From: Michelle Courtney
To: Steve Austin; Darren White; Ruud, Andy (SAO)
Subject: Re: AFG Review Questions
Date: Friday, February 18, 2022 11:55:22 AM
Attachments: image003.png

External Email

Hi Andy,

Regarding questions:

1.a & b. Grant #EMW-2019-FG-01017 was received 11/6/20 we had to wait to do the training with DAY wireless until COVID rules allowed for more that X# of people in a room. The required City match for this grant was $8,095.24, which is over the amount of both invoices in 1.a & b question. The check to DAY wireless was issued in first batch of payables in December a few days past the 30 day mark. Also note that this grant was audited by FEMA already and was found no issues or corrective actions on 1/29/2021.

1.c. Grant #EMW-2020-FG-00798. Part of this Sales Order was received & paid within the 30 days, due to manufacturing of PPE items during COVID the other items in the order (the PPE facepiece) were delayed.

Thank you,
Michelle Courtney
Administrative Assistant
Clarkston Fire Department
820 5th Street
Clarkston, WA 99403
509-758-8681

From: Steve Austin <saustin@clarkston-wa.com>
Sent: Wednesday, February 16, 2022 4:00 PM
To: Darren White <firechief@clarkston-wa.com>; Michelle Courtney <mcourtney@clarkston-wa.com>
Subject: FW: AFG Review Questions

From: Ruud, Andy (SAO) <andy.ruud@sao.wa.gov>
Sent: Wednesday, February 16, 2022 3:42 PM
To: Steve Austin <saustin@clarkston-wa.com>
Cc: Brillantes, Heide (SAO) <brillantesh@sao.wa.gov>
Subject: AFG Review Questions
Hi Steve,
My supervisor recently finished reviewing my work on the Assistance to Firefighters Grant and we have a few follow-up questions to complete our documentation:

1. **Cash Management:** In our previous meetings, we discussed how the following vendors delayed sending invoices to the City until more than 30 days after the purchased goods were received by the Fire Department and FEMA funding was remitted to the City:
    a. Day Wireless Systems for #INV656322 in the amount of $1,628.41.
    b. LN Curtis & Sons for #INV454103 in the amount of $1,280.06.
    c. LN Curtis & Sons for #INV453712 in the amount of $2,308.99

    Consequently, the City held on to federal funds remitted by FEMA for longer than 30 days. Did the City communicate or attempt to communicate with FEMA that these vendors did not send invoices timely for purchased goods and that the City therefore had to delay disbursement? If so, could we please obtain any documentation (e.g. email correspondence) available to support this communication?

2. **Procurement:** The City used Assistance to Firefighter Grant awards EMW-2018-FO-01923 and EMW-2020-FG-00798 to purchase SCBA equipment from LN Curtis & Sons. For these purchases, the City piggybacked off a purchasing cooperative agreement with the Public Procurement Authority (PPA) of Oregon. The City used the procurement service NPPgov to obtain this purchasing cooperative agreement. We have the following questions about this purchasing cooperative:
    a. During our review of this grant, the Fire Chief and his Administrative Assistant provided some bidding documentation obtained from NPPgov and the Public Procurement Authority of Oregon. However, per our review, we noted that the bidding documentation did not show all proposals submitted during the bidding solicitation nor did it show a comparison of all proposals obtained. The only proposal included in the documentation was that of LN Curtis & Sons. Therefore, we could not verify that the lowest and most qualified proposal was chosen. Could you please reach out to NPPgov and/or the Public Procurement Authority of Oregon and request any additional documentation that would show a summary of all proposals submitted to the Public Procurement Authority during the solicitation process?

    b. For the SCBA purchase with LN Curtis & Sons, the City signed an interlocal agreement with NPPgov. However, as noted above, the Public Procurement Authority of Oregon, (not NPPgov) was the Lead Public Agency that performed all the bidding procedures. In previous conversations with yourself and the Fire Chief, we determined that the City entered into an interlocal agreement with NPPgov and not the Public Procurement Authority of Oregon. Could you please confirm that the City did not enter into an interlocal agreement with the Public Procurement Authority of Oregon?

3. **Suspension & Debarment:** In our previous email correspondence, you stated the following regarding Suspension and Debarment requirements:

    > *"On the suspension and debarment – I know that this was checked. I confirmed with the Fire Department before vendor checks were processed that the vendors were eligible for payment because of the federal funding. (i.e. not suspended or debarred) I was given confirmation verbally that they had been checked for suspension and debarment and were eligible. I understand this is not documented, but the statement that the City did not verify is incorrect."*

Could you please state who provided you this verbal confirmation and how that individual confirmed that the vendors were not suspended or debarred? Additionally, could you please clarify whether this confirmation was made for all vendors with purchases in excess of $25,000 (i.e. Motorola Solutions and LN Curtis & Sons)? In prior conversations, the current Fire Chief, Darren White, and his Administrative Assistant, mentioned that they were unaware of this requirement and did not perform suspension and debarment checks. We would like to clarify this with you so that our documentation is accurate and complete.

Please let me know if you would like to discuss any of these questions with Heide and myself. We would be happy to schedule a time to discuss these items.

If there are no updates or the requested documentation cannot be obtained, please let me know and we will move forward with our conclusions using the information we have already obtained. If possible, please provide answers to these questions by Tuesday, February 22. We are hoping to move forward and close out this audit to meet our upcoming March 17 deadline for submitting our final audit report to the Federal Clearinghouse.

We appreciate your time and effort taken to answer these questions.

Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov