

**SNOHOMISH COUNTY FIRE DISTRICT #12
BOARD OF COMMISSIONERS MEETING
January 20, 2021, 6 pm
Virtual via Zoom**

CALL TO ORDER

Chairperson Christoffersen called the meeting to order at 6 pm.

OPENING STATEMENT

As indicated in the public notice, the public has been invited to join via Zoom. The public comment section of our agenda has been suspended until further notice. However any member of the public may submit comment via email, mail, or phone. Comments received will be read into the record at the following meeting.

No public comments have been received.

The following were in attendance:

Commissioners:

Tonya Christoffersen	Participant ID 206475
Rick Ross	Participant ID 222495
Pat Cook	Participant ID 208601

Staff Members:

Martin McFalls, Chief
Jeff Cole, Deputy Chief
Darryl Neuhoff, Deputy Chief
Chelsie McInnis, Finance Director
Paula DeSanctis, Board Secretary

Guests:

State Auditors:
Kristina Baylor, Program Manager
Courtney Amonsens, Assistant Audit Manager
Daryl Yuzon, Audit Lead

SCFD #12 CONSENT AGENDA

- A. Approve minutes of the December 16, 2020, regular meeting
- B. Approve minutes of the January 13, 2021, special meeting
- C. Approve December 2020 Financial Statements

Motion: To approve the SCFD 12 Consent Agenda
Made By: Ross
Seconded By: Cook
Action: PASSED unanimously

INFORMATION ITEMS

Communications: None.

OLD BUSINESS

None.

NEW BUSINESS

SAO Exit Conference: Chief McFalls introduced and welcomed State Auditors Kristina Baylor, Audit Manager, Courtney Amonsens, Audit Supervisor and Daryl Yuzon, Audit Lead.

Kristina Baylor shared a power point presentation sharing the results of the Snohomish County Fire District 12 2019 audit covering Accountability and Financial Statements.

Courtney Amonsens gave an overview of the audit results:

Accountability Audit Results: Using a risk-based audit approach, the Districts accounts payable and the tracking and monitoring of assets were examined. In the select areas, District 12 operations complied in all material respects, with applicable laws, regulations, and its own policies, and provided adequate controls over safeguarding of public resources resulting in a clean audit.

Courtney mentioned, our last audit resulted in a management letter issued on December 4, 2019 regarding vacation accruals. This topic will be revisited and further reviewed during the Marysville Fire District RFA audit scheduled for Fall of 2021.

Financial Statements Audit: In accordance with Government Auditing Standards the areas examined were internal controls and compliance over financial reporting. There were no material weaknesses or significant deficiencies in internal control and no instances of material noncompliance were identified. There were also no uncorrected misstatements or material misstatements identified. Resulting in an unmodified opinion or a clean audit.

Courtney stated the audit report contains two matters of emphasis that could have unknown potential impact on the Districts financial statements. The two areas highlighted were the District merger following the formation of the in RFA and the state of emergency declared last February having to do with COVID-19. The District correctly included reference to the unknown of both events in the notes to the financial statements, listed under "subsequent events". At this point in time, the events do not seem to have had any significant effect on the District.

Kristina gave closing remarks:

Tracker: Kristina shared a helpful government tool called Tracker. This tool can help manage prior audit recommendations and district communications providing status updates. Tracker can be accessed through the client portal and is visible to the public.

Audit Costs and Schedule: An estimate was given at the beginning of the audit, we are expected to come in under budget by approximately \$1,000 due to travel cost reduction from conducting a remote audit.

The RFA audit is scheduled for Fall of 2021 covering October 1, 2019 thru December 31, 2020.

Due to the formation of the RFA, Fire District 12 qualifies for a less-frequent accountability only audit. District 12 will now be audited every three years until its dissolution.

Report Publication: The Fire District 12 audit report will be published on the State Auditors website within the next two weeks. An audit survey will be sent once the report is released.

All three auditors thanked MFD Finance Director Chelsie McInnis and staff for the assistance provided throughout the audit. The Districts commitment to transparency and safeguarding public assets is appreciated. Audit Lead Daryl Yuzon commended Chelsie on her exceptional reconciliation between the District and the County Treasurer and the impeccable documentation of the transfer of assets to the RFA.

Commissioner Cook asked where the District stands on the vacation accruals. Finance Director McInnis stated policies have been put in place to manage the program and will be reviewed by SAO at the RFA audit this Fall.

CALL ON BOARD

Ross – Thanked the auditors for their efforts in a thorough audit and presentation. Thanked Chelsie and staff for always performing excellent work. You are all appreciated. Thanked Steve Edin, Chief Cole, Chief McFalls and Paula for all they do and leadership shown.

Christoffersen – Appreciates the efforts put in to the audit. Thanked everyone who provided information for the auditors. The results show what a great entity we are.

Cook – Thank you Chelsie for showing great leadership. You always do an outstanding job year after year. You are appreciated.

McInnis – Thanked the Board for the support of our staff. Thanked Sandra, Paula, Kelsey and Steve for all the help throughout the audit. Thanked the auditors for keeping the Districts informed and engaged throughout the process. As always, it was great working with all of you.

Chief McFalls – Thanked the staff for all the work provided for the audit. Thanked the auditors for their support throughout the audit process. We really appreciate all of you.

ADJOURN

With no further business, the meeting adjourned at 6:40 pm.



District Secretary



Date Approved