

# VENTURA COUNTY FIRE PROTECTION DISTRICT

BOB ROPER  
County Fire Chief



165 Durley Avenue  
Camarillo, CA 93010-8586  
(805) 389-9710  
FAX (805) 388-4364

May 28, 2008

Ventura County Grand Jury  
800 South Victoria Avenue, L#3751  
Ventura, CA 93009

Subject: 2007-08 Grand Jury Report, *VCFPD Inventory Control Deficiencies*

Pursuant to the Grand Jury's procedures, please accept this letter as the Fire District's response to the aforementioned Grand Jury report. The Fire District is responding to Recommendations R-03 through R-06.

#### R-03

The Fire District has instituted changes to its annual sensitive item inventory to include a physical inventory of all items defined as sensitive items by the Fire District. This inventory procedure shall be completed by the end of October each year and signed off by the respective manager.

#### R-04

The Fire District is currently working with the Auditor-Controller's Office to perform a sensitive item inventory on department computer equipment. The department is updating its definition of sensitive items and implementing new policies and procedures for tracking sensitive items and doing an annual physical inventory of them. Once completed, the 2007 inventory shall be reconciled to reflect the results.

#### R-05

Concur; this shall be accomplished per R-04.

#### R-06

The Fire District will continue to work with the Auditor-Controller's Office to bolster our internal inventory audit procedures within the resources available.

In conclusion, the Fire District agrees that it can make improvements to its current sensitive inventory controls and will do so. I appreciate the Grand Jury's work. The Fire District is committed to finishing its work with the District

***Committed to Excellence . . . Delivered with Pride***

Attorney's Office and Auditor-Controller so further safeguards can be put into place.

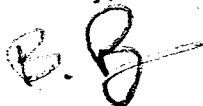
It should be noted that the 2004-05 Grand Jury report dealt with purchasing procedures at our warehouse due to a citizen complaint. The 2004-05 Grand Jury report found no wrong doing on behalf of the Fire District and stated in their report:

"This evaluation led the Grand Jury to conclude that, while a determined thief can almost always find a way to steal, sufficient controls are in place to ensure that the risk of equipment theft and misuse is effectively managed by VCFPD staff and management."

The findings of the 2004-05 Grand Jury Report #12 did not request a response of the Fire District. (See attached copy of 2004-05 Report and Index Summary Sheet).

I hope that this information answers the Grand Jury's findings, and I feel confident that these changes will help alleviate past inventory deficiencies.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Roper", with a long horizontal stroke extending to the right.

BOB ROPER  
Fire Chief

c: CEO  
Board of Directors