



Anderson County Tennessee  
Operational & Financial Audit of Anderson County Emergency Medical Services

Initial Work Plan Presentation  
Committee Meeting  
14 September 2017  
1730 EST

**Dial-In Information**

Conference Line 816-903-6300 Line 5 Passcode 1988

**Call to Order – Chairman Iwanski**

**Approve August 24, 2017 Meeting Minutes – Chairman Iwanski**

**Approve Meeting Agenda –Chairman Iwanski**

**County Introductions –Randy Walters**

**Fitch & Associates Introductions –Anthony Minge**

**Meeting Agenda**

**A. Purpose – Introduction of Fitch process to complete scope of work –Anthony Minge**

**B. Work Plan –Anthony Minge**

**I. Initial Kick Off Meeting – Completed 8/24/17**

**II. Data Collection – Ongoing**

**a. Information Data Request (IDR)**

**b. Claims Review – Relevant Statistical Sample**

**III. Data Review – Ongoing**

*Site Visit consisting of 2-3 days during this phase to conduct interviews, examinations, and observations*

**a. Operational Review**

**i. Policies & Procedures**

**ii. Operational Performance**

**iii. Technology Review**

- iv. Geo-Spatial Analysis (placement and coverage)
- v. Staffing and Deployment

**b. Human Resources Review**

- i. Employee Survey
- ii. Individual Interviews

**c. Clinical Review**

- i. Medical Director
- ii. Local Clinical QI Programs

**d. Infrastructure & Resources Evaluation**

- i. EMS Stations (site visit)
- ii. Fleet Status
- iii. Bio-medical Equipment

**e. Multi-County Benchmarking**

**f. Financial Review (multi-year)**

- i. Budget
- ii. Expenditures
- iii. Salary
- iv. Revenue
- v. CAFRs

**IV. Ongoing Updates**

- a. Biweekly SitReps to Project Manager
- b. Regular Calls w/Project Manager

**V. SWOT Analysis**

- a. Draft Scorecard (50 Benchmarks)
- b. Fiscal Implications

**VI. Preliminary Analysis & Findings of Facts Stakeholder Meeting**

**VII. Provision of Draft Report**

- a. Client Clarifications Meeting

**VIII. Final Report Presentation**

**C. Questions –Anthony Minge**

**D. Other Business –Chairman Iwanski**

**E. Adjourn Meeting –Chairman Iwanski**