



TUPELO AND CENTRAHOMA VOLUNTEER FIRE DEPARTMENTS

Investigative Audit

January 31, 2022

Cindy Byrd, CPA
State Auditor & Inspector

Tupelo and Centrahoma Volunteer Fire Departments

Investigative Audit Report January 31, 2022

January 31, 2022

TO THE COAL COUNTY OKLAHOMA BOARD OF COUNTY COMMISSIONERS

Presented herein is the investigative audit report of the Tupelo and Centrahoma Volunteer Fire Departments.

The goal of the State Auditor and Inspector is to promote accountability and fiscal integrity in state and local government. Maintaining our independence as we provide this service to the taxpayers of Oklahoma is of utmost importance.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during our engagement.

This report is addressed to, and is for the information and use of, the requesting Coal County Oklahoma Board of County Commissioners, as provided by statute. This report is also a public document pursuant to the Open Records Act, 51 O.S. §§ 24A.1, *et seq.*

Sincerely,



LISA HODGES, CFE, CGFM
OKLAHOMA DEPUTY STATE AUDITOR & INSPECTOR





Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit Report July 1, 2015 through June 30, 2020

Why We Performed This Audit

In accordance with 74 O.S. § 212(I), our investigative audit was conducted in response to a request from the Coal County Oklahoma Board of County Commissioners (BOCC). This request was based on concerns about financial operations of the Tupelo and Centrahoma Volunteer Fire Departments.

Audit Objectives

Audit objectives:

1. Determine the legal status of the Tupelo and Centrahoma Volunteer Fire Departments.
2. Review the expenditures from the sales tax funds of both Departments to determine if expenditures were in accordance with applicable statutes and appear to be reasonable based on the mission and purpose of the Departments.
3. Review inventory records and relevant policies and procedures related to fixed assets to determine whether they are maintained in accordance with state law and/or best practices.

What We Found

- There is conflicting information regarding the legal status of the Tupelo and Centrahoma Volunteer Fire Departments. Ambiguity regarding their legal status makes it difficult to determine what is required from the Departments regarding board structure, financial reporting to the county, and any other statutory requirements.
- Expenditures appeared reasonable based on the mission and purpose of the Departments and were supported by receipts and/or invoices. However, we did note some expenditures not in compliance with county purchasing law because they were not timely encumbered. Additionally, because of ambiguities in the legal status of both Departments, it is unclear

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

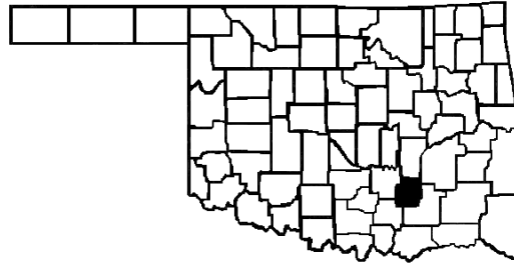
whether the Tupelo fire chief has the legal authority to initiate purchases for the Centrahoma Volunteer Fire Department.

- Neither Department is following best practices for recording and reporting fixed assets. In addition, the Departments are not in compliance with the statutory inventory record keeping and reporting requirements for county departments enumerated in 19 O.S. §178.1.

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Background

Formerly a part of Tobucksy County, Choctaw Nation, Coal County is located in southeastern Oklahoma and was created at statehood and named for the primary economic product of the region.



In the November 2013 special election, the voters of Coal County overwhelmingly approved a proposition to make permanent the 1% county-wide sales tax which included funding for rural fire departments.

COUNTY QUESTIONS
PROPOSITION
Shall Coal County renew the current 1% tax levy county wide Sales Tax, beginning February 14, 2015 to be allocated as follows:
County Sheriff and Security - 24%
County General Fund - 30%
O.S.U. Extension and 4-H - 6%
Capital Improvements and Construction on County Buildings - 14%
Emergency Medical Services (Ambulance) - 12%
County Senior Citizens Centers - 5%
Rural Fire Departments - 6%
Solid Waste and Recycling Program - 3%
Tax Levy being a Permanent Tax effective date, if Sales Tax passes it will go into effect February 14, 2015 when current tax expires.
SHALL THE PROPOSAL BE APPROVED?
<input type="checkbox"/> FOR THE PROPOSITION - YES
<input type="checkbox"/> AGAINST THE PROPOSITION - NO

Volunteer fire departments in the State of Oklahoma may be organized under several different legal forms¹ including:

- Municipal Volunteer Fire Departments (11 O.S. §§ 29-201 through 29-206)
- Charitable Corporations (18 O.S. § 592)
- County Fire Departments (19 O.S. § 351)
- Fire Protection Districts (19 O.S. § 901.1, *et seq.*)

¹ All fire department forms would be eligible to utilize the sales tax funds.

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Objective 1 – Legal Status

Objective

Determine the legal status of the Tupelo and Centrahoma Volunteer Fire Departments.

Overview

Ambiguity regarding the legal status of the Tupelo and Centrahoma Volunteer Fire Departments makes it difficult to determine what is required from the Departments regarding board structure, financial reporting to the county, etc. Following the discussion of our process, the clearly laid out recommendations should help bring both Departments into compliance with the law.

It is currently the understanding of the chairman of the Coal County Board of County Commissioners (BOCC) and the Coal County Clerk (County Clerk) that the Tupelo and Centrahoma Volunteer Fire Departments are both organized under 19 O.S. § 351 as county fire departments.

The Tupelo Volunteer Fire Department Chief (Chief) also believes that both departments are county fire departments. It is the Chief's understanding that the Tupelo Volunteer Fire Department changed from a municipal volunteer fire department to a county volunteer fire department in approximately 1993 when the Tupelo Town Hall and Fire Department were destroyed in a fire.

No evidence could be provided from the County Clerk that the Tupelo or Centrahoma Volunteer Fire Departments had been officially converted to county volunteer fire departments. Neither the County Clerk nor the Chief was able to provide any documentation to substantiate the legal status of either department.

Centrahoma

According to the Chief, Tupelo has provided fire protection coverage for the Town of Centrahoma since 1999. Centrahoma council meeting minutes² from the September 7, 1999 meeting confirmed the placement of a fire station and fire truck within Centrahoma town limits as a substation of the Tupelo Volunteer Fire Department. The town council also voted to authorize the Chief to make decisions for all fire department business for Centrahoma. The town council subsequently signed a 99-year lease agreement between the Town of Centrahoma and the Tupelo Volunteer Fire Department for the use of the fire station.³

Town of Centrahoma town council meeting minutes from June 5, 2001⁴ reflect the appointment of the Chief as the requisition officer for the Centrahoma Fire Department. These documents provide evidence that it was the clear intent of the Town of Centrahoma town council that Centrahoma fire protection be provided by the Tupelo Volunteer Fire Department. These documents and decisions by the Centrahoma Town Council also reflect that the Centrahoma

² See Appendix, Attachment 5

³ See Appendix, Attachment 7

⁴ See Appendix, Attachment 6

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Volunteer Fire Department was at one time considered a municipal volunteer fire department under the control of the town council. Although the Town of Centrahoma had been dissolved, the County Clerk had not received any formal meeting minutes or notice regarding that dissolution.

However, based on information obtained on the Oklahoma Secretary of State's website⁵, the Centrahoma Volunteer Fire Department was established as a charitable corporation (under 18 O.S. § 592) on June 8, 1992 as the "Centrahoma Volunteer Firefighter's Association," with Billy Gold listed as the registered agent. Lacking any documented evidence that would indicate otherwise, it appears that Centrahoma Volunteer Fire Department was established as a charitable corporation and is still legally organized as such.

Tupelo

We performed similar research on the Tupelo Volunteer Fire Department but were unable to find any evidence on the Secretary of State's website that would indicate it is a charitable corporation. The Department of Agriculture provided a copy of a Rural Fire Protection Program Fund grant application from 1989 for the Town of Tupelo⁶ supported by a copy of Town Ordinance (#10-89) confirming the organization of the Tupelo Volunteer Fire Department as a municipal volunteer fire department.⁷ We also obtained an invoice from the Oklahoma Firefighters Pension & Retirement System (OFPRS)⁸ for a 2018 pension payment which further supports that the Tupelo Volunteer Fire Department is recognized as a municipal department. However, additional information obtained from OFPRS⁹ indicates that the Department is a county department. The legal status of the Department is not clear.

The Board

The Chief stated that fire board members are appointed by the fire board "as needed." The combined board of directors (the Board) for the Tupelo and Centrahoma Volunteer Fire Departments currently consists of three members with two members from Tupelo and one from Centrahoma.¹⁰ The structure of the board appears to have evolved over time to be a hybrid board for both Departments. There does not appear to be a legal basis for the current structure of the board. Statutes clearly define the requirements for the selection and operation of fire department boards of directors.¹¹

Under 19 O.S. § 351(A), volunteer fire departments that are organized under this section, or as a charitable corporation¹², may petition the BOCC to convert to a county fire department.¹³ The BOCC then has the authority to approve or deny the conversion of the department to a county fire department.

⁵ See Appendix, Attachment 1

⁶ See Appendix, Attachment 2

⁷ 11 O.S. §§ 29-201 through 29-206

⁸ See Appendix, Attachment 3

⁹ See Appendix, Attachment 4

¹⁰ Centrahoma was previously governed by the Centrahoma Town Council

¹¹ 19 O.S. § 351(D)

¹² 18 O.S. § 592

¹³ 19 O.S. § 351(D)(1)

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Recommendation

We recommend the following remedial actions to rectify the legal status of both Departments:

1. The Tupelo Volunteer Fire Department should file a formal petition with the Coal County BOCC to legally become a county fire department in accordance with 19 O.S. §351(D)¹⁴. For maximum transparency, this petition should be signed by the current Fire Department board of directors as well as the Town of Tupelo trustees.
2. The Coal County BOCC should then follow the statutory requirements regarding the approval of the Department's petition which are enumerated in 19 O.S. §351(D)(1).
3. If possible, the BOCC should contact the registered agent and/or corporate officers of the Centrahoma Volunteer Firefighters Association and request that they file articles of dissolution with the Secretary of State's office for the association's charitable corporation. If unable to communicate with the registered agent and/or corporate officers, the BOCC should seek advice from the Oklahoma Secretary of State regarding appropriate steps to dissolve the corporation.
4. If it is determined to be in the best interest of the citizens of Coal County for the Tupelo Volunteer Fire Department to continue providing fire protection services for Centrahoma, the BOCC should pass a resolution re-allocating county sales tax previously allocated to the Centrahoma Volunteer Fire Department to the newly combined Tupelo/Centrahoma Volunteer Fire Department. Alternatively, the BOCC could establish a separate county fire department and appoint a separate board for Centrahoma. However, due to the decline in population of the Centrahoma district, the dissolution of the Town of Centrahoma, and the district's proximity to the Tupelo district, this does not seem to be the best course of action.
5. After approving the petition and establishing the Tupelo/Centrahoma Volunteer Fire Department's legal status as a county fire department, the BOCC should appoint a board of directors in accordance with the statutory requirements of 19 O.S. § 351(D)(3), which requires there to be five directors initially appointed by the BOCC for staggered terms. Replacement directors are required to be appointed on an ongoing yearly basis by the BOCC as terms expire.
6. Detailed operating procedures, including accounting and budgeting procedures, should then be established in accordance with the statutory requirements of 19 O.S. § 351 as well as other requirements for county government established in Title 19 of the Oklahoma State Statutes.

¹⁴ It is not specifically stated in 19 O.S. §351(A) whether or not a municipal volunteer fire department organized under Title 11 may petition the BOCC to convert to a county fire department.

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Objective 2 – Expenditure Process

Objective

Review the expenditures from the sales tax funds of both Departments to determine if expenditures were in accordance with applicable statutes and appear to be reasonable based on the mission and purpose of the Departments.

Overview

Expenditures appear to be reasonable and for business-related purposes. However, there were a large number of expenditures from county sales tax funds that were not encumbered in a timely manner and were therefore not in compliance with county purchasing law. Additionally, because of ambiguities in the legal status of both Departments, it is unclear whether the Tupelo fire chief has the legal authority to initiate purchases for the Centrahoma Volunteer Fire Department. Neither Department is in compliance with the County Budget Act or the statutory requirement that the county treasurer act as the official depository.

Purchasing/Expenditure Process

There are four sources for expenditure of funds: two checking accounts (an operating account and a discretionary account), a credit card issued under the Chief's name, and county sales tax funds maintained by the county treasurer and county clerk.

Expenditures are initiated primarily by the Chief. According to the Chief, there is no formal budget process or written budget for the Department but instead the Tupelo Volunteer Fire Department board of directors (the Board) informally authorizes him to expend around \$2,000 of non-county funds between quarterly board meetings with an annual maximum around \$10,000. He believes this is documented in board meeting minutes.¹⁵ He also stated that he will sometimes call and get verbal approval for a purchase if it's outside of the already approved expenditure amount.

Expenditures are initiated in different ways depending on the funding source. The Chief and Deputy Fire Chief both have a credit card on an account issued personally to the Chief. The credit cards are used for various expenditures such as fuel when needed. Credit card statements are paid by check from the department's operating account and statements are included with the quarterly board packets for board review. Expenditures from either the operating or discretionary account are made by check and require two board member signatures on the checks. The Chief does not have signature authority on either account. The Chief keeps receipts for all purchases and records them in QuickBooks. A financial statement that reconciles to the bank statements is prepared from QuickBooks for the quarterly board meetings and submitted to the Board along with all receipts and the bank statements for their review. When asked how he determines whether an expenditure is for

¹⁵ We reviewed the available board meeting minutes. Based on that review, we did not note any evidence of the board approving any sort of budget. We did note examples of the board approving specific expenditures as well as action items such as "approved claims" with no documentation of what claims had been approved.

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Centrahoma or Tupelo, the Chief stated that it is a rough estimate and that there is nothing scientific about it.

Both Departments receive sales tax appropriations based on the November 2013 sales tax ballot that made the 1% county sales tax permanent. Six percent of the 1% county sales tax is designated for rural fire departments within the county that is then further allocated between the Fire Departments by resolution of the BOCC. Expenditures from county sales tax funds are initiated by requesting a purchase order from the county clerk. Prior to January 2021, the fire chief and the District 1 County Commissioner were appointed by the BOCC as the requisitioning officers for both the Tupelo and Centrahoma Volunteer Fire Departments. However, the January 2021 BOCC resolution lists the fire chief and the District 1 county commissioner as the requisitioning officers for the Tupelo Volunteer Fire Department and the District 1 county commissioner as the sole requisitioning officer for the Centrahoma Volunteer Fire Department.

After obtaining the purchase order, the purchase is made, and the receipt submitted back to the County Clerk's office where it will be paid by the county treasurer after BOCC approval. The Chief did mention that until just recently, he was not aware that he had to have purchase orders approved prior to making purchases and would submit the receipt and get a purchase order issued after the purchase had been made. He stated that was the way things had operated for the last forty-five years but that he was "willing to do things however the county needed them done." Copies of the county appropriation ledger with supporting purchase orders and invoices are included with the quarterly board packets.

Although questions have been raised regarding the Chief's authority to initiate and make expenditures for Centrahoma, as noted above, the Chief was appointed as a requisitioning officer for both Departments by the BOCC prior to January 2021. In 1999, he was also given authority by the Town of Centrahoma governing board to make all decisions for Centrahoma Fire Department business as well as being appointed as the requisitioning clerk in 2001. In addition, the Coal County Clerk and BOCC have continued to approve expenditures initiated by the Chief for both Departments.

Expenditure Testwork

We performed an on-site inspection at the Tupelo Volunteer Fire Department of all financial expenditure records maintained by the Department. To determine completeness, we obtained bank reconciliations for the operating and discretionary accounts and reconciled them without exception to the QuickBooks financial reports reported to the Board for the following dates (see next page):

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Reconciliation of QuickBooks to Bank Statements		
Statement Date	Agrees to Operating Account Bank Statement?	Agrees to Discretionary Account Bank Statement?
12/28/15	Yes	Not available ¹⁶
12/28/16	Yes	Yes
12/28/17	Yes	Not available ¹⁶
12/28/18	Yes	Yes
12/30/19	Yes	Yes
6/29/20	Yes	Yes

It should be noted that due to the nature and size of the Department, there is insufficient segregation of duties. The Chief is responsible for receiving and opening all mail (including checks), making the deposits, initiating expenditures, and preparing financial reports for the board. While there was no evidence of missing funds, there remains a risk that funds could be received and misappropriated without detection.

For expenditures, we performed the following analysis:

1. Reviewed bank statements, credit card statements, financial reports, and county appropriation ledgers to determine whether expenditures appeared reasonable based on the mission and purpose of the Department.
2. Verified that the expenditure was supported by a receipt and/or invoice.
3. If applicable (i.e. paid with county sales tax funds), determined if the expenditure complied with appropriate purchasing laws/rules.

County Sales Tax Expenditures

We reviewed in detail 100% of the expenditures from county sales tax for the audit period for both Departments (Tupelo and Centrahoma) by obtaining the appropriation ledgers with supporting purchase orders and receipts for these purchases from the County Clerk.

County sales tax expenditures for the two Departments were as follows:

Fiscal Year	Centrahoma		Tupelo	
	# of Expenditures	\$ Amount	# of Expenditures	\$ Amount
2016	18	13,636.92	96	6,468.89
2017	8	2,081.96	78	4,179.47
2018	11	5,230.10	88	5,061.85
2019	14	17,042.15 ¹⁷	96	7,010.53
2020	67	4,912.98	113	10,191.75
TOTAL	118	42,904.11	471	32,912.49

¹⁶ Although the client was unable to locate the QuickBooks reports for these periods, we reviewed the Bank Statements. No issues or unusual activities were noted based on the purchases made.

¹⁷ The Department received a \$7,990 Rural Economic Action Plan (REAP) grant from the Southern Oklahoma Development Association (SODA) for partial reimbursement of equipment purchases reflected in this amount.

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

We determined:

1. All expenditures from county funds appeared reasonable based on the mission and purpose of the Department.
2. The expenditures were supported by a receipt and/or invoice.
3. 57 out of 589 expenditures, or \$28,778.73 out of \$75,816.60, did not comply with county purchasing laws because they were not encumbered prior to ordering the goods or services as required by 19 O.S. §1505.
 - a. Of the 57 expenditures not timely encumbered:
 - i. 26 were approved by the Coal County commissioner for District 1 as the requisitioning officer.
 - ii. 31 were approved by the Chief as the requisitioning officer.

Non-County Sales Tax Expenditures

We reviewed in detail 100% of expenditures from the Department's operating and discretionary funds by examining the bank statements, credit card statements, and supporting receipts. Expenditures and balances from the operating and discretionary funds were as follows:

Fiscal Year	Operating			Discretionary		
	# of Expenditures	Expenditure Amount	Ending Balance	# of Expenditures	Expenditure Amount	Ending Balance
2016	32	18,966.07	62,713.25	14	14,983.00	5,400.24
2017	46	23,489.39	54,446.28	15	10,916.50	6,556.74
2018	42	18,427.65	53,047.48	14	10,113.00	8,466.74
2019	29	9,353.93	60,123.55	14	9,700.72	7,090.93
2020	23	11,405.82	68,777.84	13	3,582.96	9,503.42
TOTAL	172	81,642.86	-	70	49,306.18	-

We determined:

1. All expenditures appeared reasonable for the mission and purpose of the Department.
2. Expenditures from the operating fund appeared to be for routine expenditures one would expect in the operation of a volunteer fire department.
3. Expenditures from the discretionary fund included things such as allowances for firefighter protective gear and uniforms which appears appropriate.
4. We did not note any expenditures that appeared to be for the personal gain of the Chief.

If the Departments are determined to be county fire departments, these funds should be transferred to county funds to comply with the requirement that the county treasurer act as the official depository.

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Recommendation

We recommend the following:

1. The Chief and county commissioner for District 1 should ensure that purchases are made in accordance with county purchasing law by encumbering funds prior to making purchases from county sales tax funds.
2. The Department should develop and implement policies and procedures to ensure compliance with all other applicable county accounting and budgeting requirements enumerated in Title 19 of the Oklahoma State Statutes.

Objective 3 – Fixed Asset Inventory

Objective

Review inventory records and relevant policies and procedures related to fixed assets to determine whether they are maintained in accordance with state law and/or best practices.

Overview

The Tupelo and Centrahoma Volunteer Fire Departments are not following best practices for recording and reporting fixed assets and are not in compliance with the statutory inventory recordkeeping and reporting requirements for county departments enumerated in 19 O.S. § 178.1. Evidence of ownership based on the name listed on vehicle titles for Department vehicles is inconsistent, emphasizing further the ambiguities noted previously concerning the legal status of the Departments.

Inventory Process

Based on information obtained during our initial interview of the Chief, and through observations made during our subsequent site visits, inventory tracking, recording, and reporting processes for the Tupelo and Centrahoma Volunteer Fire Departments are extremely informal and inadequate. The Departments have no written policies or procedures regarding inventory acquisition, recording, reporting, or disposition.

The Chief stated that he keeps a listing of vehicles “on his computer” and that each vehicle has a detailed “inventory” list of items that should be kept with that unit. We observed an example of this listing¹⁸ and noted that it was a general checklist but did not have detailed information such as acquisition date, cost, serial number, model number, manufacturer, etc. We were given a copy of the information provided to the Oklahoma Management and Enterprise Services Risk Management Division in connection with insurance coverage for department vehicles.¹⁹ This listing does not include certain expected information for an inventory listing such as acquisition date, acquisition cost, complete VIN/Serial number, etc. This expectation is based on best accounting practices as well as forms prescribed by the

¹⁸ See Appendix, Attachment 8

¹⁹ See Appendix, Attachment 9

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

State Auditor & Inspector’s office (SAI) for recording fixed assets.²⁰ We did not observe a comprehensive detailed inventory listing for any assets owned by the Tupelo and Centrahoma Volunteer Fire Departments.

If the Department(s) are determined to be county fire departments, they would be subject to the statutory inventory requirements for counties starting at 19 O.S. § 178.1. These requirements include maintaining accurate inventory listings for any assets with an acquisition cost exceeding \$500. Inventory records are required to be maintained in a form prescribed by the SAI and are to be filed with the County Clerk’s office.

The County Clerk is designated as the “custodian and repository of all inventory records, files and reports.”²¹ Title 19 inventory statutes also regulate the disposition, including surplus transactions, of county assets²² and require documentation of any such transactions. Currently neither Department is in compliance with county inventory statutes. If the department(s) are determined to not be county fire departments, then best accounting practices, and other statutory requirements (Title 11 and Title 18) would still apply. This would include maintaining accurate and detailed inventory listings.

Inventory Testwork

While on site, we noted that all of the Fire Department vehicles had county license plates except for the truck driven by the Chief, which has a city license plate, and two vehicles provided by the Oklahoma Department of Agriculture, which have State of Oklahoma license plates. The Chief stated that the truck he drives was paid for with a USDA grant to the Town of Tupelo and that the Tupelo Volunteer Fire Department then purchased the vehicle for \$1 from the city. He was not sure if the vehicle should have been re-tagged at that point. Based on our review of the vehicle title and supporting documentation²³, the vehicle is actually leased from the Town of Tupelo for \$1 and remains the property of the town.

We examined the vehicle titles provided by the Chief and noted the following:

Unit #	Description	Last 4 of VIN#	Name on Title	Comments
E-31	2000 EMON E-ONE	2015	Tupelo Fire Department	County license plate.
200	2008 Ford F350	9464	City of Tupelo	This is the vehicle the chief drives. Documentation shows that it was leased from the City of Tupelo for \$1. Vehicle has a city license plate.
201	2004 Ford F550	7464	Tupelo Fire Department	County license plate.
205	2007 Ford F350	6148	Tupelo Fire Department	County license plate.

²⁰ See Appendix, Attachment 10

²¹ 19 O.S. § 178.3

²² 19 O.S. § 421.2

²³ See Appendix, Attachment 11

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

207	1997 Stewart and Stevenson	7112	Town of Tupelo Fire Department	County license plate.
203	1985 ¾ Ton	5077	N/A	Vehicles were obtained from the Forestry Division of the Oklahoma Department of Agriculture under the Federal Excess Property Program (FEPP) of the USDA Forest Service. This program is a “loan” program; neither the state nor the local fire department assume ownership of vehicles under this program and may not sell these vehicles. If the vehicle is no longer needed by the fire department, it reverts to the Oklahoma Department of Agriculture who may re-allocate it to other departments within the state or return it to the USDA Forest Service. These vehicles have State of Oklahoma license plates.
208	1979 Chevy Tanker	0023	N/A	
803	C/Brush 1	9088	N/A	

Other than equipment lists kept on each unit, and the list of vehicles maintained by the Chief which does not include detailed information; we did not observe any other detailed comprehensive inventory listings for any other assets.

We reviewed the county sales tax appropriation ledgers for both Departments for the time period of July 1, 2015 through June 30, 2020 to determine whether there were any purchases made during our audit period that would meet criteria for inventory reporting (acquisition cost >\$500 per 19 O.S. § 178.1). We noted the following items that met that criteria:

- 18 HP pump, purchased for \$3,400 from Casco Industries on 8/20/2015
- 2 XPR 3500 radios, purchased for \$500 each from RSI on 10/9/2015
- 1 ½ selectable nozzle and foam tube, purchased for \$700 from Davenport Fire Equipment Sales on 12/4/2017
- Motorola XPR3500e radio, purchased for \$545 from RSI, Inc. on 10/22/2018
- Lucas Chest Compression system, purchased for \$13,876.59 from Physio Control, Inc. on 3/21/2019
- Lucas battery, purchased for \$605.20 from Physio Control, Inc. on 5/14/2019
- Lucas battery charger, purchased for \$994.50 from Stryker Sales Corporation on 8/29/2019

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Recommendation

We recommend the following:

1. Detailed inventory records should be established that include all information required by best practices and SAI forms for county fixed asset inventory reporting.
2. Policies and procedures should be established that ensure the Department follows statutory inventory record keeping and reporting requirements enumerated in 19 O.S. §178.1.

**Tupelo and Centrahoma Volunteer Fire Departments
Investigative Audit**

Appendix

Attachment 1

FEE: *\$25.00

**CERTIFICATE OF INCORPORATION
(NOT FOR PROFIT)**

FILED

JUN 8 1992

OKLAHOMA SECRETARY
OF STATE

FOR OFFICE USE ONLY

FILE IN DUPLICATE

PRINT CLEARLY

TO THE SECRETARY OF STATE OF THE STATE OF OKLAHOMA:

- The name of the corporation is: CENTRAHOMA VOLUNTEER FIREFIGHTERS ASSOCIATION
(Please refer to procedure sheet for statutory words required to be included in the corporate name.)
- The address of the registered office in the State of Oklahoma and the name of the registered agent at such address are:

<u>Billy Bell</u>	<u>Den. Rd.</u>	<u>Centrahoma</u>	<u>Okla</u>	<u>74534</u>
NAME	STREET ADDRESS	CITY	COUNTY	ZIP CODE

(P.O. BOXES ARE NOT ACCEPTABLE)
- In the event the corporation is a church, the location of the church is:

CITY	COUNTY
------	--------
- The duration of the corporation is: PERPETUAL
(Perpetual unless otherwise stated)
- The purpose or purposes for which the corporation is formed are:
FIRE PROTECTION + FIRE PREVENTION EDUCATION
- This corporation does not have authority to issue capital stock.
- This corporation is not for profit, and as such the corporation does not afford pecuniary gain, incidentally or otherwise, to its members.
- The name and mailing address of each person who will serve as a trustee or director are:

NAME	MAILING ADDRESS	CITY	STATE	ZIP CODE
<u>Billy Bell</u>	<u>Den. Rd.</u>	<u>Centrahoma</u>	<u>Okla</u>	<u>74534</u>
<u>Jonny Moore</u>	<u>RT. 30 BOX 7</u>	<u>CENTRAHOMA</u>	<u>OK</u>	
<u>Peggy Warner</u>	<u>Box 217</u>	<u>Centrahoma</u>	<u>OK</u>	<u>74534</u>
- The number of trustees or directors to be elected at the first meeting is: 3

RECEIVED

JUN - 8 1992

OKLAHOMA SECRETARY
OF STATE

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Attachment 1(continued)

10. The conditions of membership of such corporation are, or, if the conditions of membership are stated in the by-laws, so state:
AS STATED IN THE BY-LAWS

11. If the powers of the incorporators are to terminate upon the filing of the certificate of incorporation, the names and mailing addresses of the persons who are to serve as directors:

NAME	MAILING ADDRESS	CITY	STATE	ZIP CODE
<u>WILL REMAIN THE SAME</u>				

12. The names and mailing addresses of the undersigned incorporators:

INCORPORATOR	NUMBER AND STREET	CITY AND STATE	ZIP CODE
<u>SAME AS THE DIRECTORS</u>			

INCORPORATORS MUST SIGN BELOW.

WE, THE UNDERSIGNED, for the purpose of forming a not for profit corporation under the laws of the State of Oklahoma, certify that the facts herein stated are true, and have accordingly hereunto set our hands this 01 day of June, 1992.

Billy J. Hall
Jerry Magee
Peggy Warner

(806 FORM 0009-10/87)

Tupelo and Centrahoma Volunteer Fire Departments
Investigative Audit

Attachment 1(continued)

DN 513196

OFFICE OF THE SECRETARY OF STATE

STATE OF OKLAHOMA

NOT FOR PROFIT
CERTIFICATE OF INCORPORATION

WHEREAS, the Certificate of Incorporation, executed and acknowledged by
CENTRAHOMA VOLUNTEER FIREFIGHTERS ASSOCIATION
has been filed in the office of the Secretary of State as provided by the laws of the
State of Oklahoma,

NOW THEREFORE, I, the undersigned, Secretary of State of the State of
Oklahoma, by virtue of the powers vested in me by law, do hereby issue this certificate
evidencing such filing.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the
Great Seal of the State of Oklahoma.

Filed in the City of Oklahoma City this 8th
day of June 19 92

Secretary of State

By: *Janice Cole*



**Tupelo and Centrahoma Volunteer Fire Departments
Investigative Audit**

Attachment 2

FIRE DEPARTMENT CERTIFICATION

In compliance with Title 19 O.S. 901.56, I hereby certify that the Tupelo (Fire Department, Association or district) is operating as a legally formed fire department within the provision of Title 11 O.S. I further certify that the Tupelo (Fire Department, Association or district) possesses fire equipment in servicable condition and having a value of one thousand dollars (\$1,000.00) or more and with a state certification and your present insurance classification rating of 10. Note: A copy of documentation of legal basis for Fire Department must be attached.

Mark Campbell
SIGNATURE

MARK CAMPBELL
TYPED OR PRINTED NAME

8-9-89
DATE

MAYOR
TITLE (Fire Chief, Mayor or president of Association)

CERTIFICATION BY RURAL FIRE COORDINATOR

As Rural Fire Coordinator for Fire Protection District Number - 4 I hereby certify that the above named fire department, association, or district conforms to the requirements of Title 19 O.S. 901.56 and is eligible to receive, as they become available, funds for financial assistance and matching grants, and is eligible to purchase equipment through a revolving fund, for the purpose of furthering rural fire protection.

George Barnes
SIGNATURE

8-28-89
DATE

Southern Oklahoma Dev Assoc
TYPED NAME,
Fire Protection District

atoka
400
22,383 93

APPROVED:
Jack D. Craig
COMMISSIONER OF AGRICULTURE

SEP 09 1989
DATE

**Tupelo and Centrahoma Volunteer Fire Departments
Investigative Audit**

Attachment 2 (continued)

ORDINANCE NO. 10-89

ORDINANCE FOR A VOLUNTEER FIRE DEPARTMENT WHICH HAS IN ITS
EMPLOY NOT MORE THAN TWO FULL TIME SALARIED FIREFIGHTERS

Be it ordained by the City/Town of ~~Tupelo~~ Tupelo,
Oklahoma, that the fire department of Tupelo, Oklahoma,

is a volunteer fire department which has in its employ not more
than two full time salaried fire fighters, and that it shall be
comprised of not less than 4 nor more than 20 volunteer fire
fighters.

For the purpose of this ordinance, a volunteer fire fighter
shall be considered as one who is enrolled as member of the fire
department and who serves in said capacity without receiving a
regular salary.

All ordinances and parts of ordinances inconsistent herewith
are hereby repealed.

ADOPTED AND APPROVED THIS 24 DAY OF AUGUST, 1989


Mayor - President of Board

ATTEST:


City Clerk

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Attachment 3

Oklahoma Firefighters Pension System

6601 Broadway Extension, Suite 100
Oklahoma City, OK 73116-8214
405-522-4600 / 1-800-525-7461

02/07/2018
Page: 1

***** Invoice for Calendar Year 2018 Active Volunteer Contributions *****

According to Title 11, O.S. 49-122 (C) cities are to contribute \$60.00 yearly to the Oklahoma Firefighters Pension and Retirement System for each active volunteer firefighter.

Below is a list of active volunteers carried on the pension rolls. If you have removed anyone on the list, mark through their name and attach a Form 8 for each active member terminated. Add new members to the bottom of the list and attach a completed Entrance Application (Form 13) for each new member.

***** Return check and this list to the State Office to pay for calendar year 2018. ***
*** This is the only statement you will receive.*****

City: 1505 Tupelo

SSN	Last Name	First Name	MI	City Contribution
██████████	Chamberlain	Marc	A	\$60.00
██████████	Wikerson	Shane	A	\$60.00
██████████	Stevens	Louis	R	\$60.00
██████████	Johnson	Danny	M	\$60.00
██████████	D'Agunno	John	P	\$60.00
██████████	HILL	MATTHEW	DON	\$60.00
██████████	McCollum	Corey	Don	\$60.00
██████████	Griffith	Peydon	Jess	\$60.00
City: 1505 Total Amount Due:				\$480.00
Total Volunteers				8

ck#
4867

PAID

\$ 616.00
Amount Paid

11-26-18
Date


Fire Chief

City Clerk

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Attachment 4

**OKLAHOMA FIREFIGHTERS
PENSION & RETIREMENT SYSTEM**



**SCHEDULE OF PARTICIPATING
MUNICIPALITIES**

(Cities, Towns, Fire Protection Districts and County fire
Departments)

City	Population	County	County	Volunteer Status
Tulahassee	7325	City		Volunteer
Tulsa	6650	City		Paid
Tupelo	1505	County	Coal	Volunteer
Tushka	0325	City		Volunteer
Tuttle	2630	City		Combination
Tyrone	7035	City		Volunteer
Union City	0925	City		Volunteer
Union Valley	6214	County	Pontotoc	Volunteer
Valley View VFD, Inc	1623	County	Comanche	Volunteer
Valliant	4525	City		Volunteer
Vanoss	6217	County	Pontotoc	Volunteer
Velma	6925	City		Volunteer
Verden	2610	City		Volunteer
Vian	6840	City		Volunteer
Vici	2235	City		Volunteer
Vinita	1820	City		Combination

**Tupelo and Centrahoma Volunteer Fire Departments
Investigative Audit**

Attachment 5

Town of Centrahoma
Monthly Open Business Meeting
September 7, 1999
Tuesday 7:00 p.m.
City Hall at Main & Jones Street

The regularly scheduled monthly business meeting was held Tuesday, September 7, 1999 at 7:15 p.m. in City Hall, Main & Jones Street, Centrahoma Ok.

The Town Council considered and took action on the following agenda items listed below, as well as business presented during meeting from the floor.

I. Call to order: by Yvonne Davidson

II. Attendance check: Yvonne Davidson, Peggy Warner, Shirley Morgan, Bert Lynch, Retia Peck, Don Hill, Rick Ellis, Dwayne & Tracy Bond; Mere Plato, Breana & Tara Warner, Kim & Steven Carrol.

III. Approval of Minutes: August 1999: Motion was made by Peggy Warner, seconded by Yvonne Davidson, motion passed with yea votes by Peggy Warner, Yvonne Davidson, Shirley Morgan.

Approval of Financial statement: Peggy Warner, seconded by Yvonne Davidson made motion, motion passed with yea votes by Peggy Warner, Yvonne Davidson, Shirley Morgan.

Approval of Purchase orders: Shirley Morgan, seconded by Peggy Warner made motion in motion passed with yea votes by Peggy Warner, Yvonne Davidson, Shirley.

IV. Reports/Old business:

REAP: signs have been ordered, payment received from SODA and will be sent to pay for the signs; signs need to be erected in town.

CDBG: still #30 on waiting list, Council selected from bids, Newcomer, Ezzell as administrator of CDBG.

HOM: Selection committee consists of Shirley Morgan, Margaret Yates, & Carla McQuerry.

HOM administrators were selected: Newcomer & El, Inc.

TOWN CLEANING: the county is aware of the two remaining houses to be removed, they have removed most of the general cleaning around town. Steve Carrol is attempting to gather enough abandoned vehicles in order that a crusher will come to town, contact Steve Carrol for more information. The council will begin removing abandoned vehicles from property in which the owners have requested.

RESOLUTION/ORDINANCE #104: regarding permit for yard sale/lea market/trummage sale/etc; Yvonne Davidson made motion for proposal #104 to be activated with a thirty day notice, Peggy Warner seconded, motion carried with yea votes by Peggy Warner, Yvonne Davidson, Shirley.

COUNCIL VACANCY: still two- (2) seats open.

AUDIT: HOM and CIP project audit has been completed as required by ODOC and has been sent to the proper agencies; there were no deficits (everything was in order and legal).

F.E.C. Lights: investigation still pending waiting on a resp from P.E.C. of lights in which the Town is currently paying for.

Y. NEW BUSINESS:

Representatives of Tupelo Fire Department: Rick Ellis and Carl Hill, discussed possibility of placing a fire station (building and truck) with in city limits with the approval of the Town of Centrahoma using a grant Rick was able to obtain through the Forrest Department. Centrahoma would be a substation of Tupelo Fire Department. Yvonne Davidson made motion to approve Rick Ellis and Don Hill with the authority to make decisions for all Fire Department business pertaining to Centrahoma Area, Shirley Morgan seconded, motion carried with yea votes by Peggy Warner, Yvonne Davidson, Shirley.

Consider and take action on new business from floor. Margaret Yates has asked Tracy Bond to read a letter to the council regarding information pertaining to a resident, this information was not council business, therefore dismissed.

Peggy Warner made motion to adjourn, seconded by Shirley Morgan, motion passed with yea votes by Peggy Warner, Yvonne Davidson, Shirley.

*Peggy Warner
Shirley Morgan
Yvonne Davidson*

**Tupelo and Centrahoma Volunteer Fire Departments
Investigative Audit**

Attachment 6

right of way on 6th street is fenced off by individuals. Council stated that street/right of way is 35 ft either side of the middle of the road.

COUNCIL VACANCY: still two seats open.

FIRE DEPARTMENT: another grant is in process. Rebecca Rice made motion to appoint Rick Ellis as Requisition officer for the Centrahoma Fire Department, and Don Hill as receiving officer, Shirley Morgan seconded, motion carried with yeas votes from Jeannie Ward, Shirley Morgan & Rebecca Rice.

BINGO: Yuvonne Davidson reported that a permit is not needed as long as money received is in form of donation and fees are not charged for games.

HOUSE numbers were issued to all residents inside city limits.

SAVAGE Yard State ordinances are posted at Centrahoma post office.

New Business:

Mike Hamlin, Geographical Operations, offered the town a flat rate for conducting a seismic survey around town beginning in the fall. Shirley Morgan made motion to accept \$300.00, Rebecca rice seconded, motion passed with yeas votes by Rebecca Rice, Shirley Morgan, & Jeannie Ward.

There was no other business from the floor.

Rebecca Rice made motion to adjourn, Shirley Morgan seconded, motion passed with yeas votes from Jeannie Ward, Shirley Morgan, & Rebecca Rice.

*Shirley Morgan
Rebecca L. Rice
Jeannie Ward*

**Tupelo and Centrahoma Volunteer Fire Departments
Investigative Audit**

Attachment 7

Town of Centrahoma
P.O. Box 28
Centrahoma Oklahoma 74534
Lease Agreement

We the undersigned members of the Town of Centrahoma Town Council, Centrahoma Oklahoma, County of Coal, agree to lease Lots 21,22, & 23 in Block , Town of Centrahoma to the Tupelo Volunteer Fire Department. The land is situated on the corner of Main and Jones Street in Town of Centrahoma, Coal County.


Should the Tupelo Fire Department were to cease to exist this lease will become null and void. The term of this lease shall not exceed a period of ninety-nine (99) years from this date. Dec. 7 1999 *yo*

The seal affixed constitutes the official seal of the Town of Centrahoma and this agreement is hereby executed under official seal.

<u><i>Yvonne Davidson</i></u> Yvonne Davidson (Mayor)	<u><i>Peggy Warner</i></u> Peggy Warner (Council Member)
<u><i>Shirley Morgan</i></u> Shirley Morgan (Council Member)	<u>Vacant</u> (Council Member)
<u>Vacant</u> (Council Member)	<u><i>Bert Lynch</i></u> Bert Lynch (Clerk)

Tupelo Volunteer Fire Department

<u>Richard Ellis (Chief Fire Dept.)</u>	<u>Don Hill (Member)</u>
<u>(Member)</u>	<u>(Member)</u>



Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Attachment 8

INVENTORY LIST

UNIT E-31

1. (13) LDH Spinner Wrench
2. (4) Hydrant Wrench Set
3. 14' Roof Ladder
4. Attic Ladder
5. (1) 12' & (1) 8' Pike Pole
6. (5) Rescue Gloves
7. 4.0 Honda Power Plant (Jaws)
8. Hydraulic Cutters
9. Hydraulic Ram
10. Dot Hydraulic Ram Accessory Kit
11. Hydraulic Spreader
12. 100' Extra Hydraulic Hose
13. (2) 50' Hydraulic Hose Reels
14. 1 Gallon of Amkus Rescue Oil
15. Exhaust Fan Positive
16. (3) Disposable Tarps
17. 10 Gallons Oil Dry
18. Box Cribbing Tools
19. (2) 4" 50' Hoses
20. LDH Hose Carrier
21. 50' Garden Hose W/Spray Nozzle
22. Foam Induction Nozzle 95 GPM
23. 6" Stringer
24. 2 ½ x 1 ½ Slamese
25. 2 ½ 90
26. 25' Garden Hose
27. (2) Quick Adjusting Cribbing Tools
28. Ratchet Strap Kit
29. Chain Kits
30. (4)Recue Jacks
31. (2) 6' Hard Suction Hoses
32. 2 ½ Gate Hose Value
33. 2 ½ x 2 ½ Double Female
34. 2 ½ Adapter For A Garden Hose
35. 2 ½ x 1 ½ Adapter
36. 1 ½ x 1 ½ Double Female
37. 2 ½ x 1 ½ Male Adapter
38. LDH Storz Hydrant Coupling
39. LDH Storz Coupler 2 ½ Female
40. 1 ½ Fog Stream-Straight Stream Nozzle
41. 2 ½ Straight Bore Nozzle
42. 2 ½ Foam Nozzle Play Pipe
43. 2 ½ Foam Nozzle
44. (2) 3" 90- 4" Storz
45. 6"x4" Male Adapter
46. Hose Ringer
47. Hose Jacket
48. Hose Drag
49. 4" 50' Storz Fill Hose LDH
50. 2 ½ 25' Fill Hose
51. 3" 50' Hose
52. (2) 50' 1 ½ Hoses
53. (2) 25' 1" Hose
54. 25' 3" Fill Hose
55. (2) Scotch Blocks
56. 200' 1 ½ Hose
57. 150' 1 ½ Hose
58. (2) Flat Head Shovels
59. (2) Push Brooms
60. 1 Back Board
61. LDH Manifold Gated Value
62. (2) Short 500w Lights
63. (2) Stand 500w Lights
64. Monitor
65. Tin Snips
66. Saw Zaw
67. Chain Saw
68. K-12
69. 1 Gallon Gas Can
70. (6) SCBA's
71. (4) Spare SCBA Bottles
72. Skill Saw
73. Box Of Chain Tools (Jaws)
74. Electrical Plug in Box
75. 50' Extension Cord
76. 100' Extension Cord
77. 100' Heavy Duty Electrical Cord On Reel
78. (2) Shovels
79. Hallagen Tool
80. (2) Pry Bars
81. Pick Axe
82. Flat Head Axe
83. 2lb Shop Hammer
84. 4lb Sledge Hammer
85. Rake
86. 14' Extension Ladder
87. Bolt Cutters
88. Rubber Mallet
89. Window Cutting Tool
90. (2) Hydrant Wrenches
91. Air Impact Ratchet Adaptor
92. 50' Air Hose
93. (2) Rolls Caution Tape
94. (4) Ropes 100'x 3/8 Rescue Rope
95. 75' LDH 4" Hose
96. 100' 1 ½ (Extra Hose)
97. 50' 2 ½ (Extra Hose)
98. (6) Class 2 Vest
99. Whisk Broom
100. Flight Site Landing Zone Lights
101. Set Of Collapsible Cones
102. Tool Box W/Tools
103. (2) Rechargeable Hand Held Flashlights
104. Fracture Kit
105. (2) Medical Bags
106. (2) O2 Bags W/Cylinder
107. AED
108. Mobile Radio
109. (4) Hand Held Radio's
110. Cable Cutter/Multiple Tools
111. (2) Rechargeable Hand Sets
112. (4) Intercom Head Sets
113. 100' 1 ½ Yellow Jacket Hose
114. 1 ½ Nozzle 30-125 GPM
115. 1200' LDH Hose
116. 1250 GPM Adjustable Deck Gun Nozzle

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Attachment 9

OKLAHOMA RISK MANAGEMENT - FIRE DISTRICT INSURANCE PROGRAM
Auto Liability, General Liability, Property & Auto Physical Damage (APD) Coverage Summary
 as of 1-28-2020

0000272 TUPELO FIRE DEPARTMENT

Loc Type	RM Location #	DESCRIPTION	Serial # VIN	Tag #	10 Years or Older?	APD Cov?	AL Cov?	GL Cov?	Address	VEHVAL	EQUIPVAL	TOTVEHVAL
GL	0000272-GL	GENERAL LIABILITY						N		\$0.00	\$0.00	\$0.00
VEH	1-12732	1985 3/4 TON	5791	1-12732	Yes	N	Y			\$0.00	\$0.00	\$0.00
VEH	1-14055 (0023)	1979 CHEVY TANKER	0023	1-14055	Yes	N	Y			\$0.00	\$0.00	\$0.00
VEH	1-24847 X-7112	1997 STEWART & STE	7112	1-24847	Yes	N	Y			\$0.00	\$0.00	\$0.00
VEH	2-14824	2004 FORD F550	7464	2-14824	Yes	Y	Y			\$86,000.00	\$0.00	\$86,000.00
VEH	2-30840	2007 FORD F350	6148	2-30840	Yes	N	Y			\$0.00	\$0.00	\$0.00
VEH	3-55955	2008 FORD F350	9464	3-55955	No	N	Y			\$0.00	\$0.00	\$0.00
VEH	CO-12153	2000 EMON E-ONE	2015	CO-12153	Yes	Y	Y			\$100,000.00	\$0.00	\$100,000.00
Sum:										\$186,000.00	\$0.00	\$186,000.00

PLEASE MARK ONE:

We have NO CHANGES at this time.

We have ADDED / CHANGED / DELETED (Forms are located on the FDIP.ok.gov website).

Authorized Signature: R. Ellis Date: 2-7-2020
 Printed Name of Signer: Rick Ellis Title of Signer: Chief
 Daytime Phone: 580.421.5222 Email: rickellis24@yahoo.com

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Attachment 10

OSAI Form # 9005 (2019)
19 O.S. §§ 178.1 et seq., 421.1, 421.2 and 1502

FIXED ASSET RECORD - PROPERTY AND EQUIPMENT (Vehicles, Furniture, Equipment, Machinery, Radios, Electronics, Etc.)

County Identification Number
 Department Account
 Inventory Officer

Record of Acquisition

Item Estimated Useful Life
 Trade Name
 Description
 Serial Number
 Model Number

Vendor (or donor)
 Date Acquired
 Cost Estimated Fair Market Value (if donated)
 Purchase Order Number
 Warrant Number
 Location of Asset
 Federal Grant Funds used Federal Grant Number

Lease-Purchase Assets or Leased (rented) Assets

Vendor
 Payment Contract with
 Date of contract Lease- Purchase (title will transfer to the County upon final payment).
 Purchase Price Leased/Rented (For tracking purposes only - full warranty books and rented equipment are not to be included in total value of County owned fixed assets).
 Date of Final Payment

Asset Disposition

Date Declared Surplus
 Disposition (check one) Sold Traded Junked
 Date Sold or Traded
 Receipt Number Amount
 Sold or Traded to:
 Method of disposal
 (if declared junk)

Instructions: Fill in the applicable fields for fixed asset acquisitions and disposals

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Attachment 10 (continued)

TRANSFER DOCUMENT				
SA&I 1-9001 (2000)			NO. _____	
		_____ COUNTY, OKLAHOMA	DATE _____	20____
ISSUING DEPT./PROJECT _____		RECEIVING DEPT./PROJECT _____		
CREDIT ACCOUNT NO. _____		CHARGE ACCOUNT NO. _____		
QUANTITY	UNIT	DESCRIPTION OF ITEMS	UNIT PRICE	TOTAL
TOTAL				
ISSUED BY _____		Deputy	RECEIVED BY _____	
			Receiving Officer	
APPROVED _____		Dept. Head	APPROVED _____	
			Dept. Head	
INSTRUCTIONS: To Transfer Materials, Supplies, Equipment, and Machinery Between Officers, Districts or Projects Copy 1 -White-Receiving Dept. Copy 2-Canary-Inventory Officer Copy 3-Pink-Issuing Dept./Must Notify County Clerk if Equip. or Mach.				

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Attachment 10 (continued)

SA 397A (2016)	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Resolution Number	
DECLARATION OF SURPLUS		
WHEREAS, in compliance with 19 O.S. §§ 339, & 421 thru 421.2, the Board of County Commissioners of _____ County, Oklahoma, are required and have power to make all orders respecting the property of the county, and to do and perform such other duties and acts as may be required by law, and		
WHEREAS, the Board of County commissioners of _____ County, Oklahoma, has under its management and control the following described assets of the _____ office or department:		
Description	Inventory ID # Original Cost	Serial number Date Acquired
Signature of officer requesting declaration of surplus: _____		
AND, upon proper and careful consideration, find that the above equipment is obsolete and not economical to continue to use for county purposes.		
The Board further directs that in accordance with 62 O.S. § 335, proceeds collected from the disposal of said property be deposited into the _____ Fund, which is the fund from which said property was purchased.		
Passed and approved in open meeting this _____ day of _____, _____		
ATTEST: _____		
County Clerk	County, Oklahoma	
By: _____		
Deputy		
Chairman _____		
Member _____		
Member _____		

**Tupelo and Centrahoma Volunteer Fire Departments
Investigative Audit**

Attachment 10 (continued)

SAI 397 (2015)	[Redacted Box] Resolution Number
RESOLUTION FOR DISPOSING OF EQUIPMENT	
<p>WHEREAS, in compliance with 19 O.S. §§ 339 and 421, the Board of County Commissioners of [Redacted] County, Oklahoma, are required and have power to make all orders respecting the property of the county, and to do and perform such other duties and acts as may be required by law, and</p> <p>WHEREAS, the Board of County commissioners of [Redacted] County, Oklahoma, has under its management and control an item of equipment described as follows:</p> <div style="border: 1px solid black; height: 60px; width: 100%; margin: 5px 0;"></div>	
Serial Number: [Redacted]	Date Acquired: [Redacted]
Name and address of whom acquired: [Redacted]	
Acquisition cost or contract price (if under lease-purchase agreement): [Redacted]	
Name and address of the person or firm to whom property was transferred: [Redacted]	
Price received: [Redacted]	
<p>AND, upon proper and careful consideration, find that the above equipment is obsolete and not economical to continue to use for county purposes.</p> <p>THEREFORE, after due consideration and deeming it to be for the best interest of [Redacted] County, the Board of County Commissioners hereby orders the above described property</p> <ul style="list-style-type: none"><input type="checkbox"/> Junked<input type="checkbox"/> Sold<input type="checkbox"/> Traded<input type="checkbox"/> Other (please explain): [Redacted] <p>And that the title to the same be transferred by the Chairman of the Board of County commissioners upon receipt of the above amount by the County Treasurer.</p>	
Passed and approved in open meeting this [Redacted] day of [Redacted], [Redacted]	
ATTEST: _____ County, A] Sza_ S	
By: _____ Deputy	
Chairman _____	
Member _____	
Member _____	
<small>Note: 19 O.S. § 421, requires that the above resolution or record be made within 30 days of the disposition of property and entered on the inventory record.</small>	

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Attachment 11

CERTIFICATE OF TITLE					
STATE OF OKLAHOMA					
VEHICLE IDENTIFICATION NUMBER 1FTMW31YX6EA79464	YEAR 2008	MAKE FORD	TITLE NO. 350508053001		
BODY TYPE CW	MODEL F35	DATE TO SOLD 10/30/2007	DATE ISSUED 02/22/2008		
AGENT NO. 3505		ODOMETER 421	TYPE OF TITLE ORIGINAL		
		ACTUAL	DATE INS. LOSS OR SALVAGE		
NAME AND ADDRESS OF VEHICLE OWNER					
					
CITY OF TUPELO 109 N 6TH ST TUPELO OK 74572					
THIS VEHICLE IS SUBJECT TO THE FOLLOWING LIENS:					
<p><small>A is hereby certified that according to the records of the Oklahoma Tax Commission, the person named herein is the owner of the vehicle described above, which is subject to a lien(s) as shown; however, the vehicle may be subject to other liens or security interests.</small></p>					
CONTROL NO. 080533505A1330					
30998647					
<small>(This is not a VIN number.)</small>					
					
<p><small>IF REGISTERED OWNER/SELLER IS A LICENSED DEALER, PLACE OKLAHOMA MOTOR VEHICLE TAX STAMP HERE</small></p>	<p>ASSIGNMENT OF TITLE BY REGISTERED OWNER (If Dealer, List License # Here: _____)</p> <p><small>Use hereby assign and warrant ownership of the vehicle described on this certificate to the following, subject only to the liens or encumbrances, if any, properly noted on this certificate.</small></p> <p>Purchaser(s) Name (Type or Print): _____</p> <p>Purchaser(s) Complete Address: _____</p> <p>Actual Purchase Price of Vehicle: _____</p>				
<p>I certify to the best of my knowledge that the ODOMETER READING reflected on the vehicle's odometer and listed below is the ACTUAL MILEAGE of the vehicle UNLESS one of the accompanying statements is checked.</p>					
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (NO TENTHS)		<input type="checkbox"/> 1. The odometer has exceeded its mechanical limits. <input type="checkbox"/> 2. The odometer reading is NOT the actual mileage. Warning — Odometer Discrepancy			
Signature of Seller(s): _____			Printed Name of Seller(s): _____		
Subscribed and Sworn to Before me this _____ Day of _____, 20____					
Notary Public: _____ Commission Expires: _____			Affix Notary Seal / Stamp Here		
<small>Notarization requires only of seller's signature(s). Affix notary seal/stamp to the right.</small>					
Signature of Buyer(s): _____			Printed Name of Buyer(s): _____		
VOID IF ALTERED					

**Tupelo and Centrahoma Volunteer Fire Departments
Investigative Audit**

Attachment 11(continued)

CITY OF TUPELO PO BOX 360 TUPELO, OK 74572		Invoice			
		Date 2/22/2007	Invoice # 1001		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Bill To</td> </tr> <tr> <td style="text-align: center;"> <i>Tupelo Volunteer Fire Dept P.O. Box 51 Tupelo, Ok 74572</i> </td> </tr> </table>				Bill To	<i>Tupelo Volunteer Fire Dept P.O. Box 51 Tupelo, Ok 74572</i>
Bill To					
<i>Tupelo Volunteer Fire Dept P.O. Box 51 Tupelo, Ok 74572</i>					
		P.O. No.	Terms		
		Project			
Quantity	Description	Rate	Amount		
	<i>Lease Agreement for 2008 Ford F-350 Unit #200 Truck</i>		\$1.00		
<i>Pd. check 4/1/08 2/22/08</i>					
		Total	\$1.00		

Tupelo and Centrahoma Volunteer Fire Departments Investigative Audit

Attachment 11(continued)

The screenshot displays a Yahoo! Mail interface. At the top, there are navigation tabs for Mail, Contacts, Calendar, and Notepad, along with a link for 'Mail For Mobile - Mail Upgrades - Options'. Below these are buttons for 'Check Mail', 'Compose', 'Search Mail', and 'Search the Web'. The left sidebar contains a 'Folders' section with 'Inbox (12)', 'Draft', 'Sent', 'Bulk (2) [Empty]', and 'Trash [Empty]'. Under 'My Folders', there are links for 'Grants', 'Internet Page', 'ODS', 'Training confor...', 'estimates', and 'police reports'. A 'Search Shortcuts' section includes 'My Photos' and 'My Attachments'. At the bottom of the sidebar, there are promotional links for 'See your credit score - free', 'Netflix Only \$4.99/mo.', and 'Mortgage rates near 3 month lows'.

The main content area shows an email with the following details:

- From:** "Town of Tupelo Tupelo" <townoftupelo@yahoo.com> [Add to Address Book] [Add Mobile Alert]
- Subject:** correction *cars to car
- To:** "amy elliot" <aelliott@tri-countyok.com>

The email body contains the following text:

To whom it may concern:

We are applying for a truck for our first responders. When there is an accident or domestic abuse, both our police and first responders are called out. With the nearest hospital being almost 20 miles away, our first responders are lifesavers. They give lifesaving treatment at the scene of the accident to help stabilize the victim. Our police carry no lifesaving equipment, so it is up to our first responders to offer the medical help that is needed. This truck will be essential to our departments and our community. When seconds count we want to be able to count on the first responders.

At the bottom of the email, contact information for Milisie Postoak is provided:

Milisie Postoak
City/Court Clerk
Phone: 580-845-2412
Fax: 580-845-2771
Email: townoftupelo@yahoo.com

O·K·L·A·H·O·M·A
S·A·I
STATE AUDITOR & INSPECTOR



Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | www.sai.ok.gov