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THE CLERK OF THE CIRCUIT COURT AND COMPTROLLER
SEMINOLE COUNTY FLORIDA

City of Casselberry Fire and Emergency Services

SPECIAL REVIEW
OF
PROPERTY TRANSFER
INTER-LOCAL AGREEMENT

Report No. 042315



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SPECIAL REVIEW OF PROPERTY TRANSFER Inter-local Agreement

City of Casselberry Fire and Emergency Services

BACKGROUND

In December 2014, after several years of planning, the City of Casselberry (City) and Seminole County (County) signed a formal agreement to consolidate the fire and emergency medical services. This was done so that these operations are more efficient and economical.

Although several parts to the transition; this review focused on the plan by the municipalities to transfer the property. Per Section 6 (Property Transfer):

“ (a) It is generally agreed by both CITY and COUNTY that ownership or control of facilities and equipment owned and used directly by CITY Fire Department immediately prior to the transfer date will pass from CITY to COUNTY upon the transfer date as more specifically described in this Agreement.”

To support this transfer of property and services, the City provided a listing (Exhibit E) to the inter-local agreement. This listing was provided in advance of the transfer so that the County could inspect the property and update the records in the County’s property file.

Scope and Methodology

The scope of this review included the inventory identified on Exhibit E of the inter-local agreement. It included all of records associated with this inventory including a physical inspection for each fire station (#21, #25, and the Administrative Office) location within the City. Included in this review:

- Review of the property records for Fire and Emergency Medical records;
- Inspecting the property for physical existence; and,
- Review of property not included on the list.

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Overall Evaluation

Based on the results of our physical inspection of the property records, the Casselberry facilities, and the property being transferred, the following observations were noted: (1) 317 of the 330 assets (96%) listed on Exhibit E of the inter-local agreement was accounted for; and, (2) other items were identified but are not included on the list of equipment.

Opportunities for Improvements

1. Update the City property record.

There are two conditions that need to be considered prior to scheduled implementation for October 15, 2015:

1. Some items could not be located and might have already been surplus (See Exhibit A); and,
2. Some other items were identified during inspection, but, are not currently on the list included with the inter-local agreement (See Exhibit B).

By not having an up to date list of the assets being transferred, Seminole County does not have a complete accounting of the property that is actually being transferred to it.

Recommendation

1. City of Casselberry should update the property listing and incorporate a revised listing in the inter-local agreement.
2. Seminole County should implement a plan to: (1) inspect the assets; (2) update the county property files ;(3) develop written procedures for good record keeping practices and include the property at these fire stations in the county's annual inventory.

Management Response

No management responses were received from the City of Casselberry or Seminole County government.

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EXHIBIT A

Items that could not be located.

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Exhibit A

DESCRIPTION	AMOUNT
1. MONITOR SAMSUNG SYNCMASTER 214T FLAT	\$0
2. SCANNER FUJITSU 5650C SCANNER W CONNECTION	\$4,950.00
3. DELL E6400ATG	\$1,607.00
4. LIGHTBAR SMARTVECTOR W SIGNALMASTER SIREN - FDFC #11	\$1,350.91
5. LIGHTBAR WITH OPTICOM	\$2,893.89
6. CONTROL STATION BASE OPE B655	\$681.00
7. KENWOOD 2 METER FM MOBILE TRAN	\$648.75
8. ADAPTER XTVA MOBILE VEHICULAR ADAPTER W CONTROL HE	\$1,428.43
9. AVL AUTOMATIC VEHICLE LOCATOR WITH GPS SOFTWARE	\$3,420.00
10. INSTALITE HONDA EX350 HAND HELD GAS LIGHT / SRU -21	\$675.00
11. AIR CONDITIONER DUOTHERM PENGUIN 13,500 BTU	\$3,124.00
12. AIR CONDITIONER DUOTHERM PENGUIN 13,500 BTU	\$4,357.20
13. GENERATOR ELECTRICAL KATOLIGHT GENERATOR 75 KW	<u>\$15,209.00</u>
Total	\$40,345.18

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EXHIBIT B

Items identified that were not included on inventory list.

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Exhibit B

ITEMS NOT ON LIST (INVENTORY)

Description	Location	Asset #	Serial # or VIN
MOTOROLA APX 6500 W/ DIGITAL & ACCESSORIES	FS21	16075	527CNM2399
MOTOROLA APX 6500 W/ DIGITAL & ACCESSORIES	FS21	16073	527CNM2397
MOTOROLA APX 6500 W/ DIGITAL & ACCESSORIES	FS21	16071	527CNM2395
MOTOROLA APX 6500 W/ DIGITAL & ACCESSORIES	ADMIN	16074	527CNM2398
MOTOROLA APX 6500 W/ DIGITAL & ACCESSORIES	ADMIN	16079	527CNM2403
MOTOROLA APX 6500 W/ DIGITAL & ACCESSORIES	ADMIN	16077	527CNM2401
MOTOROLA APX 6500 W/ DIGITAL & ACCESSORIES	FS25	16076	527CNM2400
LIFE PAK BATTERY CHARGER	FS21	NONE	LP15S06289
LIFE PAK BATTERY CHARGER	FS21	NONE	LP15S06287
LIFE PAK BATTERY CHARGER	FS25	NONE	NONE NOTED
LIFE PAK BATTERY CHARGER	FS25	NONE	NONE NOTED
LIFE PAK BATTERY CHARGER	ADMIN	NONE	NONE NOTED
AKRON PISTON INTAKE RELIEF VALVE	TOWER 25	NONE	CR-12-2011
SUPER VAC PRESSURE VENTILATION AIR SYSTEM	FS25	4106	NONE NOTED
¹ BUNKER GEAR - GLOBE JACKET, TROUSERS & SUSPENDERS (3)	DEPT WIDE	NONE	NONE NOTED
BUNKER GEAR - JACKET, TROUSERS & SUSPENDERS (54)	DEPT WIDE	NONE	NONE NOTED
1200 PARTNER SAW	FIRE TRUCKS	NONE	5050002
DELL COMPUTERS	DEPT WIDE	NONE NOTED	NONE NOTED
LOWRANCE - SIDE SCAN SONAR	FS21	NONE	NONE NOTED
MISCELLANEOUS FURNITURE (TVS, RECLINERS, BEDS, ETC..)	DEPT WIDE	NONE	NONE NOTED

¹ The Bunker Gear (clothing) noted above was not on the list of items being transferred but should be accounted for due to its large dollar value (approximately worth about \$2,000 per unit).

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