



MEMORANDUM REPORT

Meeting Date: November 16, 2021

TO: Board of Commissioners of the Los Altos Hills County Fire District

FROM: J. Logan, General Manager

SUBJECT: 12-Month Audit Review of Los Alto Hills County Fire District Procurement Records

RECOMMENDATION:

Receive report pertaining to a 12-month audit review of Los Altos Hills County Fire District Procurement Records

BACKGROUND

At the October 6, 2020 Board of Supervisors regular meeting, the Board directed the Los Altos Hills County Fire District (LAHCFD) to report on a monthly basis until October 2021 through the Finance and Government Operations Committee (FGOC) and the Housing, Land Use, Environment, and Transportation (HLUET) Committee regarding progress toward implementing the LAHCFD Management Audit recommendations as approved by the Board of Supervisors. The final LAHCFD Monthly Report was reported on November 9 to HLUET and on November 22, 2021 to FGOC Committees.

At its October 14, 2021, meeting, the FGOC directed the Management Audit Division to review LAHCFD records related to procurement for services. Records to be reviewed are Requests for Proposals (RFP), formal or informal bids and the selection of the corresponding Agreements for Service, for a period of 12-months. Direction included an off-agenda memo regarding this effort, and to report back to FGOC on the status of these records at the June 2022 FGOC meeting. This review was also approved as part of the consent calendar motion on Agenda Item 38, Consider Recommendations Relating to the Management Audit of the LAHCFD, by the Board of Supervisors at its regular meeting of November 2, 2021.

DISCUSSION

In response to the direction by the Board of Supervisors, District and Management Audit Division staff are coordinating procedures for the review of procurement records. District staff coordinated with service providers who acquire and manage procurement of services for LAHCFD to receive, download and share procurement records for electronic access of Management Audit Division staff. District established the same procedure to share its procurement records.

The 12-month review process commenced October 2021 with a report to FGOC at its June 2022 meeting and tracking of applicable records through September 2022. District staff is updating County Counsel on the progress of compliance to the direction from the Board of Supervisors and procedures to be utilized.