

Review of DuPage County Assessment of Boards and Commissions 20 Oct 15

OPERATIONAL RECOMMENDATIONS

The following represents the current status of operational recommendations based on observations made by Crowe Horwath found in a May 2012 study. The District has since reviewed its purchasing ethics and related policies and made significant changes in September of 2012 based upon recommendations.

- Develop a Financial Plan

The District is in the final stages of completing a five-year financial plan as an overarching document of the final draft of the 3-5 year Lisle-Woodridge Fire District Strategic Plan.

- Develop a Capital Plan

Similarly, the District has developed a five year capital expenditure plan for apparatus, facilities and vehicles.

- Increase Transparency and Accountability

The District maintains frequent communications with the County Board Chairman's Office. Chief Freeman, D/C Krestan and D/C Anderson liaison with County Officials on a regular basis regarding intergovernmental communications, purchasing, consolidation, best practices, etcetera. The District places a significant amount of information on its website for review, including but not limited to monthly financial reports, agendas, minutes, contact information for Officials, etcetera.

- Implement Internal Controls Policies

- Procurement

Each of the 11 items discussed in the May 2012 Crowe Horwath study have been incorporated into the Fire District's Purchasing Policy in the revisions of September 2012. This Purchasing Policy was again revised in February 2015 to reflect changes in the revised competitive bidding statute, and is consistent with DuPage County's Policy.

- Ethics

Each of the seven items recommended in the study under the category of ethics were incorporated into the Lisle-Woodridge Ethics Ordinance #12-11, also adopted in September 2012.

- Credit Cards

Resolution #12-10 adopted in August of 2012, specifically determines who is authorized, directed and empowered to apply for and execute agreements of commercial credit cards on behalf of the District. The credit card information was also incorporated into the 2012 Purchasing Policy revisions. The District lists specialty cards in the document such as Home Depot and Sam's Club.

CONCLUSION

The District continues on an ongoing basis to monitor changes, legal requirements, legislation and best practices in an effort to maintain current policies and procedures. The District is in regular communication with the County to assure that we are not only compliant in advance of expectations of our constituents but that we continue to provide the best service efficiently and effectively with a high degree of accountability and transparency. We have adopted procurement and ethics policy to emulate the DuPage County Policies. We continue to explore progressive concepts in delivering emergency service, such as consolidation of essential services among intergovernmental bodies and partnering with various fire service stakeholders to determine the areas in which we can share services or consolidate with other entities. We have exceeded ensuring that all public documents and meeting schedules are available online including any special meetings, changes in time, location, and/or accessibility and through a collaborative effort developed long term financial and capital plans for the Fire District. Also, our annual budget and operational reports are updated on a regular basis with the County Board.

Current as of 20 Oct 15