

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Executive Office

**SUBMITTAL DATE:**  
June 2, 2004

**SUBJECT:** Follow-Up report regarding a potential Fire Department Management and Performance Audit

**RECOMMENDED MOTION:** That the Board direct the Purchasing Agent to issue an RFP for the management and performance audit for the County Fire Department in coordination with the Fire Department and the Executive Office.

**BACKGROUND:** During the Board of Supervisors meeting on May 25, 2004, the Board raised four issues/questions:

1) **Several Board members expressed interest in conducting a management and performance audit of the Fire Department.**

Representatives from the Fire Department, Purchasing, and the Executive Office have subsequently met to discuss the development of an RFP. It is estimated that the RFP could be issued by June 9, 2004. The Purchasing Department indicated that the contract award recommendation could be submitted to the Board for consideration by July 13, 2004.

Departmental Concurrence

Continue to page 2:

Sally Beavan, Principal Management Analyst

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$	Budget Adjustment:	
	Annual Net County Cost:	\$	For Fiscal Year:	

<b>SOURCE OF FUNDS:</b> Audit cost will be paid by the Fire Department within their existing budget. The specific cost will be identified when the audit proposal responses are submitted to the Board for contract award.	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

**County Executive Office Signature**

Dep't Recomm.:  Consent  Policy   
Per Exec. Ofc.:  Consent  Policy

**Prev. Agn. Ref.:** 3.18 5/25/04

**District:** All

**Agenda Number:**

3.4

2) ***What are the reporting relationships of the Contract Administrator for the County Fire Department?***

The position of Deputy Director of Fire Services currently is a county employee and conducts the day-to-day contract administration and financial functions of the County's contract with CDF. When CFD submits the contract to the County, it is the responsibility of the deputy Director of Fire Services to review the contract for financial accuracy, analyze the changes from previous year contract, and ensure that the contract complies with state, federal, and local rules and regulations.

This role is different than the role of "Contract Administrator" as described in item G of the contract with CDF. "Contract Administrator" as used in the context of the County/CDF contract, appears to be merely a position to be available for contract conflict resolution, and then only when CDF's Region Chief determines that need.

This issue of "Contract Administrator" and its utility to the County is one of the specific items that need to be evaluated in the audit of the current relationships between the County Fire Department/CDF and the County. The need for clarification is further exemplified when reviewing the attached memo from the County Fire Chief.

3) ***Was there a recent \$17 million increase in the CDF county budget, and if so why?***

The Fire Department submitted a Form 11 on May 25, 2004, (agenda item 3.18), which explained the reasons for the increase in costs. The \$17 million increase was due to an increase in County services of \$9.6 million based on several factors, such as 3.0 staffing upgrade, COLA and benefits increases, and staffing for new fire stations. Additionally, \$6.3 million was due to an increase in contract cities' services. The remaining \$1.3 million was due to an increase in overhead costs. The Fire Department reiterated in the Form 11 that this increase in contract costs was included in this year's budget and no additional general fund support is needed.

4) ***Supervisor Venable had earlier requested certain financial and services data for the Fire Department.***

The Fire Department together with the Executive Office provided a portion of the requested financial data to Supervisor Venable. He has since indicated that he requires additional staffing, costs, and revenue data prior to the completion of any audit report. The Executive Office in coordination with the Fire Department continues to gather the information. It is estimated that a report will be provided to Supervisor Venable by June 9, 2004.

The Fire Department has indicated that they are committed to working with the Executive Office to provide support in the conduct of the audit. In the interim, the Executive Office and Fire Department staff will respond to the data requests from Board members as needed.



# RIVERSIDE COUNTY FIRE DEPARTMENT

In cooperation with the  
California Department of Forestry and Fire Protection

210 West San Jacinto Avenue • Perris, California 92570 • (909) 940-6900 • Fax (909) 940-6910

Tom Tisdale  
Fire Chief

June 3, 2004

Proudly serving the unincorporated areas of Riverside County and the Cities of:

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Sally Beavan, Principal Management Analyst  
County of Riverside Executive Office  
4080 Lemon Street, 4<sup>th</sup> Floor  
Riverside, CA 92501

RE: Reply to Follow-up Report Regarding Potential Fire Department Management and Performance Audit #1. What are the reporting relationships of the Contract Administrator for the County Fire Department?

Dear Sally,

There is no "Current" "Contract Administrator" working for the Riverside County Fire Department. I do not know where this misrepresentation started or is coming from.

The "Contract Administrator" as referenced to in the CDF/Riverside County Contract is a person appointed by the County to represent the County only if required to meet with the CDF Region Chief to address issues that would otherwise put the Unit Chief (County Fire Chief) in a conflict of interest situation between his/her parent Department (CDF) and the County of Riverside.

The Contract Administrator has been assumed by CDF and the Fire Chief to be at the level of Tony Carstens, Ken Mohr, or Larry Parrish as they would have the authority to make decisions for the County when working on agreements with the CDF Region Chief. This position cannot be anyone in the direct Chain of Command of the Fire Chief, as they would not have the authority to negotiate with the CDF Region Chief and commit the County to any agreement without the Fire Chief's approval, which negates the purpose of the position.

The Deputy Director of Fire Services was created and filled with the purpose of providing Staff Services to the Fire Chief and Executive Staff to help keep the County portion of the Contract in order. This position has always reported to the Deputy Chief of Administration with a direct-line ability to the Fire Chief for Communications purposes. The person in this position is to interface with the Executive Office, gather data and information for the formulation of Form 11s to allow the Fire Chief follow and flow in the County System to achieve the Goals of the County Fire Department. This position develops, reviews, and evaluates the County Fire Department budget making recommendations to the Fire Chief.

Sally Beavan  
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This position also plans, coordinates, and directs the financial and administrative functions making recommendations to the Fire Chief for any changes and/or improvements, This position provides recommendations to the Fire Chief as to how certain directions should be pursued to achieve a favorable outcome (ie: new Fire Stations, Staffing Plans, Paramedic Upgrades, etc.) for the Fire Department.

It was never the intention of the Fire Chief to have the Deputy Director of Fire Services to serve as the Contract Administrator for the Fire Department Contract because of the intention of the position in the CDF Contract and the intended purpose of the position as outlined above.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Tisdale', with a stylized flourish at the end.

TOM TISDALE  
County Fire Chief