



Office of the Washington State Auditor  
Pat McCarthy

Accountability Audit Report  
**Bainbridge Island Fire Department**

For the period January 1, 2017 through December 31, 2018

Published November 12, 2019

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

November 12, 2019

Board of Commissioners  
Bainbridge Island Fire Department  
Bainbridge Island, 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 independent audit report on the District's compliance with applicable requirements and safeguarding of public resources for the 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 RESULTS

This report describes the overall results and conclusions for the areas we examined. In those selected areas, District operations complied with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

### About the audit

This report contains the results of our independent accountability audit of Bainbridge Island Fire Department from January 1, 2017 through December 31, 2018.

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.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. 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, based on our risk assessment for the years ended December 31, 2018 and 2017, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Procurement – public works
- Accounts payable – credit cards and charge accounts
- Payroll – overtime
- Tracking and monitoring of theft sensitive assets, such as computers, tools, and equipment
- Self-insurance for unemployment compensation

## 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

The Bainbridge Island Fire Department was established in 1942 to provide fire protection services. The District covers 28 square miles and serves over 23,500 citizens. In addition to fire response, the District offers emergency medical services, technical rescue response, fire safety education, fire prevention programs and citizen emergency preparedness programs. Primarily funded through property taxes, the District received \$10.5 million and \$11.4 million in operating revenue for 2017 and 2018, respectively.

An elected, five-member Board of Commissioners is responsible for establishing levels of service, policies and rates. The Board appoints a Fire Chief to oversee operations. The District has 44 full-time employees and 20 volunteer members.

| <b>Contact information related to this report</b> |  |
|---|--|
| Address:  | Bainbridge Island Fire Department<br>8895 Madison Avenue N.E.<br>Bainbridge Island, WA 98110 |
| Contact:  | Ed Kaufman, Finance Manager  |
| Telephone:  | 206-451-2037   |
| Website:  | <a href="http://www.bifd.org">www.bifd.org</a>   |

*Information current as of report publish date.*

### **Audit history**

You can find current and past audit reports for Bainbridge Island 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.

| <b>Contact information for the State Auditor's Office</b> |  |
|---|--|
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