


Anderson County EMS Operational & Financial Audit
Situation/Progress Report

<p>Submitted By: Fitch & Associates, LLC</p> <p>To: Mr. Randy Walters Assistant to Finance Director</p> <p>Date: January 18, 2018</p> <p>Report Period: Two-week Period: Jan. 5 to Jan. 17, 2018 <i>There was no report for the two-week holiday period of Dec. 22 to Jan 4.</i></p>	
<p>Current Action Objective(s):</p> <ul style="list-style-type: none">• Consultant Skip Kirkwood was on-site Mon, Jan. 15 through Thurs., Jan. 18.• Consultant Anthony Minge was on-site Tues., Jan 16 through Thurs., Jan 18.• Completed station visits, interviews with ACEMS administrative and management personnel, County officials, hospital personnel, various ambulance crews, and 911 personnel (complete list provided below).• Complete the update of financial review with recently received, final approved Comprehensive Annual Financial Report for fiscal year ended June 30, 2017 and month to date financial reports.	
<p>Actions Taken:</p> <ul style="list-style-type: none">• <u>Location visits:</u> 911 Center/Sheriff EMS Dispatch Office, 6 EMS stations, EMS headquarters, EMS logistics and storage facility.• <u>ACEMS personnel interviews:</u> EMS Director, 4 EMS Deputy Directors, 2 EMS Lieutenants, EMS Fleet Manager, 3 EMS Shift Supervisors, 4 ambulance crews (on duty), 6 paramedics, ACEMS Billing Director, 1 Transport Coordinator, and Educator.• <u>County personnel interviews:</u> County Mayor, Motor Pool Director, Finance Director, Asst. Finance Director/Project Manager.• <u>Hospital/Medical personnel interviews:</u> EMS Medical Director, 1 hospital discharge planner, 1 hospital ED nurse manager, 2 nursing/long term care facility administrators and transport coordinators.• <u>911, County Sheriff and Area Response Agency personnel interviews:</u> 911 Director, 1 Sheriff Lieutenant, 1 Sheriff Sergeant/dispatch manager, 2 area fire/rescue chiefs.• Continue consultant team conference calls regarding project progress and needs.	
<p>Summary/Outcomes:</p> <ul style="list-style-type: none">• Site-visit completed and included comprehensive overview of personnel, facilities, operations, and county geography.• Received one carton (12 months) of EMS Purchasing card (P-card) records for review.• Received updated financial reports to integrate into prior information.	
<p>Next Steps, Projected Objectives:</p> <ul style="list-style-type: none">• Analyze information gathered at on-site visit.• Compare on-site visit information to operational and financial data received previously.• Summarize findings to date.• Identify any information gaps.• Begin report drafting.	
<p>Outstanding Issues, Assistance Required</p> <ul style="list-style-type: none">• Finalize date for Fact Finding report to Advisory Committee.	