

EAST COUNTY FIRE & RESCUE

SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

April 28, 2020
Station 91

Approved Minutes

ATTENDANCE:

Martha Martin
Mike Carnes
Cristina Hadziselimovic

Mike Taggart
Linda Durrett
Lindsay Osborne

Joshua Seeds
Pam Jensen

Held virtually due to COVID-19

CALL TO ORDER: 10:04

Chairperson Martha Martin called the meeting to order for the SAO Entrance Conference.


Cristina Hadziselimovic, Assistant Audit Manager and Lindsay Osborne, Program Manager of the State Auditor's Office reviewed the Entrance Invite and Entrance Conference handout they provided via email.

The Audit Scope is planned to perform the Accountability and Financial Statement audit for January 1, 2018 through December 31, 2019. Cristina and Lindsay reviewed the Audit Scope, Engagement Letter, Levels of Reporting and other important information provided in the Entrance Conference handout.

Cristina and Lindsay expect the audit to be completed by the end of May 2020.

Meeting adjourned: 10:23 AM

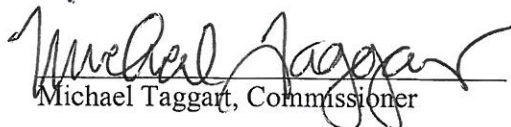
Respectfully Submitted,



Martha Martin, Chairperson



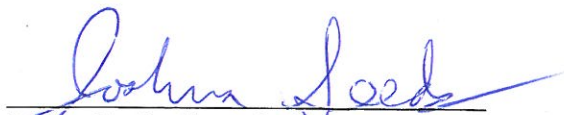
Mike Berg, Commissioner



Michael Taggart, Commissioner



Sherry Petty, Commissioner



Joshua Seeds, Commissioner

ATTEST:

Pam Jensen
Pam Jensen, District Secretary

DISTRICT SEAL:





**Office of the Washington State Auditor
Pat McCarthy**

April 22, 2020

Board of Commissioners
East County Fire and Rescue
600 NE 267th Avenue
Camas, WA 98607

Dear Members of the Board:

We are pleased to notify you regarding the beginning of our audit of East County Fire and Rescue for fiscal year 2018 and 2019. The State Auditor's Office is committed to maintaining positive relationships and open communication with the governments we audit. As a member of the governing body, we believe you should be fully informed about our audit work. Therefore, we are inviting you to attend an entrance conference we have scheduled with your staff at 10:00 am on April 28th, via Zoom.

At the conference, we will discuss the audit and ask if you or District staff have any areas of concern that you would like us to include in the scope of our audit. We will also discuss the timing and cost of the audit.

After we finish our audit work, we plan to contact you again to invite you to attend an exit conference, in which we will share the results of the audit. This is an opportunity for you to hear directly from us about what we found and to ask any questions you may have about the audit process or results.

Please note that if a quorum of Board members attend either of these conferences, the District will be responsible for ensuring requirements of the Open Public Meetings Act are met.

We take very seriously our responsibility of serving citizens by promoting accountability, fiscal integrity and openness in state and local government. We believe it is critical to citizens and the mission of the District that we work together as partners in accountability to prevent or constructively resolve issues.

We look forward to meeting with management and the governing body at the entrance conference and hope to see you there. If you have any questions or matters that you would like to discuss with us, feel free to contact me at [(360) 260-6409 or by email at Lindsay.Osborne@sao.wa.gov.

Sincerely,

Lindsay Osborne
Program Manager



Office of the Washington State Auditor

Pat McCarthy

Entrance Conference: East County Fire and Rescue

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share our planned audit scope so that we are focused on the areas of highest risk. We value and appreciate your input.

Audit Scope

Based on our planning, we will perform the following audits:

Accountability audit for January 1, 2018 through December 31, 2019

We will examine the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation. In addition, we will evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures.

We plan to evaluate the following areas:

- Accounts payable – general disbursements and electronic funds transfers
- Payroll – gross wages, overtime, leave balances and accruals, and electronic funds transfers
- Open public meeting – documentation of minutes and executive sessions

Financial statement audit for January 1, 2018 through December 31, 2019

We will provide an opinion on whether your financial statements are presented fairly, in all material respects, in accordance with the applicable reporting framework. The audit does not attempt to confirm the accuracy of every amount, but does search for errors large enough to affect the conclusions and decisions of a financial statement user.

Engagement Letter

We have provided an engagement letter that confirms both management and auditor responsibilities, and other engagement terms and limitations. Additionally the letter identifies the cost of the audit, estimated timeline for completion and expected communications.

Levels of Reporting

Findings

Findings formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations or policies. You will be given the opportunity to respond to a finding and this response will be published in the audit report.

Management Letters

Management letters communicate control deficiencies, non-compliance or abuse that are less significant than a finding, but still important enough to be formally communicated to the governing body. Management letters are referenced, but not included, in the audit report.

Exit Items

Exit items address control deficiencies or non-compliance with laws or regulations that have an insignificant effect on the audit objectives. These issues are informally communicated to management.

Important Information

Confidential Information

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws.

Audit Costs

The cost of the audit is estimated to be approximately \$15,500, plus travel expenses.

Expected Communications

During the course of the audit, we will communicate with Linda Durrett, Administrative Specialist, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed.

Please let us know if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect Linda to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

Loss Reporting

State agencies and local governments are required to immediately notify our Office in the event of a known or suspected loss of public resources or other illegal activity. These notifications can be made on our website at www.sao.wa.gov/report-a-concern/how-to-report-a-concern/fraud-program/.

Peer Reviews of the Washington State Auditor's Office

To ensure that our audits satisfy *Government Auditing Standards*, our Office receives external peer reviews every three years by the National State Auditors Association (NSAA). The most recent peer review results are available online at www.sao.wa.gov/about-sao/who-audits-the-auditor/. Our Office received a "pass" rating, which is the highest level of assurance that an external review team can give on a system of audit quality control.

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide us feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor is designed to offer services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean, peer-to-peer networking and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, email us at Center@sao.wa.gov.

Audit Team Qualifications

Kelly Collins, CPA, Director of Local Audit – Kelly has been with the Washington State Auditor’s Office since 1992. In her role, she oversees the audit teams which perform the audits for over 2,200 local governments. She serves on the Washington Finance Officers Association Board and is a member of the Washington Society of Certified Public Accountants’ Government Auditing and Accounting Committee. Phone: (564) 999-0807 or Kelly.Collins@sao.wa.gov

Tina Watkins, CPA, Assistant Director of Local Audit – Tina has been with the Washington State Auditor’s Office since 1994. In her role as Assistant Director, she assists with statewide oversight and management of all the audits for local government. She served as an Audit Manager for six years prior to becoming an Assistant Director of Local Audit. Phone: (360) 260-6411 or Tina.Watkins@sao.wa.gov

Lindsay Osborne, Program Manager – Lindsay has been with the Washington State Auditor’s Office since 2004. In her role as Audit Manager, she provides oversight and management for Team Vancouver, which conducts state and local government audits in the Southwest Washington region. Additionally, Lindsay is a Program Manager facilitating city audits statewide. Phone: (360) 260-6409 or Lindsay.Osborne@sao.wa.gov

Cristina Hadziselimovic, Assistant Audit Manager – Cristina has been with the Washington State Auditor’s Office since 2005, and became an Assistant Audit Manager in 2012. She has been in charge of leading audits for a variety of entity types such as cities, counties, school districts and public utility districts. Phone: (360) 984-4625 or Hadziselimovic@sao.wa.gov