



CITY OF ORLANDO

Office of Audit Services and Management Support

MEMORANDUM

To: James Reynolds, Fire Chief

From: Beryl H. Davis, CPA, CGFM, Director
Audit Services and Management Support

Re: Follow-Up of Audit of Orlando Fire Department Equipment and Supplies
(Report No. 07-05)

Date: January 25, 2007

Attached is a summary of the status of recommendations as determined from our follow-up review of the Orlando Fire Department Equipment and Supplies Audit (*Report No. 06-07*), issued January 25, 2006. Our review procedures consisted of staff inquiries, examination of certain documents and a review of the status of the recommendations provided by the Orlando Fire Department.

Our follow-up was made in accordance with generally accepted government auditing standards, except that we did not perform substantial tests of evidence supporting the replies from the officials responsible for resolving audit findings and recommendations.

Five of the nine recommendations in the original report were implemented, one is partially implemented and the remaining three are planned for implementation.

The recommendation that is partially implemented and the three recommendations planned for implementation involve fixed asset and supplies inventories and replacement schedules. The Fire Department is consulting with Technology Management on obtaining a bar code scanning system to enable computerized recordkeeping of the fixed asset inventory, and to also create depreciation schedules for higher-cost fixed assets to monitor replacement needs per standard life expectancy tables.

We wish to thank the officials and personnel of the Fire Department for their cooperation and prompt response to this follow-up request.

Andrea J. Wilson, Senior Auditor, performed this follow-up review.

BHD/ajw

Attachment

c: Honorable Buddy Dyer, Mayor
Cheryl J. Henry, Chief of Staff
Byron W. Brooks, Chief Administrative Officer
Rebecca W. Sutton, Chief Financial Officer
Kevin J. Edmonds, General Administration Department Director
Conrad R. Cross, Chief Information Officer
Jon Mead, Director of Purchasing and Materials Management

REPLY AND IMPLEMENTATION SUMMARY
FOLLOW-UP REVIEW OF AUDIT OF ORLANDO FIRE DEPARTMENT EQUIPMENT AND SUPPLIES

#	RECOMMENDATION	RESPONSE	CURRENT STATUS	IMPLEMENTATION DATE	AUDITEE COMMENTS
1.	Orlando Fire Department management should utilize the capabilities of the City's fixed asset system to note the most current information needed to document and analyze the replacement of its fixed assets and begin an annual process of keeping this information up-to-date.	Concur	Planned for Implementation	Unknown-when funding approved	Will submit for funding in 07/08 budget for asset/inventory management system. Currently working with TM to select system. Staff request was also denied.
2.	Orlando Fire Department executive management should discuss alternative funding methods with Management and Budget to determine a sound policy and dedicated funding source to provide for future equipment replacement needs.	Concur	Partially Implemented	2008	Some projects funded through bonds, others through normal CIP. Will attempt to re-implement depreciation schedule in 07/08 budget and have City fiscal fund depreciation schedule.
3.	Orlando Fire Department management should improve the annual fixed asset inventory by reassigning responsibility to a lower level manager, decentralizing the accountability for fixed assets, and utilizing the full capabilities of the fixed asset system.	Concur	Planned for Implementation	2008	Funding requested for permanent, part-time inventory manager. Funding denied. Will attempt again in 07/08. Also exploring (if cost effective) assigning to current staff.
4.	Orlando Fire Department management should request Technology Management to begin a project to automate the department's supplies inventory to increase staff efficiency and control.	Concur	Planned for Implementation	2008	Currently researching /field testing system to automate; will secure funding 07/08.

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5.	Orlando Fire Department management should add a section to its checklists for a supervisor or manager to indicate his or her review and make necessary notations explaining any observations that should be documented.	Concur	Implemented	January 2007	
6.	Orlando Fire Department EMS management should redesign the Controlled Substance Log to decrease the number of errors that occur in its completion.	Concur	Implemented	December 2006	
7.	Orlando Fire Department management should begin discussions with Technology Management for long-term solutions to the reliance on handwritten checklists and logs.	Concur	Implemented	December 2006	
8.	Orlando Fire Department Staff and Line personnel should document on the repair requests or in an automated log that the repair was made to have one complete record of both the request and the resolution of the problem reported.	Concur	Implemented	June 2006	
9.	Orlando Fire Department management should request Technology Management and Fleet Management provide read-only access to the FASTER system to monitor vehicle repair status in real time.	Concur	Implemented	May 2006	