

1. BET Audit Comm. Meeting Documents

Documents:

[APPROVED_BET_AUDIT_COMM_MEETING_MINUTES_04-12-07.PDF](#)
[BET_AUDIT_COMM_MEETING_AGENDA_04-12-07.PDF](#)

BOARD OF ESTIMATE AND TAXATION
Audit Committee Minutes
Thursday, April 12, 2007
Gisborne Room

Attending:

Audit Committee: Robert Stone, Chairman; Leslie Tarkington, Larry Simon, Jim Himes,
Staff: Peter Mynarski, Jr., Comptroller, Chris DeMeo, Director, Risk Management,
Reinie Lange, Internal Auditor
Others: John Sabito, Captain, and Peter Siecienski, Deputy Fire Chief

Meeting was called to order at 8:02 AM.

The following items were discussed:

Review of the Greenwich Fire Department accidents and vehicle/equipment damage reports.

Deputy Chief Siecienski presented a schedule showing that the number of accidents involving Fire Department Equipment has declined from 40 incidents in CY 2004, to 25 in CY 2005, and 20 in CY 2006. CY 2007 to date shows this same level of improvement.

Discussion was held on the possibility of equipment failure, and who is responsible for the damage to equipment caused by faulty equipment. It was noted that the driver of the truck is responsible for any damage to the truck. It was mentioned that speed bumps and speed fences also cause some damage to Fire Department Equipment.

Concerning those operators responsible for repeat incidents, which have been a principal focus of the Committee, the Department schedules additional training and when considered appropriate, disciplinary action to achieve improvement.

Updates on actions taken as a result of the Payroll Audit.

Ron Lalli and Ed Gomeau updated the committee on the procedures that have been put in place, which include Town Policy-dictated-attendance record keeping. Major departments, whose payroll activities have recently been centralized, are to file such reports with the Payroll division of Human Resources. Several other departments, not yet part of the centralization, are to be maintaining such records. Additional progress on dealing with the Audit's findings is expected, with an update to the Committee at the June meeting.

Review of the process of awarding contracts by the Town

As a result of various points raised during the meeting with the Purchasing Director in March, the Committee reviewed and made final adjustments to the types of information that will be requested from prospective contractors. This questionnaire will be forwarded to the Purchasing Department with a request that it be incorporated into their procedures. Mr. Stone reported that the Town Attorney is still in the process of determining the ability of the Town to pro-actively take measures based, upon information gathered from, and concerning, prospective contractors.

Interviews for Engagement of Independent Auditors

The Committee reviewed the process that it will follow during the interviews of those firms adequately responding to the RFP.

Minutes Approved

Approval of minutes for the meeting of March 8, 2007 and March 16, 2007, moved by Mrs. Tarkington seconded by Mr. Himes. Both approved 4-0.

Consideration of changes to Internal Audit Plan

Mr. Lange suggested initiating an audit on the NSF checks written to the Town and determining what procedures are followed in such cases. He will draft a description for the Committee.

New Business

Mrs. Tarkington suggested some review of the building permits and the zoning issues for the Town. General agreement that this review, should be considered in the June or July Committee meeting.

The meeting adjourned at 10:18 AM after motion made by Mrs. Tarkington and seconded by Mr. Himes. Approved 4-0.



Reinhardt Lange, Secretary



Robert S. Stone, Chairman

AUDIT COMMITTEE MEETING

Thursday, April 12, 2007

Gisborne Room, 8:00 a.m.

1. Review process followed by Fire Department for training drivers and operators of Department equipment.
2. Update re those action(s) taken by various Town departments concerning Payroll Audit findings.
3. Review process followed by Town in awarding contracts, including draft questionnaire and other documentation.
4. Review process for interviewing firms responding to RFP for engagement as Independent Auditor.
5. Review and consider for approval the minutes of 3/8/07 and 3/16/07 meetings.
6. Consideration of changes to Internal Audit Plan.
7. Consideration of any other business that, in the Committee's judgment, should be discussed.