

# SUNSET AUDIT REPORT

2014-S1

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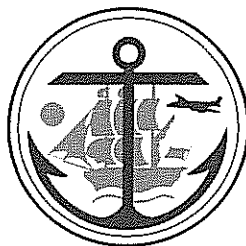
Public Safety Advisory Commission

Anchorage Fire Department

August 15, 2014

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*Mayor Dan Sullivan*

August 15, 2014

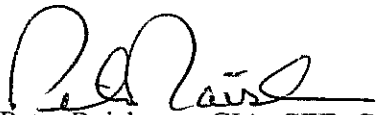
Honorable Mayor and Members of the Assembly:

I am pleased to present **Sunset Audit Report 2014-S1, Public Safety Advisory Commission, Anchorage Fire Department**, for your review. A brief summary of the report is presented below.

In accordance with Assembly Ordinance Number 2011-64(S-1), Section 14, we have performed a sunset audit of the Public Safety Advisory Commission. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Public Safety Advisory Commission should be reauthorized. Our audit included a review of meeting minutes, resolutions and agendas, and member authorization and participation.

Based on our review of meeting minutes, resolutions and attendance records, we recommend that the Public Safety Advisory Commission be reauthorized.

The Public Safety Advisory Commission will sunset on October 14, 2014 unless reauthorized by the Assembly.



Peter Raiskums, CIA, CFE, CGFM  
Director, Internal Audit

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*Mayor Dan Sullivan*

August 15, 2014

**Sunset Audit Report 2014-S1  
Public Safety Advisory Commission  
Anchorage Fire Department**

**Introduction.** We have performed a sunset audit of the Public Safety Advisory Commission (Commission) as required by Assembly Ordinance Number 2011-64(S-1), Section 14 which states:

*“The Municipal Clerk shall notify the Assembly and the Mayor by assembly memorandum at least 120 days prior to the sunset of any board or commission, and an ordinance for reauthorization shall be introduced through the Assembly Chair with the assembly memorandum. The assembly memorandum shall include direction to the Office of Internal Audit to audit the board or commission under the Anchorage Municipal Code section 3.20.110 D.3. and 4. The Office of Internal Audit shall report its findings to the Mayor and Assembly at least 60 days, prior to sunset, prior to vote by the Assembly on reauthorization.”*

**Objective and Scope.** The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Commission should be reauthorized. Our audit included a review of meeting minutes, Commission resolutions and agendas, and Commission member authorization and participation.

The audit was conducted in accordance with generally accepted government auditing standards, except for the requirement of an external quality control review, and accordingly, included tests of accounting records and such other auditing procedures as we considered necessary in the circumstances. The audit was performed during the period of July through August 2014.

**Overall Evaluation.** Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Public Safety Advisory Commission be reauthorized.

## SUNSET FACTORS

The following factors were used in our evaluation and are presented for information to the Mayor and Assembly:

1. **Name of Commission.**

Public Safety Advisory Commission

2. **Sunset Date.**

October 14, 2014

3. **The purpose and goal of the Commission.**

*Anchorage Municipal Code (AMC) 4.60.270.C Public safety advisory commission, states  
"The commission is empowered to:*

- 1. Hear and review public safety concerns and advise the mayor and the assembly on these issues;*
- 2. Produce interim or special reports on specific public concerns that the commission believes will affect the municipality;*
- 3. Advise the mayor and the assembly on municipal and state legislation relevant to public safety;*
- 4. Support municipal legislative programs on state issues relevant to public safety;*
- 5. Review and advise the mayor and the assembly regarding the availability of all federal, state, municipal revenues, and private resources for public safety in the municipality."*

**4. Have Commission members been appointed?**

*AMC 4.60.270.A states "There is hereby established a public safety advisory commission to act in an advisory role in matters pertaining to public safety issues. The commission shall consist of nine members appointed by the mayor and confirmed by the assembly."*

**Audit Finding.** Currently, the Commission is staffed with seven of the required nine members.

<u>Commission Member</u>	<u>Most Recent Assembly Confirmation</u>	<u>Term Expiration Date</u>
David Moore	10-8-13	10-14-16
Nick Hornshuh	12-3-13	10-14-14
Nick Danger	10-8-13	10-14-16
Loren Leman	10-8-13	10-14-16
Ray Faust	1-17-12	10-14-14
Sharon Chamard	10-9-12	10-14-15
Patrick Teagarden	12-3-13	10-14-15
Vacant		
Vacant		

Source: Mayor's Office

**5. Are the terms of the Commission members current?**

*AMC 4.05.040, Terms, states "Except as otherwise specified in this Code, the regular term of each member of a board or commission is three years commencing on October 15 of the year in which appointed and ending three years thereafter on October 14, provided however, to avoid a vacancy until new appointments can be made and confirmed, an appointed member's term is extended until a new appointment is confirmed or a maximum of 120 days which ever*

*occurs first. The terms of initial or subsequent appointments to a board or commission shall be staggered so that, as nearly as possible, a pro rata number of its members shall be appointed each year of the established regular term of office.”*

**Audit Finding.** The terms for the seven Commission members are current.

**6. Are positions deemed vacant after the maximum number of absences?**

*AMC 4.05.060.A, Attendance requirements; vacancies, states “. . . a vacancy shall occur if a member during any 12-month period while in office:*

- 1. Is absent from three regular meetings without excuse;*
- 2. Is absent from:*
  - a. six regular meetings; or*
  - b. eight regular meetings for members of the planning and zoning commission, platting board, or zoning board of examiners and appeals; or*
- 3. Fails to attend a two-thirds majority of the regular meetings.”*

**Audit Finding.** We were not able to determine compliance with the attendance requirements due to inadequate attendance records and the absence of some attendance records.

**7. Does the Commission meet regularly?**

*AMC 4.05.090, Meetings, states “A board or commission shall hold regular monthly meetings at such time and place as may from time to time be designated by the board or commission, but meetings need not be held if no business is pending. Boards and commissions shall advise the public of their meeting schedules, or publicly advertise their meetings where necessitated by statutory requirements. The chairman of a board or commission, or the municipal employee who is designated as an ex officio member of the board or commission pursuant to section 4.05.140, or a majority of the board or commission,*

*may call a special meeting of the board or commission. Meetings of all boards and commissions shall be open to the public, except for an executive session, from which the public may be excluded.”*

**Audit Finding.** From January 2013 through May 2014, the Commission met 16 times. Meetings are publicly announced on the Commission’s website.

**8. Are minutes taken and published?**

*AMC 4.05.130, Reports, minutes and public hearing records, states “A board or commission shall keep minutes of the board or commission proceedings, and such minutes shall record the vote of each member physically present upon every question formally presented to the board or commissions for its consideration. The minutes shall be maintained in the custody of the municipal agency which supplies staff support to the board or commission and shall be a public record, open to inspection by any person.”*

**Audit Finding.** No, Commission minutes were not always taken at each Commission meeting. Specifically, Commission minutes for 5 of the 16 meetings held from January 2013 through May 2014 were not available. Anchorage Fire Department staff did not keep copies available to the public. Finally, none of the 2013 and 2014 Commission minutes were available on the Commission’s website.

**9. Do meetings have action items or other business?**

*AMC 4.60.270.C Public safety advisory commission, states “The commission is empowered to:*

- 1. Hear and review public safety concerns and advise the mayor and the assembly on these issues;*

2. *Produce interim or special reports on specific public concerns that the commission believes will affect the municipality;*
3. *Advise the mayor and the assembly on municipal and state legislation relevant to public safety;*
4. *Support municipal legislative programs on state issues relevant to public safety;*
5. *Review and advise the mayor and the assembly regarding the availability of all federal, state, municipal revenues, and private resources for public safety in the municipality.”*

**Audit Finding.** From January 2013 through May 2014, the Commission issued one resolution regarding false alarms.