



City of Arts & Innovation

INTERNAL AUDIT DIVISION

External Performance and Financial Expenditures Audit

Fiscal Year 2018/19

SCOPE OF WORK

Riverside Fire Department

Administration, Prevention, Operations, Special Services, Training

Performance Assessment

1. Organizational structure and potential for consolidation of administrative functions; effectiveness of scheduling and staffing levels**; fire programs management**; succession planning**; grants management;
2. Compliance with applicable local, State and/or Federal Fire regulations**
3. Management systems – effectiveness of current resources; enhancements;
4. Asset management** – fire vehicle preventive maintenance, preservation, and replacement strategies; safety gear replacement strategy
5. Emergency response times** – establishment and attainment of response time standards;
6. Interdepartmental communication and collaboration; and
7. Benchmarks, best practices, and other performance indicators of program and service effectiveness.

Financial Expenditures Audit

1. Review of overtime expenditures over the three year period of Fiscal Years ending June 30, 2018, 2017, and 2016. Assess compliance with relevant City overtime policies and internal controls.
2. Review specific non-personnel expenditure transactions over the three year period of Fiscal Years ending June 30, 2018, 2017, and 2016. Assess compliance with relevant City procurement policies for:
 - a. Professional Services Contracts
 - b. Maintenance Service Contracts

The Fire Department completed an accreditation peer review/audit conducted by the Commission of Fire Accreditation International (CFAI) in October 2018. In order to avoid duplicative audit efforts, items marked with a “***” will be excluded from the Scope of Work.