

MEMORANDUM OF TRANSMITTAL



To: Benjamin Barksdale, Fire Chief

From: George J. McGowan, CPA
Director, Office of Audit Services and Management Support

Date: August 27, 2020

Subject: Follow-up Review of OFD Equipment and Supplies Audit (Report No. 20-09)

Attached is a summary of the status of recommendations as determined from our follow-up review of the OFD Equipment and Supplies Audit (Report No. 19-15), issued July 9, 2019.

This review consisted of inquiries of City personnel and examinations of supporting documentation. It is substantially less in scope than an audit. The evidence obtained provided a reasonable basis for our conclusions; however, had an audit been performed, other matters may have come to our attention that would have been reported to you and our conclusions may have needed to be modified.

We are pleased to report that the four recommendations contained in the original report are either implemented, partially implemented, or planned for implementation.

We would like to thank the management of the Orlando Fire Department for their cooperation during this follow-up review.

GJM

Attachment

C: The Honorable Buddy Dyer, Mayor
Deborah Girard, Deputy Chief Administrative Officer
Jody Litchford, Deputy City Attorney
Richard E. Wales, Deputy Fire Chief
Ian Davis, Deputy Fire Chief
Dr. Hezedeane Smith, Fire Assistant Chief

OFD Equipment and Supplies Reply and Implementation Summary

#	Recommendations	Concur	Partially Concur	Do Not Concur	Original Management Action Plan	Original Target Date	Implementation Status	
							Current Status	Comments
							1	OFD policies and procedures for inventory control should be reviewed and updated to reflect current staff and operating systems.
2	OFD should use its automated systems to document and track all equipment that is out for repair.	✓			OFD will purchase additional licenses to implement Operative IQ program and Create Operative IQ check off sheets which: <input type="checkbox"/> Allows crews to inventory and inspect assets assigned to their unit. <input type="checkbox"/> Management of assets assigned to each unit. <input type="checkbox"/> Create inspection questionnaires which allows administrator to build custom forms and inspection schedules. <input type="checkbox"/> Inspections can trigger notifications to supervisor when items fall outside of established parameters. <input type="checkbox"/> Allows the tracking of assets during the repair process.		Implemented	OFD has purchased addition licenses to include OFD Fire Logistics Division. Currently we have two check off sheets we are testing; Service Desk Ticket (SDT) is an equipment service ticket and A Weekly Check Off Log (WCOL). The SDT will track equipment in or out of service status as well as the loaner equipment assigned while frontline equipment is out for repair. The SDT can be expanded to a vehicle fleet maintenance and service tracking. The WCOL tracks daily and weekly vehicle check to ensure the vehicle is safe to operate for the shift. WCOL is also capable of expanding to timed notification to the immediate supervisor and management when the daily or weekly check has not been performed. EMS is currently testing the inventory tracking portion of Operative IQ. We will soon implement fire Logistics inventory control once we review the results of EMS inventory. Assets and supplies are in Operative IQ, Logistics stock and equipment has to be inventoried and recorded. All Fire Unit's assigned inventory and equipment is in the system and a questionnaire has been created in testing mode. Additional RFID devices will focus on the next phase of implementation of EMS supply ordering and distribution. This phase is to be used to support inventory control processes related to non EMS supplies and equipment on non-transport units. Funding for the additional handheld RFID readers is \$21,750.00

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							3	OFD should continue its pursuit of a vendor management company to enhance the automation of inventory control.
4	The daily check-off log and the inventory control sheet should be updated to require a signature or other method to document its review.	✓			OFD will purchase additional licenses to implement Operative IQ program. o Crews will conduct weekly inventory through a digital system (Operative IQ) in lieu of using paper inspection sheets to enable: o System manages inventory on a live platform. o System will track lot numbers and expiration dates for perishable items. o System will generate supply requests for EMS Supply Division o Captures crews that are completing inventory inspections and identifies crews that have not with the appropriate supervisor notifications.		Partially Implemented	Additional RFID devices will focus on the next phase of implementation of EMS supply ordering and distribution.