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Fri 12/12/2014 2:56 PM



Kevin Hayes <Kevin.Hayes@gffd17.org>

RE: Rep Letter Request & Exit Items

To Jim Haverfield; Bill Gillam; John Gillett

After reading the auditors report, I'm not too worried about any of the items.

The reporting known or suspected losses to the auditors office was a slip. I wasn't aware of that and now we are. Thanks to the audit.

Fuel Use...I see no value in a policy or procedure that addresses this.

Exceeding Statutory Authority...The RCW quoted, I was not able to find. I believe that our program is part of our fire prevention education curriculum and well within our authority. Let's see what Brian Snure has to say.

Exec Sessions...yep, we can improve on them.

All in all...I'm happy. All of these our recommendations and we will take them under advisement.

Kevin R. Hayes

Fire Commissioner
Fire Dist 17 - Granite Falls
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SnoCoFire17 Audit Exit Items.docx

Size: 16 KB

Author: State Auditor

Last changed: Thursday, December 11, 2014

Message Rep Letter - BARS Cash.docx (39 KB) SnoCoFire17 Audit Exit Items.docx (16 KB)

Executive Sessions

While reading the District's meeting minutes, we noted the following instances where documentation was not adequate to demonstrate compliance with the Open Public Meetings Act (RCW 42.30.110):

- Seven instances where documentation did not state the presiding officer announced the time when the executive session would be concluded.
- Three instances in which the Commissioners returned from executive session early and conducted business.

We recommend the District maintain adequate documentation to demonstrate its compliance with the Open Public Meetings Act.

The Attorney General's Open Government Internet Deskbook (*Public Records and Open Meetings*) is a helpful resource for ensuring compliance with the Open Public Meetings Act: <http://www.atg.wa.gov/OpenGovernment/InternetManual.aspx>

Reporting Known or Suspected Losses

State Law (RCW 43.09.185) requires that all known or suspected losses of public funds be reported timely to the State Auditor's Office. During the audit period, approximately \$5,000 of equipment was taken from a District vehicle and was not reported to our Office.

We recommend the District report all known or suspected losses of public funds to our office in accordance with State Law.

Fuel Use

During our review of the District's vehicle use policies and procedures, we determined that the District's written policies do not reflect the current expectations of monitoring vehicle and fuel use. Without written expectations of vehicle and fuel use there is a risk that firefighters could use District vehicles for unallowable purposes.

We recommend that the District establish written policies that reflect the current expectations of monitoring vehicle and fuel use to ensure that employees are properly using District vehicles.

Exceeding Statutory Authority

The District operates a program that sends two on-duty firefighters to kindergarten classrooms twice per week to teach children how to read. The firefighters are expected to respond to calls if dispatched while at the schools. Our review of the program determined the program is not consistent with the allowable activities of a fire district as defined by State Law (RCW 52.13.031). As such, the District does not have the authority to offer this service.

Although we don't question the merit of this program, we recommend the District only provide services within its statutory authority as defined by State Law.