



CITY OF TAMPA

Dick A. Greco, Mayor

Internal Audit Department

Cynthia D. Miller, Audit Director

January 9, 2003

Honorable Dick A. Greco
Mayor, City of Tampa
1 City Hall Plaza
Tampa, Florida

RE: TFR Training, Audit 03-06

Dear Mayor Greco:

Attached is the Internal Audit Department's report on TFR Training.

We thank the management and staff of the Tampa Fire Rescue Department for their cooperation and assistance during this audit.

Sincerely,

Cynthia D. Miller
Director of Internal Audit

cc: Pete Botto, Fire Chief
Samuel H. Halter, Chief Administrative Officer
Henry G. Ennis, Jr., Revenue and Finance Director
Jim Stefan, Budget Officer
David Keene, Assistant Fire Chief

**TAMPA FIRE RESCUE
TRAINING DIVISION
AUDIT 03-06
JANUARY 9, 2003**

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Auditor

Audit Supervisor

Deputy Director

Director

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INTRODUCTION

TFR has an authorized strength of more than 600 employees. The Fire Training Division is responsible for ensuring that training is achieved for all applicable employees. Within the Training Division, there are two sworn officers and four non-sworn employees in addition to suppression skill coordinators, skill lab coordinators and Learey Technical Center instructors (that are generally Fire personnel).

The primary focus of the Fire Training Division is to provide continuing education to Emergency Medical Technicians and Paramedics to ensure certification through the State of Florida's Department of Health. The State requires that 30 hours of refresher EMT-Basic NSC or Paramedic training plus a mandatory two-hour HIV AIDS course is obtained every two-years. The curriculum designed to meet the requirements of the State is developed through coordinated efforts between the Fire Training Division, TFR personnel and the Medical Director.

In addition to medical training requisites, airport assigned firefighters must receive supplementary training based on federal regulations.

Fire Prevention personnel must meet State training guidelines to maintain a current inspector's license.

STATISTICS

	<u>FY02</u>	<u>FY01</u>	<u>FY00</u>
Operating Expenditures	\$ 10,087	\$ 9,492	\$ 12,031
Personal Services	<u>321,918</u>	<u>245,945</u>	<u>225,644</u>
Total	<u>\$332,005</u>	<u>\$255,437</u>	<u>\$237,675</u>

Source: Expenditures were obtained from the City's Financial System.

STATEMENT OF OBJECTIVES

This audit was conducted in accordance with the Internal Audit Department's FY03 Audit Agenda. The objectives of this audit were to determine if:

1. Emergency Medical Technicians and Paramedics were certified in accordance with State regulations;
2. Airport Division personnel complied with Federal Aviation Administration training regulations; and
3. Fire Prevention Bureau inspectors and investigators were certified in accordance with State regulations.

STATEMENT OF SCOPE

The audit period covered TFR Training activity that occurred from January 1, 2001 to December 31, 2002. The scope was expanded for purposes of verifying inspector licenses as of January 2, 2003. Source documentation was obtained from Tampa Fire Rescue, the State Fire Marshal and the City's Financial System. Original records as well as copies were used as evidence and verified through physical examination.

STATEMENT OF METHODOLOGY

The sample size and selection were statistically generated using a desired confidence level of 90%, expected error rate of 5% and a desired precision of +/- 5%. Statistical sampling was used in order to infer the conclusions of test work performed on a sample to the population from which it was drawn and to obtain estimates of sampling error involved. When appropriate, judgmental sampling was used to improve the overall efficiency of the audit.

STATEMENT OF AUDITING STANDARDS

We conducted our audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to afford a reasonable basis for our judgments and conclusions regarding the organization, program, activity or function under audit. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy the audit objectives. We believe that our audit provides a reasonable basis for our conclusions.

AUDIT CONCLUSIONS

Based upon the test work performed and the audit findings noted below, we conclude that:

1. Emergency Medical Technicians and Paramedics were certified in accordance with State regulations ;
2. Airport Division personnel complied with Federal Aviation Administration training regulations ; and
3. Fire Prevention Bureau inspectors and investigators were certified in accordance with State regulations.

AUDITOR'S COMMENT

Since the audit conclusions were all positive and no significant audit findings were presented, no response is required to this audit.