



Audit of Fire Prevention Division

CAO 1303-0809-06



Background

Fire Prevention is comprised of two sections overseen by the Fire Marshal:

- **Fire Protection Engineering – completes various plan reviews.**
- **Fire Code Enforcement – completes fire inspections and responds to customer service requests.**



Findings

Need for Improvements in the Monitoring and Management Controls over:

- **Quality of Fire Inspections and Plan Reviews (Finding 1)**
- **Timeliness of Closing of Customer Service Requests (Finding 2)**
- **Inspection Coverage Achieved in Total using Inspection Hierarchy (Finding 4)**
- **Information on Outside Employment (Finding 7)**
- **Processing of Fee Adjustments and Waivers (Finding 8)**



Findings (continued)

Need for Improved Documentation of Policies and Procedures on:

- **Hazardous Materials Program (Finding 3)**
- **Interaction and Communication between Fire Inspectors and Fire Suppression Staff (Finding 5)**
- **Use of Management Reports (Finding 9)**



Findings (continued)

Need for:

- **Involvement of Fire Prevention in Post-Fire Evaluations of Commercial Property Fires (Finding 6)**
- **Contingency Plan for Loss or Extended Absence of Fire System Administrator (Finding 10)**



Questions?

- **Auditor: Bryan Smith**
- **Fire Prevention Management:**
 - **Fire Chief Greg Gammon**
 - **Fire Marshal, Chief Robert Bell**
 - **Deputy Fire Marshals Klein and Fash**
 - **Fire Protection Engineer, Ozzie Mirkhah**