



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 4

Agenda Date: August 8, 2023

In Control: Audit Committee

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor Report AU23-017 Audit of SAFD Controlled Substance and Medical Supplies Management

SUMMARY:

Determine if the San Antonio Fire Department is adequately managing its medical supplies and drug inventories.

BACKGROUND INFORMATION:

Background

The Logistics and Services Division is responsible for the procurement and distribution of supplies and materials necessary for day-to-day functions. One of the groups within the Logistics and Services Division is the Supply/Logistics Group. This group is responsible for delivering EMS and Fire supplies to fire personnel in the field and to fire stations each day. This group also

manages the purchasing, receiving, and storing of medical supplies and controlled substances. Once inventory is received, the inventory of medical supplies is tracked in SAP, and the inventory of controlled substances is tracked manually.

The Supply/Logistics Group manages an inventory of approximately 200 different medical supplies and 25 different medications at the SAFD Service Station. Of these 25 medications, 8 medications are classified as controlled substances. The Drug Enforcement Administration (DEA) is the lead Federal agency that enforces the laws and regulations for the purchase, storage, and distribution of controlled substances as detailed by the Controlled Substance Act.

Scope and Methodology

The audit scope included processes used to track and secure medical supplies and controlled substances from purchase to usage/disposal for FY 2021 through April 30, 2023. We reviewed inventory purchases for adequate controls. We conducted physical inventories to determine inventory records were accurate. We reviewed the controlled substances tracking process from purchase to usage. We also reviewed physical security controls within the warehouse and medic units for adequacy.

Conclusions

The medical supplies and drug inventories are adequately managed by the San Antonio Fire Department. SAFD has effective procedures that ensure medical supplies and controlled substances are properly purchased, received, and stored. SAFD also has effective controls that ensure controlled substances are properly tracked from purchase to usage. In addition, SAFD has effective procedures and controls to ensure the overall physical security of the inventory.

As we had no findings, we made no recommendations.

ISSUE:

This item is presented for acceptance by the Audit Committee.

FISCAL IMPACT:

NA

ALTERNATIVES:

None.

RECOMMENDATION:

Staff recommends acceptance of this report.