

# DECISION/DIRECTION NOTE

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**Title:** St. John's Regional Fire Department - Review of Training Division

**Date Prepared:** December 9, 2020

**Report To:** Audit Committee

**Councillor and Role:** N/A

**Ward:** N/A

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## **Decision/Direction Required:**

To approve the St. John's Regional Fire Department – Review of Training Division report and the associated action plans put forth by management.

## **Discussion – Background and Current Status:**

The Office of the City Internal Auditor recently completed a review of the Training Division at the St. John's Regional Fire Department ("SJRFDD").

The review identified several areas for improvement. Details of these opportunities and related recommendations can be found in the attached audit report. Management have provided action plans and implementation dates for all recommendations.

The Office of the City Internal Auditor would like to thank the Fire Chief, Deputy Chief of Support Services and the Training Officer for their invaluable help and time during this review.

## **Key Considerations/Implications:**

1. Budget/Financial Implications:
  - There may be budget implications depending on how management decides to mitigate the risks highlighted in the report.
2. Partners or Other Stakeholders:
  - Members of the SJRFDD
  - Residents of St. John's and surrounding areas who are serviced by the SJRFDD
  - External training providers (e.g. St. John's Ambulance)
3. Alignment with Strategic Directions/Adopted Plans:
  - N/A

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4. Legal or Policy Implications:
  - Policies and/or procedures have been recommended throughout this report
5. Privacy Implications:
  - There may be privacy implementations depending on how management decides to mitigate the risks highlighted in the report.
6. Engagement and Communications Considerations:
  - There may be engagement and communications considerations depending on how management decides to mitigate the risks highlighted in the report.
7. Human Resource Implications:
  - There may be human resource implications depending on how management decides to mitigate the risks highlighted in the report.
8. Procurement Implications:
  - There may be procurement implications depending on how management decides to mitigate the risks highlighted in the report.
9. Information Technology Implications:
  - There may be information technology implications depending on how management decides to mitigate the risks highlighted in the report.
10. Other Implications:
  - There may be other implications depending on how management decides to mitigate the risks highlighted in the report.

**Recommendation:**

That Council approve the SJRFD – Review of Training Division report and the associated action plans put forth by management.

**Prepared by:** Sean McGrath, Senior Internal Auditor

**Approved by:** Sean Janes, City Internal Auditor

**Report Approval Details**

Document Title:	SJRFD Training Division Review.docx
Attachments:	- SJRFD Review of Training Division Final Audit Report.pdf
Final Approval Date:	Dec 11, 2020

This report and all of its attachments were approved and signed as outlined below:

**Kevin Breen - Dec 11, 2020 - 3:10 PM**