

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY**

DEPT: CEO - Office of Emergency Services/Fire Warden BOARD AGENDA:5.B.4
AGENDA DATE: February 27, 2018

SUBJECT:

Authorize the Auditor-Controller, on behalf of the Office of Emergency Services, to Pay a Prior Year Invoice

BOARD ACTION AS FOLLOWS:

RESOLUTION NO. 2018-0097

On motion of Supervisor Chiesa , Seconded by Supervisor Withrow
and approved by the following vote,

Ayes: Supervisors: Olsen, Chiesa, Withrow, Monteith, and Chairman DeMartini


Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

- 1) Approved as recommended
- 2) Denied
- 3) Approved as amended
- 4) Other:

MOTION:

ATTEST: 
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: CEO - Office of Emergency Services/Fire Warden BOARD AGENDA:5.B.4
AGENDA DATE: February 27, 2018

CONSENT:

CEO CONCURRENCE: YES

4/5 Vote Required: No

SUBJECT:

Authorize the Auditor-Controller, on behalf of the Office of Emergency Services, to Pay a Prior Year Invoice

STAFF RECOMMENDATION:

1. Authorize the Auditor-Controller, on behalf of the Office of Emergency Services, to pay an invoice for services provided in a prior year.

DISCUSSION:

The Office of Emergency Services (OES) is requesting authorization to pay an invoice for services provided in a prior fiscal year.

During the week of March 13, 2015, a staff member was sent to Cal Fire Resource Ordering and Status System (ROSS) Dispatcher training provided by the Department of Forestry and Fire Protection. This training allows staff within the Office of Emergency Services to dispatch Operational Area resources to fires.

The Office of Emergency Services has received a call from the Department of Forestry and Fire Protection requesting payment for the March 2015 ROSS training; evidently no payment had been received. After researching the invoice, credit card charges and trip authorization, it was determined that while the travel and training had occurred, no invoice was ever received or paid. OES would like to remedy the situation and provide payment at this time.

OES consulted with the Auditor-Controller's Office to determine the process required to pay the invoice and was advised that because the invoice stems from a prior year, approval from the Board of Supervisors is needed to pay the invoice. Therefore, OES is seeking the approval of the Board of Supervisors to pay \$338.07 to the Department of Forestry and Fire Protection for services received in a prior year.

The Office of Emergency Services finance staff has since implemented a new process to ensure that all items identified on a trip authorization have been paid upon return from travel. This will improve communication between the accounts payable clerk and the staff preparing the trip authorizations and scheduling the travel.

POLICY ISSUE:

Board of Supervisors' approval is required to process payment of invoices over one-year old.

FISCAL IMPACT:

The Office of Emergency Services has sufficient funding in the 2017-2018 Fiscal Year budget to pay the \$338.07 invoice. No budget adjustments are needed.

BOARD OF SUPERVISORS' PRIORITY:

The recommended action is consistent with the Board's priority of *Supporting Strong and Safe Neighborhoods* by paying for critical staff training that benefits the Operational Area.

STAFFING IMPACT:

Existing OES finance staff will ensure payment is made to the Department of Forestry and Fire Protection.

CONTACT PERSON:

Lt. Dennis Cordova, Interim Assistant Director of OES (209) 552-3600