

**TAMPA FIRE RESCUE
TRAINING DIVISION
AUDIT 17-11
July 18, 2017**



CITY OF TAMPA

Bob Buckhorn, Mayor

Internal Audit Department

Christine Glover, Internal Audit Director

July 18, 2017

Honorable Bob Buckhorn
Mayor, City of Tampa
1 City Hall Plaza
Tampa, Florida

RE: Tampa Fire Rescue Training Division, Audit 17-11

Dear Mayor Buckhorn:

Attached is the Internal Audit Department's report on Tampa Fire Rescue's Training Division, 17-11.

We thank the management and staff of Tampa Fire Rescue's Training Division for their cooperation and assistance during this audit.

Sincerely,

/s/ Christine Glover

Christine Glover
Internal Audit Director

cc: Dennis Rogero, Chief of Staff
Sonya Little, Chief Financial Officer
Ernest Mueller, Chief Assistant City Attorney
Tom Forward, Chief of Tampa Fire Rescue
Milton Jenkins, Assistant Chief of TFR Administration
Susan Tamme, Training Chief

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/s/ Debbie Abbott

Auditor

/s/ Christine Glover

Audit Director

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BACKGROUND

The Tampa Fire Rescue (TFR) Training Division initiates and maintains an ongoing, comprehensive training program; maintains training records for all TFR personnel; administers programs for the continued career development of all TFR employees and provides training to maintain employee certifications.

Firefighters are also trained Emergency Medical Services (EMS) personnel. When hired, a firefighter must at a minimum be EMT (Emergency Medical Technician) certified. Within three years of employment with TFR, they must become paramedic certified. Florida statute requires firefighters to obtain 30 continuing education hours of training every two years. Within the 30 hours, requirements are four hours CPR (Cardiopulmonary resuscitation) training, four hours ACLS (Advanced Cardiac Life Support) training and two hours pediatric training. TFR two-year training periods are 2015-2016, 2017-2018.

The Training Division is in partnership with Learey Technical College and the School District of Hillsborough County offering the Firefighter I and Firefighter II Minimum Standards Program. Training instructors are employed by Learey Technical College. All instructors teaching are active or former Tampa Fire Rescue personnel who are at least a State Certified Instructor I.

The Training Division meets with the Assistant Chief of Operations for training involving the firefighters and Operations Division, and the Rescue Chief and the Medical Directors for training relating to emergency medical training, and the Rescue Division with the Fire Chief approving the annual training schedule.

STATEMENT OF OBJECTIVES

This audit was conducted in accordance with the Internal Audit Department's FY2017 Audit Agenda. The objectives of this audit were to ensure that:

1. Firefighters are currently certified.
2. Trainers are qualified.
3. Training courses are available for firefighters to meet certification requirements.

STATEMENT OF SCOPE

The audit period covered TFR training activity that occurred from January 2015 to December 2016 for current firefighter certification. Testing for trainer certification was verified for trainers on payroll as of June 7, 2017. Tests were performed to determine the TFR Training Division was fulfilling their stated duties and responsibilities in an effective and efficient manner. Original records as well as copies were used as evidence and verified through observation and physical examination.

STATEMENT OF METHODOLOGY

A random sample of 24 firefighters was selected from a population of 556 firefighters meeting the criteria for testing. The population was obtained from the Human Resources Department's payroll database, Telestaff. Criteria included firefighters employed with TFR for at least three years on January 1, 2015. This date was used to allow testing of firefighters for paramedic certification. Testing of training records for the 2015-2016 period was performed to determine requirements were met including completion of CPR, pediatric and ACLS within 30 hours of training required every two years.

A random sample of 17 trainers was selected from a population of 50 trainers obtained from a TFR payroll list. Population consisted of trainers on payroll at the time of the request (1st pay period of June 2017). All random samples used for testing were based on the criteria of 90% confidence and 10% error rates and were used in order to infer the results of the sample testing to the population from which it was drawn.

Training schedules for 2015, 2016 and 2017 were reviewed to ensure courses were provided for firefighters to obtain the required training hours and courses.

STATEMENT OF AUDITING STANDARDS

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

NOTEWORTHY ACCOMPLISHMENTS

Equipment in the EMS Skills Lab is old, outdated and much used. The TFR Training Division has been innovative in coming up with ways to continue to make the situation work for their training needs. Broken items have been cannabilized to make fewer complete items. Technology has far exceeded the capabilities of equipment that is over 20 years old. While the mannequin being used by TFR Training Division has to be patched to make it work, new mannequins can simulate heart and lung sounds, among other things.

TFR Training Division has partnered with organizations to enhance training opportunities. Most recently, they partnered with a local hospital neo-natal emergency room staff to present pediatric airway obstruction training. They have also partnered with TECO for training involving electricity.

AUDIT CONCLUSIONS

Based upon the test work performed, we conclude that:

1. Firefighters are currently certified.
2. Trainers are qualified.
3. Training courses are available for firefighters to meet certification requirements.