

NORTH WHIDBEY FIRE AND RESCUE BOARD OF COMMISSIONERS
Administration Building, 770 NE Midway Blvd., #201, Oak Harbor, Washington
Minutes of the Special Meeting held January 22, 2016 at 10:00

CALL TO ORDER

- Chairman Bruce Carman called the meeting to order at 10:00. Also in attendance was Commissioner Larry Wall, Fire Chief Michael Brown, Secretary Sarah Pedersen, and State Auditors Andy Asbjornsen, Michelle Palmer and Daryl Yukon. Commissioner Jerry Goen arrived at 10:15.

AUDIT – EXIT INTERVIEW

- The three Auditors from the State Auditor’s Office introduced themselves.
- Auditor Michelle Palmer reviewed the conclusion of the Audit to the Board:
 - A recommendation was made to clear up verbiage in some existing policies.
 - Better tracking of assets and surplus items was recommended.
 - Suggested that the District minimize number of employees who can access the asset database.
- The levels of reporting by the State Auditor’s Office was explained to the Board.
 - A “Finding” is significant noncompliance.
 - A “Management Letter” is an official recommendation.
 - “Exit Item” – something discussed but not noted in Audit Report.
- The Auditors discussed recommendations for the District:
 - Change Orders need to be noted in the Meeting Minutes if above policy threshold.
 - Small Works Roster bids need to be documented and added to contract file.
- Auditor Andy Asbjornsen notified the Board that a separate Financial Audit will need to be performed if the District meets or exceeds a two million dollar revenue threshold; A Financial Audit will take an additional 48 hours to perform.
- At 10:38, the Auditors left the Special Meeting.

FUTURE PLANNING MEETING

- Chief Brown presented an outline for the Future Planning Workshop.
- Some questions asked were:
 - How is the District functioning now?
 - How should the District function in the future?
- Requested information by the Board included three year previous budget, five year budget projection and CPR class financial analysis.
- Chief Brown asked the Board for several meetings for the workshop in order to discuss different aspects of the District’s future.

ADJOURN MEETING

- There being no further business Chairman Carman adjourned the meeting at 11:47.

Attest:

Sarah Pedersen, Secretary to the Board