



Office of the Washington State Auditor
Pat McCarthy

Assessment Audit Report

**Northwest Region Emergency Medical
Services and Trauma Care Council
(Northwest Region Emergency Medical
Services)**

For the period July 1, 2017 through June 30, 2019

Published November 19, 2020

Report No. 1027229





Office of the Washington State Auditor
Pat McCarthy

November 19, 2020

Executive Council
Northwest Region Emergency Medical Services
Bremerton, Washington

Report on Assessment Audit

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor 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.

The attached report describes the procedures performed and conclusions for the areas we reviewed. We appreciate the opportunity to work with your staff, and we value your cooperation during the assessment audit.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

AUDIT SUMMARY

Results in brief

Based on the procedures performed, except as described below, nothing came to our attention in the areas we reviewed that caused us to believe the Council was not in substantial compliance with applicable state laws, regulations, and its own policies, or had significant weaknesses in controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

As referenced above, we noted certain matters related to filing timely and accurate annual reports with our Office as required by state law, and financial condition concerns that we communicated to the Council's management and Executive Council in a letter dated November 12, 2020. We appreciate the Council's commitment to resolving those matters.

About the assessment audit

This report contains the results of our independent audit of the Northwest Region Emergency Medical Services from July 1, 2017 through June 30, 2019.

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. Local governments are also required by state law (RCW 43.09.230) to prepare and submit certified annual reports to our Office summarizing such things as revenues received, collections made, amounts receivable or payable, expenditures made, and debt owed.

This assessment audit was conducted under the authority of RCW 43.09.260, which requires the State Auditor's Office to examine the financial affairs of all local governments at least once every three years. Assessment audits are risk-based, limited-scope reviews of small local governments, generally defined as local governments with less than \$300,000 in annual revenues. To help minimize audit costs, our work for this engagement was conducted off-site primarily using financial and other information provided by the Council.

This assessment audit was limited to the following:

- Reviewing meeting minutes for compliance with the Open Public Meetings Act.
- Inquiring as to internal controls over assets, revenues, and disbursements.
- Verifying that annual reports submitted to our Office were complete and filed timely in compliance with state law.
- Reviewing the Council's annual revenues and expenditures for unusual transactions or trends.

- Corroborating financial information reported by the Council by comparing its annual revenues, expenditures, and cash and investment balances to third-party sources.
- Reviewing expenditures for indications of unusual activities, excessive Executive Council compensation, conflicts of interest, or procurement requirements.
- Evaluating the Council's financial information for indications of financial difficulties.

INFORMATION ABOUT THE COUNCIL

The state Department of Health organized the state into eight emergency medical services and trauma care regions. Northwest Region Emergency Medical Services and Trauma Care Council, doing business as Northwest Region Emergency Medical Services, is one of the eight council regions. State grants support the Council's operations as it develops the plans for patient care, illness and injury prevention and public education programs. The Council operated on annual budgets of approximately \$152,884 and \$152,884, in fiscal years 2018 and 2019, respectively. It serves Mason, Kitsap, Jefferson and Clallam counties.

The Council is governed by a council of approximately 42 representatives and alternates from local governments, state governments and emergency medical service providers and nonprofits. Its Executive Council is made up of six appointed representatives from governmental entities and private businesses within the region. The Council has one employee, an Executive Director.

Contact information related to this report	
Address:	Northwest Region Emergency Medical Services P.O. Box 5179 Bremerton, WA 98312
Contact:	Rene Ralston, Executive Director
Telephone:	(360) 431-7311
Website:	http://www.nwrems.org/

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Northwest Region Emergency Medical Services 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	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(564) 999-0950
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov