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Emergency Management Audit

November 30, 2015

BACKGROUND

In accordance with Illinois compiled statutes 20 ILCS 3305, Illinois Emergency Management Agency Act, the Kane County Office of Emergency Management was established in 1976 by Kane County Ordinance (Kane County Code, Chapter 8, Civil Defense and Emergency Services). The Office of Emergency Management (OEM) was organized to support an emergency or disaster to help protect the health and safety of Kane County (County) citizens.

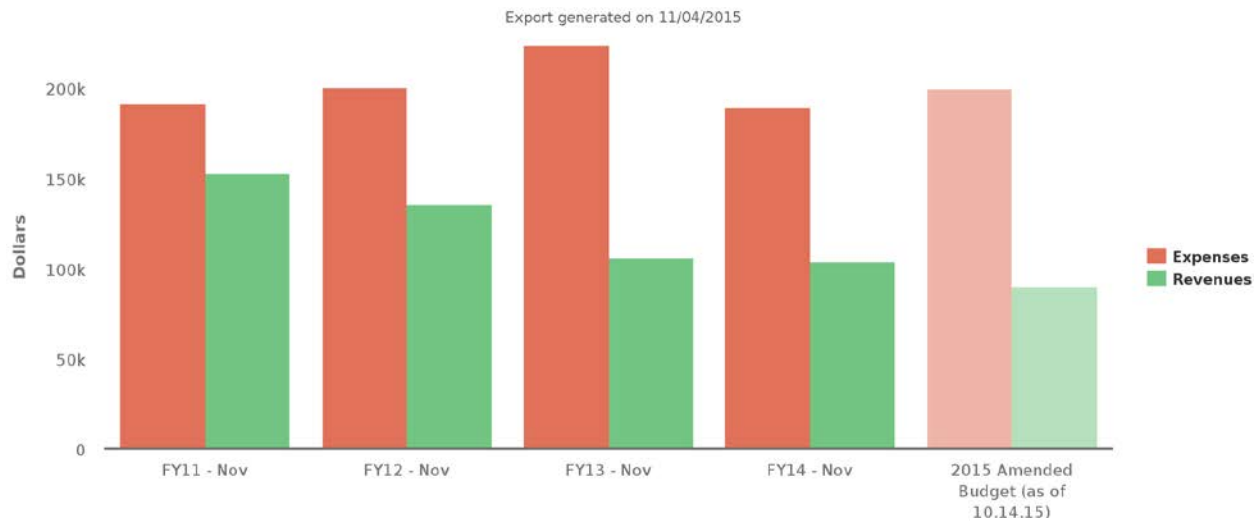
The OEM mission statement supports a regional all-hazard readiness approach to disaster management and homeland security through the coordination of programs that promote community planning, increase public awareness, and develop effective mitigation, response, and recovery strategies.

The County's OEM is composed of three staff members and 65 volunteer members. The director, Donald Bryant, a deputy director and an administrative assistant represent the paid staff of OEM. The director coordinates a team of 65 volunteers which require weekly work night training sessions, monthly meetings, and membership meetings that volunteers and paid staff attend. Each volunteer member brings certain skills, capabilities, and talents when joining the OEM. Volunteers are an integral part of the OEM, as he or she must be willing to share those talents and actively participate in the details, training, and calls for assistance. Additionally, there are , local, county and state meetings and conferences throughout the year that OEM staff and volunteers attend for the purpose of updating and improving their emergency management programs. The OEM goals for emergency preparedness activities are to ensure that the OEM is ready and able to respond quickly and effectively in the event of an emergency.

The OEM also coordinates with the County Health Department to develop and approve preparedness in the area of management, decisions and measures in the event of a public health emergency.

The OEM is funded through the County's general fund 001.510 and financially supported by federal and state funded grants.

Below is a five year comparison of OEM actual revenues and expenses for 2011 through 2014 and budgeted 2015 revenues and expenses.



Expenses have remained relatively flat with the increase in fiscal year 2013 for a vehicle. Revenues have declined due to decreased funding through federal and state grant programs.

SCOPE AND TESTING

Our audit reviewed the training, tools, revenue and expenses and other resources of the OEM for the period December 1, 2013 through November 30, 2014. Review and testing included:

- Review of payments recorded in the New World System (NWS).
- Discussions regarding the roles of the three member paid County staff and the 65 volunteers.
- Overview of County policies and procedures for public announcements of the OEM.
- Review of the federal grant revenue program from state and federal government levels.

FINDINGS/RECOMMENDATIONS

There are clear structures and controls in place within OEM. The audit performed resulted in no findings of internal control violations. Therefore, at this time, we have no recommendations to offer.

We would like to express our appreciation to Donald Bryant, the Director of Emergency Management for his generous assistance provided during this audit.

Respectfully Submitted,



Terry Hunt – Kane County Auditor



Margaret Todd-Cave – Staff Auditor