



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

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### MINUTES

February 7, 2017

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Carolyn Armanini, Don Ellis, Dave Maehren, and Kae Peterson. Also present was Fire Chief Jim Torpin, Deputy Chief Eric Magnuson, Finance Specialist Dawn Killion, Audit Supervisor, Alex Behrndt, from the State Auditor's Office, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, and members of the public.

#### II. APPROVAL OF THE AGENDA

*Commissioner Ellis moved to approve the agenda. Commissioner Armanini seconded. The motion passed 5-0.*

#### III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee addressed the Commissioners with the following comments:

- Reported that the Lake Forest Park Map Your Neighborhood event was well attended and well received. Commissioner Adman asked who initiated the project. Mr. Dee stated it is a program of the Washington State Military Emergency Preparedness Department. Going forward the project will be handled by NEMCo on a local level.

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 2014-15 Financial and Accountability Audit Exit Conference

An audit summary was distributed to the Commissioners and highlights reviewed by Audit Supervisor Alex Behrndt. He thanked Chief Torpin and Finance Specialist Dawn Killion for time spent assisting the audit team in meetings and timely response to document requests. He provided the following highlights:

- In the areas of the District's operation that were audited, District operations complied with applicable requirements and provided adequate safeguarding of public resources. There were no deficiencies in internal controls identified during the audit.
- The financial statements reviewed during the 2014-15 Audits present fairly, in all material respects, the financial position and results of the operations of the Northshore Fire Department.
- Alex Behrndt complimented Chief Torpin and his staff for their prompt and cooperative assistance.

Chief Torpin thanked Mr. Behrndt for the extra time and assistance he provided during the audit process to help staff understand the presentation of the HRA fiduciary fund reporting.

#### 4.2 Budget Process Review

Chief Torpin provided an overview of the modification to the budget process he outlined in his previous memorandum. The change will provide more detail with regard to the planned expenses from the Reserve Fund. The change will occur in future budget presentations although the chief provided an updated 2017 Reserve Fund budget worksheet as an example of the additional detail. Chief Torpin requested the Board consider adopting the revised 2017 Reserve Fund worksheet. Commissioner Armanini requested this discussion should constitute a first reading. Final approval of the revision should be added to the agenda for February 21<sup>st</sup>.

#### 4.3 Commissioner Reports

Commissioner Armanini reported that the banquet was a great success and she looks forward to next year.

Commissioner Peterson would like to see representation in Olympia related to the public records bills that are being put forth.

Commissioner Maehren reported that there was a hearing on last year's bill related to fire district mergers that would allow Districts without contiguous borders to merge. The result of the hearing is not yet known.

### **V. ACTION ITEMS**

None

### **VI. FIRE CHIEF'S REPORT**

In addition to the written report provided in the meeting materials, Chief Torpin reported:

- The first meeting in July will either need to be rescheduled or cancelled due to the fact that it falls on July 4<sup>th</sup>. The Commissioners will decide this at the first meeting in May.
- Northshore Fire was asked to contribute to the Arts Kenmore project repainting the Kenmore Premix Silos. Chief Torpin explained to the requester that the District could not donate public funds, but said he would pass the request along to the Commissioners.
- Commissioner Peterson inquired as to how Fire Benefit Charge inquiries are going. Chief Torpin reported that the volume and nature of requests is similar to prior years with a couple corrections related to sprinkler systems and square footage.
- Commissioner Armanini confirmed that the Friends of Third Place Commons Breakfast will be Thursday, February 16<sup>th</sup>. Chief Torpin and Commissioner Peterson will be attending.
- Commissioner Maehren asked about the upcoming addition of Nasal Narcan to the EMT's resources. Chief Torpin reported that we are in the process of receiving training for the nasal Naloxone. Chief Torpin stated it would likely not be used by our EMTs as the drug is best administered intravenously by the paramedics who are normally on scene within a short period after our units arrive. However, it is an effective drug when medics are not immediately available.
- Commissioner Maehren inquired about the sprinkler system status in the Linq building. Chief Torpin reported that the sprinkler system has been completed and activated.
- Commissioner Armanini would like the Fire Chief's report corrected to indicate that there are a total of four water purveyors in Lake Forest Park, not three.

## VII. CONSENT CALENDAR

### 7.1 Vouchers

- The General Fund Vouchers totaled \$138,474.66 and Reserve Fund Vouchers totaled \$4,240.58.

### 7.2 Meeting Materials

- Regular Board Meeting of January 17, 2017.

*Commissioner Peterson moved to approve the consent calendar as presented. Commissioner Ellis seconded. The motion passed 5-0.*

## VIII. EXECUTIVE SESSION

The Board moved into Executive Session at 5:54PM until 6:20PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b), and to evaluate the qualifications of an applicant for public employment or review of the performance of a public employee pursuant to RCW 42.30.110(1)(g). The board extended the Executive Session until 6:55PM. The board moved back to open session at 6:55PM.

## ADJOURNMENT

The meeting was adjourned at 6:55PM

## NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for February 21, 2017.

Attachments: Agenda; Fire Chief's Report; Exit Conference: King County Fire Protection District No. 16 (Northshore Fire Department)

## BOARD OF COMMISSIONERS



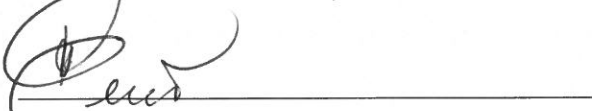
ERIC ADMAN, Chair



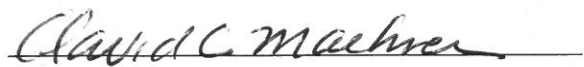
KAE PETERSON, Member



CAROLYN ARMANINI, Member



DON ELLIS, Member



DAVE MAEHREN, Member

**ATTEST**

  
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**KATE HANSEN**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on February 21, 2017.





## **Northshore Fire Department**

Headquarters Station, 7220 181st Street, Kenmore, WA

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, February 7, 2017

5:00PM

**I. Open Meeting**

**II. Approval of Agenda**

**III. Public Comment**

**IV. Information/Discussion Item**

- 4.1 2014-15 Financial and Accountability Audit Exit Conference – Wendy Chow
- 4.2 Budget Process Revision
- 4.3 Commissioner Reports

**V. Action Items**

- 5.1 None

**VI. Fire Chief Report**

**VII. Consent Calendar**

- 7.1 Vouchers
- 7.2 Meeting Minutes of January 17, 2017

**VIII. Executive Session**

- 8.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). (30-45 minutes)
- 8.2 To evaluate the qualifications of an applicant for public employment or review of the performance of a public employee pursuant to RCW 42.30.110(1)(g).

**IX. Adjournment**

**Next Regular Meeting: February 21, 2017 at 5:00 PM**

# **Fire Chief's Report**

Submitted by Chief Torpin  
February 7, 2017

## **Administration/Financial:**

- AS Hansen met with Chief Torpin, HR Specialist Moore and web designer Leif Jensen to discuss content and layout of the new website. Site construction is under way with a target project completion date of February 28th.
- AS Hansen completed arrangements for the Annual Banquet which occurred on January 27<sup>th</sup>.
- Chief Torpin facilitated the first quarter admin group meeting.
- Chief Torpin and FS Killion met with the State Auditor to complete revisions of the 2014 and 2015 annual reports. The revisions were primarily related to the HRA Fund. The revised reports were uploaded to the State Auditor and we are set for the exit conference on February 7<sup>th</sup>.
- Fire Benefit Charge calls continue to come in. Most of the calls are related to square footage calculations and are normally resolved with an explanation of the difference between total square footage and livable square footage.
- FS Killion processed and delivered W-2, 1099 and 941 forms for 2016.

## **Human Resources:**

- HR Administrator Moore began work on a salary review of the District's non-represented positions. Salary survey data used will include survey results from AWC, Milliman, and local fire agencies.
- HR Administrator Moore attended webinar presented by Dataquest regarding a demonstration of their new system. The District uses Dataquest to complete new hire background checks.
- HR Administrator Moore met with Becky Wallen from DiMartino Associates to review current benefit plan offerings.

## **Operations:**

- BC Tagart and crews continue work on preparing the new aid car to go into service. The manufacturer was out this week to complete some punch list repairs and modifications. The current plan is to have it in service by February 10<sup>th</sup>.
- The Washington Surveying & Rating Bureau (WSRB) contacted us to set up a re-rate of the District. The District maintains a rating for each city served. Current rating which was done in 2011 is a "4" in each city. The rating in Kenmore was close to being eligible for a "3" and is certainly a possibility for this year's rating. The difference between Kenmore and Lake Forest Park rating scores was the water system. The water availability in terms of fire flow in Kenmore is greater than in some parts of Lake Forest Park.

We have received the list of records needed for the rating and we have initiated the process of collecting the needed data. A site visit has been scheduled for April 5<sup>th</sup>, 2017. The rating is normally issued within a few months of the site visit.

- A firefighter suffered a blood to open wound exposure while treating a patient. Both the firefighter and source patient have been tested and results were negative. The firefighter will be tested again in 3-6 weeks as a precaution.
- DC Magnuson along with B-Shift met with Ram Air Gear Dryer representative Dave Adams to accept award of free gear dryer to Northshore Fire Department. Photos, a press release, and pizza lunch were accomplished in the apparatus bay at Station 51.
- DC Magnuson continues to refine and improve ESO reports for both Medical incidents (EHR) and Fire.
- Problems with Opticom at entrance to SR522 from Station 57 have been resolved by the local WA Department of Transportation in Shoreline. There turned out to be more damage than previously thought, so crews had to repair some cabling, replace all 3 detectors (2 southbound, 1 northbound) that service NE 170th St, and replace the cabinet components that drive the system. All components were function tested by WADOT and are now working as designed. Safe entrance to Bothell Way has been reestablished.
- DC Magnuson attended leadership seminar hosted by Redmond Fire Department.
- DC Magnuson facilitated providing medical incident reports to King County Public Health for analysis of 16 cardiac arrest events from 2016.

#### **Training:**

- AS Hansen worked with DC Magnuson to get EMT recertification training up to date in King County's EMS Online tracking system.
- AS Hansen created Training Workbooks for five Acting Officers and Probationary Firefighters.
- DC Magnuson, AS Hansen, Captain Harvey, BC Tagart and several other Northshore personnel attended the Gordon Graham Leadership Conference.
- DC Magnuson, AS Hansen and Captain Harvey attended the KCFTOA Meeting & Liability Training.
- Captain Harvey and Kate Hansen completed the February 2017 MTA.
- Captain Harvey met with other North End Training Officers several times in preparation for firefighter survival training scheduled to begin on February 6th.
- Captain Harvey conducted ladder rescue training with several crews.
- Captain Harvey scheduled bi-annual maintenance for the Fireblast burn prop. The maintenance is scheduled for February 7th.
- Captain Harvey assisted FF Hofschulte with preparations for the KCFTOA Spring Pump Academy.
- Kate Hansen and Captain Harvey prepared a schedule of work to be performed for the development of the EMTG Task manual.
- Captain Harvey and Kate Hansen attended the monthly EMTG planning meeting.
- Captain Harvey served as an assessor for a Bellevue Fire Department Captain exam.

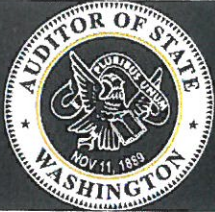
**Fire Prevention:**

- FM LaFlam assisted with the facilitation of a Contractor's Forum sponsored by the Washington Fire Sprinkler Coalition. The event was attended by building contractors, plumbers, sprinkler designers and installers and fire service members from a variety of agencies. The purpose was to discuss issues and concerns regarding residential fire sprinkler systems with a goal to expand the content of a Best Practices Guide for Residential Fire Sprinklers that was developed by the Coalition in 2016.
- FI Booth attended the Zone 1 fire investigators meeting.
- FM LaFlam performed several inspections of the fire alarm and fire sprinkler systems at the new Linq building on 68th in Kenmore.
- In an effort to expand delivery and improve the efficiency of the CPR/First Aid classes presented by the Northshore Fire Department, FI Booth has been working with a regional coordinator from the American Heart Association to establish Northshore Fire as a self-guided Training Center. Becoming an AHA Training Center will be the foundation for desired improvements with our CPR and First Aid training programs.

**Northshore Emergency Management Coalition (NEMCo):**

- EM Lunak attended the Map Your Neighborhood event in Lake Forest Park.
- Planning for the upcoming CERT training is complete and has been posted on city and fire district websites.
- EM Lunak met with NUD regarding contracted deliverables. Work on their annual emergency management plan has been initiated.
- EM Lunak has received several requests from the community to attend meetings to speak.
- EM Lunak attended the King County Emergency Managers Zone 1 meeting.
- Attended a King County Emergency Management meeting to discuss credentialing, follow up meeting will occur on February 6th to review progress details.
- We are still waiting for King County on the full implementation of the Code Red program. The Code Red program is the public notification system which also allows for interagency communication that will be important to NEMCo.
- EM Lunak has created the annual training schedule which will kick off with Emergency Operations Center training in February.





# Office of the Washington State Auditor

## Pat McCarthy

**Pat McCarthy**  
State Auditor

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## **Exit Conference: King County Fire Protection District No. 16 (Northshore Fire Department)**

### **About our Office**

The Washington State Auditor's Office's vision is government that works for citizens. Our goal is for government that works better, costs less and earns greater public trust.

The purpose of this meeting is to share our audit results and draft reporting. We value and appreciate your participation.

### **Audit Highlights**

- We would like to thank Dawn Killion, Finance Specialist, and Jim Torpin, Fire Chief, for their cooperation and timely response to our requests during the audit.
- We noted the Fire District was quick to implement our recommendations and had a pro-active attitude over accountability and internal controls.
- We thank the Fire District for its ongoing commitment to build our relationship.

### **Audit Scope**

We performed the following audits for your Northshore Fire Department:

- **Accountability audit for 2014 and 2015.** See draft report.
- **Financial statement audit for 2014 and 2015.** See draft report.

### **Financial Statement required communications**

In relation to our report, we would like to bring to your attention:

- There were no uncorrected misstatements in the audited financial statements.
- There were no material misstatements in the financial statements corrected by management during the audit.



## **Concluding Comments**

### **Report Publication**

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/saoportal/Login.aspx>

### **Audit Cost**

At the entrance conference, we estimated the cost of the audit to be \$7,500, plus travel expenses, and actual audit costs will approximate that amount.

### **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 feedback.

### **Your Next Scheduled Audit**

Your next audit is scheduled to be conducted in the fall of 2018, and will cover the following general areas:

- Accountability for Public Resources – fiscal year 2016 and 2017
- Financial Statement – fiscal year 2016 and 2017

The estimated cost for the next audit based on current rates is \$7,500, plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

If expenditures of federal awards are \$750,000 or more in any fiscal year, notify our Office so we can schedule your audit to meet federal single audit requirements. Federal awards can include grants, loans, and non-cash assistance such as equipment and supplies





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

**Financial Statements Audit Report**  
**King County Fire Protection District**  
**No. 16**  
**(Northshore Fire Department)**

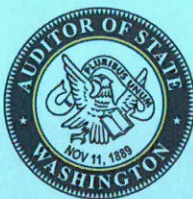
**For the period January 1, 2014 through December 31, 2015**

**Published**

**Report No. 1018594**







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

Issue Date – (Issued by OS)

Board of Commissioners  
Northshore Fire Department  
Kenmore, Washington

**Report on Financial Statements**

Please find attached our report on the Northshore Fire Department's financial statements.

We are issuing this report in order to provide information on the District's financial condition.

Sincerely,

Pat McCarthy  
State Auditor  
Olympia, WA

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

**Northshore Fire Department  
King County  
January 1, 2014 through December 31, 2015**

Board of Commissioners  
Northshore Fire Department  
Kenmore, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Northshore Fire Department, King County, Washington, as of and for the years ended December 31, 2015 and 2014, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated February 8, 2017.

We issued an unmodified opinion on the fair presentation of the District's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the District using accounting practices prescribed by Washington State statutes and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

**INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audits of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's



internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other

purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive style with a large, stylized "P" and "M".

Pat McCarthy

State Auditor

Olympia, WA

February 8, 2017

**INDEPENDENT AUDITOR'S REPORT ON  
FINANCIAL STATEMENTS**

**Northshore Fire Department  
King County  
January 1, 2014 through December 31, 2015**

Board of Commissioners  
Northshore Fire Department  
Kenmore, Washington

**REPORT ON THE FINANCIAL STATEMENTS**

We have audited the accompanying financial statements of the Northshore Fire Department, King County, Washington, for the years ended December 31, 2015 and 2014, and the related notes to the financial statements, which collectively comprise the District's financial statements, as listed on page 11.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Washington State statutes and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment,



including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)**

As described in Note 1, the Northshore Fire Department has prepared these financial statements to meet the financial reporting requirements of Washington State statutes using accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the Northshore Fire Department, for the years ended December 31, 2015 and 2014, on the basis of accounting described in Note 1.

### **Basis for Adverse Opinion on U.S. GAAP**

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the District used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

### **Adverse Opinion on U.S. GAAP**

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Northshore Fire Department, as of December 31, 2015 and 2014, or the changes in financial position or cash flows for the years then ended, due to the significance of the matter discussed in the above "Basis for Adverse Opinion on U.S. GAAP" paragraph.

### **Other Matters**

#### ***Supplementary and Other Information***

Our audits were performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying Schedules of Liabilities are presented for purposes of additional analysis, as required by the prescribed BARS manual. These schedules are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

### **OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**

In accordance with *Government Auditing Standards*, we have also issued our report dated February 8, 2017 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That



report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in black ink, reading "Pat McCarthy". The signature is written in a cursive style with a large, stylized "P" and "M".

Pat McCarthy

State Auditor

Olympia, WA

February 8, 2017

## **FINANCIAL SECTION**

**Northshore Fire Department  
King County  
January 1, 2014 through December 31, 2015**

### **FINANCIAL STATEMENTS**

Fund Resources and Uses Arising from Cash Transactions – 2015  
Fund Resources and Uses Arising from Cash Transactions – 2014  
Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2015  
Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2014  
Notes to Financial Statements – 2015  
Notes to Financial Statements – 2014

### **SUPPLEMENTARY AND OTHER INFORMATION**

Schedule of Liabilities – 2015  
Schedule of Liabilities – 2014

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	<a href="mailto:PublicRecords@sao.wa.gov">PublicRecords@sao.wa.gov</a>
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	<a href="http://www.sao.wa.gov">www.sao.wa.gov</a>





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

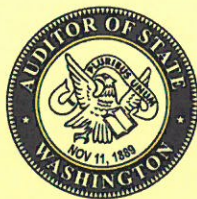
**Accountability Audit Report**  
**King County Fire Protection District**  
**No. 16**  
**(Northshore Fire Department)**

**For the period January 1, 2014 through December 31, 2015**

**Published**

**Report No. 1018593**





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

Issue Date – (Issued by OS)

Board of Commissioners  
Northshore Fire Department  
Kenmore, Washington

**Report on Accountability**

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for District operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our report on the District's compliance and safeguarding of public resources. Our independent audit report describes the overall results and conclusions for areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

Pat McCarthy  
State Auditor  
Olympia, WA



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## AUDIT SUMMARY

### Results in brief

In the areas we audited, District operations complied with applicable requirements and provided adequate safeguarding of public resources. The District also complied with state laws and regulations and its own policies and procedures in the areas we examined.

### About the audit

This report contains the results of our independent accountability audit of the Northshore Fire Department from January 1, 2014 through December 31, 2015.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

Our audit involved performing procedures to obtain evidence about the District's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Financial condition
- Debt covenants
- Petty cash and imprest fund disbursements

## RELATED REPORTS

### Financial

Our opinion on the District's financial statements is provided in a separate report, which includes the District's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

## INFORMATION ABOUT THE DISTRICT

King County Fire Protection District No. 16, doing business as Northshore Fire Department, was formed on October 15, 1942, and serves the cities of Kenmore and Lake Forest Park in King County. The District provides fire protection, prevention and suppression services including emergency medical services, education and training to the community out of two fire stations.

An elected, five-member Board of Commissioners governs the District. The Board appoints a Fire Chief to oversee the District's daily operations as well as its 46 employees. For 2014 and 2015, the District operated on annual budgets of approximately \$7.7 million and \$7.9 million, respectively.

### Contact information related to this report

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*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for the Northshore Fire Department at <http://portal.sao.wa.gov/ReportSearch>.



## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
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