



FCM 063-2016

FIRE CHIEF MEMORANDUM

DATE: June 13, 2016

TO: All Members

THROUGH: Eric C. Tade, Chief of Department *ECT*

FROM: Todd A. Bower, Deputy Chief of Department *TAB*

SUBJECT: DFD AUDIT

The Denver Office of the Auditor is in the process of conducting an examination of our operations. The purpose of the audit is to “assess resource allocation practices, which may include response times and fire inspection compliance.” You may be contacted directly by a member of the audit team. Consequently, we would like to remind you of our current protocol:

1. All written responses – including reports or documentation requests – must go through the DFD Liaison, who will then forward them onward to the Denver Office of the Auditor. **The DFD Liaison is Deputy Chief Todd Bower.** You should also carbon copy DFD Financial Manager Chanee Cummings and Mr. Angelo Trujillo (with Safety Admin) on these emails.
2. You should immediately notify the DFD Liaison if you are asked directly by the Auditor for a meeting or information.
3. You should provide truthful and accurate responses. If you do not know an answer, you should state so and subsequently consult with your immediate supervisor for direction and clarification.
4. You should only answer the questions posed and allow the Auditor to ask follow-up questions, as necessary. You should not speculate or answer hypothetical questions.
5. You should explain any terminology and/or acronyms you use. You should not assume that the Auditor is familiar with terms you and your colleagues use on a regular basis.
6. You should follow any DFD protocols regarding information sharing, and do so only through the DFD Liaison. This situation may arise if you are interviewed by an evaluator and during that interview, you are asked to provide supporting documentation.

7. You should listen carefully and understand each question before answering in order to ensure your responses are complete and accurate. You should limit your comments to areas where you have “first-hand” knowledge.

Our last audit was in 2011, and the official report is located at:

<https://www.denvergov.org/content/dam/denvergov/Portals/741/documents/Audits2011/Denver%20Fire%20Department%20Audit%20Report%2002-17-11.pdf>

We will keep you posted on the audit progression, including sending out the report when it is released publicly to the Audit Committee.

AT:kfc/H/FCM/2016/063-2016 DFD Audit

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)