, the Finance Committee Chair and the Fire Chief are authorized:

1. To establish bank accounts with the Bank of the West
2. To deposit funds of the District in such accounts and to endorse checks, drafts, and other investments of deposit;
3. To sign checks, drafts or other orders for the payment of money, provided that the checks, drafts or orders include two written or electronic signatures; and
4. To complete the bank's customary blank signature card forms, in order to conveniently exercise the authority granted by this resolution, with the understanding that any resolutions printed on those forms shall be deemed adopted as part of this resolution.

BE IT FURTHER RESOLVED, that the Business Services Manager/Chief Administrative Officer and Staff Accountant are authorized to access and use Cash Management Services including bank reconciliations and positive pay features, in managing the District's bank accounts.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 13th day of January, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Brian J, Oftedal
President, Board of Directors

ATTEST:

Regina Rubier
Clerk of the Board