

FIREFIGHTERS' RETIREMENT SYSTEM
EARNABLE COMPENSATION



AGREED-UPON PROCEDURES REPORT
ISSUED JULY 8, 2020

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LOUISIANA LEGISLATIVE AUDITOR
DARYL G. PURPERA, CPA, CFE

June 30, 2020

Independent Accountant's Report

STEVEN STOCKSTILL, EXECUTIVE DIRECTOR FIREFIGHTERS' RETIREMENT SYSTEM

Baton Rouge, Louisiana

We have performed the procedures enumerated below, which were agreed to by management and the Board of Trustees of the Firefighters' Retirement System (System), related to earnable compensation reported by the employers of the members of the System on employee wage detail reports (or employer payroll summary reports) for the period January 1, 2018, through December 31, 2018. Management is responsible for providing the employee wage detail reports (or employer payroll summary reports). The sufficiency of these procedures is solely the responsibility of management and the Board of Trustees. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The procedures that we performed and our findings are as follows:

AGREED-UPON PROCEDURES

For 104 employers selected by the management of the System with active employees as of December 31, 2018, we obtained the employee wage detail reports (or employer payroll summary reports) for the period January 1, 2018, through December 31, 2018, with supporting documentation, if applicable, and performed the following procedures:

- (1) Obtained the salary and contributions report for each employer from System management, and compared each employee's earnable compensation on the employee wage detail reports (or employer payroll summary reports) to the earnable compensation on the salary and contributions report. Summarized, by employer, any differences identified.

We noted differences for 95 (91%) employers of the 104 employers compared. See Appendix A, pages 1-3, for a summary of the differences by employer.

- (2) Compared the listing of pay types reported in earnable compensation on each employee wage detail report (or employer payroll summary report) to the categories listed below and summarized, by employer, any differences identified:

- a. Recurring base pay
- b. State supplemental pay
- c. Educational incentive pay
- d. Holiday pay
- e. Seniority incentive pay
- f. "Step-up" pay

We noted differences for 29 (28%) of the 104 employers compared. See Appendix A, page 4, for a summary of the differences. We did not include the employer numbers in the report due to the confidential nature of some employee information. However, this information has been communicated separately to management and the Board of Trustees.

- (3) Inspected the listing of pay types reported as "all other pay not included in earnable compensation" on each employee wage detail report (or employer payroll summary report) and reported, by employer, whether any of the following categories were excluded from earnable compensation on the employee wage detail report (or employer payroll summary report):

- a. Recurring base pay
- b. State supplemental pay
- c. Educational incentive pay
- d. Holiday pay
- e. Seniority incentive pay
- f. "Step-up" pay

We noted differences for three (3%) of the 103 employers inspected. One employer (#145) was excluded from this procedure due to insufficient information provided. However, we noted while performing this procedure that the employee wage detail report included holiday pay in another column that was not included in the earnable compensation on the employee wage detail report. See Appendix A, page 5, for a summary of the differences by employer.

- (4) For any employee with a zero dollar amount in the "overtime not included in earnable compensation" on the employee wage detail report (or employer payroll summary report), compared the title/position of the employee to the listing of class titles provided by management and reported, by employer, any differences identified.

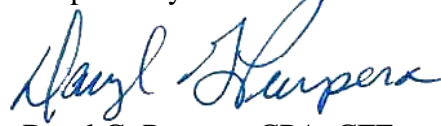
We noted differences for 64 (62%) of the 104 employers compared. See Appendix A, pages 6-8, for a summary of the differences by employer. We excluded the following titles/positions from this procedure due to insufficient data:

- Recruit
- Firefighter Recruit
- Probationary Recruit
- Assist Director of Training
- Director of Fire Prevention
- Communications Officer Fire PT
- Chief of Fire Protection
- Chauffeur
- IT Programmer
- Captain – Probational
- Fire Equipment Operator – Probational
- Firefighter – Probational
- Mechanic
- Fire Mechanic
- Fire Protection Officer
- FPO
- Fire Apparatus Operator
- Accounting Administ
- FF/Admin Assist

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the employee wage detail reports (or employer payroll summary reports), or any elements, accounts, or items thereof. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and the Board of Trustees of the System and is not intended to be, and should not be, used by anyone other than these specified parties. By provisions of state law, this report is a public document, and it has been distributed to appropriate public officials.

Respectfully submitted,



Daryl G. Purpera, CPA, CFE
Legislative Auditor

EBT:DM:BH:EFS:aa

FRS-AUP-EC 2018

SUMMARY RESULTS OF PROCEDURES (UNAUDITED)

Appendix A

Appendix A includes the results of each procedure summarized by employer.

**FIREFIGHTERS' RETIREMENT SYSTEM
SUMMARY RESULTS OF PROCEDURES (UNAUDITED)**

APPENDIX A

PROCEDURE 1

Employer	Differences Related to Employees Listed on Both Reports	Differences Related to Employees Listed Only on Employee Wage Detail Report	Total Difference
#005	\$12.06	(\$413,888.97)	(\$413,876.91)
#009	(2,590.38)	(174,628.58)	(177,218.96)
#011	0.50	0.00	0.50
#014	(96,878.96)	(141,573.20)	(238,452.16)
#015	(31,573.74)	(222,702.18)	(254,275.92)
#016	(102.67)	(42,669.36)	(42,772.03)
#017	53,154.60	(96,215.51)	(43,060.91)
#018	36.28	(166,044.97)	(166,008.69)
#019	(2,147.38)	(30,741.54)	(32,888.92)
#020	(103,163.68)	(666,859.38)	(770,023.06)
#021	0.52	0.00	0.52
#023	39,018.54	(35,011.25)	4,007.29
#026	(246.28)	(20,455.87)	(20,702.15)
#027	0.14	(23,626.18)	(23,626.04)
#028	(1,256.27)	0.00	(1,256.27)
#029	(1,010.68)	(133,475.10)	(134,485.78)
#030	0.00	(48,957.01)	(48,957.01)
#032	(4,207.49)	0.00	(4,207.49)
#036	46,240.54	0.00	46,240.54
#037	(187,011.83)	(365,999.58)	(553,011.41)
#042	(17,603.13)	0.00	(17,603.13)
#044	4,279.92	0.00	4,279.92
#045	0.20	(43,585.12)	(43,584.92)
#050	(26,683.07)	(13,385.06)	(40,068.13)
#053	(84,407.15)	(321,782.33)	(406,189.48)
#056	(273,134.66)	(469,106.62)	(742,241.28)
#060	(83,811.67)	(74,156.73)	(157,968.40)
#061	10,376.46	0.00	10,376.46
#063	(4,017.00)	0.00	(4,017.00)
#065	(209,876.04)	(696,401.53)	(906,277.57)
#068	(5,964.23)	(14,933.46)	(20,897.69)
#070	(13,446.00)	(261,308.75)	(274,754.75)
#072	(8,153.45)	(39,534.87)	(47,688.32)
#074	(29,760.15)	(405,117.67)	(434,877.82)
#078	(547,982.29)	(789,142.39)	(1,337,124.68)
#079	(3,441.17)	(213,513.16)	(216,954.33)
#081	16,531.63	(24,360.98)	(7,829.35)
#086	(5,452.93)	(214,649.66)	(220,102.59)
#087	80,853.87	(112,585.86)	(31,731.99)
#088	(3,497.44)	0.00	(3,497.44)
#089	5,196.07	(39,241.76)	(34,045.69)
#092	(192,433.99)	(889,571.01)	(1,082,005.00)

**FIREFIGHTERS' RETIREMENT SYSTEM
SUMMARY RESULTS OF PROCEDURES (UNAUDITED)**

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PROCEDURE 1

Employer	Differences Related to Employees Listed on Both Reports	Differences Related to Employees Listed Only on Employee Wage Detail Report	Total Difference
#095	(\$88,529.29)	(\$153,708.04)	(\$242,237.33)
#096	(4,395.31)	(95,030.45)	(99,425.76)
#097	(65,848.64)	(1,018,545.52)	(1,084,394.16)
#098	(47,383.99)	(223,926.87)	(271,310.86)
#102	19,018.28	(80,971.16)	(61,952.88)
#103	(59,472.59)	(106,749.34)	(166,221.93)
#104	0.00	(33,817.68)	(33,817.68)
#105	(23,279.79)	(66,004.67)	(89,284.46)
#108	(72,201.81)	(250,927.95)	(323,129.76)
#110	30,430.25	(42,598.89)	(12,168.64)
#115	(6,932.95)	(49,943.90)	(56,876.85)
#125	0.12	(195,965.79)	(195,965.67)
#126	(7,552.20)	0.00	(7,552.20)
#128	(4,367.60)	(416,861.60)	(421,229.20)
#129	(1,078,809.42)	(1,790,022.14)	(2,868,831.56)
#130	34,408.53	(735,673.26)	(701,264.73)
#132	(1,095.73)	0.00	(1,095.73)
#133	(4,388.31)	(126,717.84)	(131,106.15)
#136	(4,463.74)	0.00	(4,463.74)
#137	15,025.05	(121,695.10)	(106,670.05)
#138	13,300.41	(30,174.92)	(16,874.51)
#140	(35,435.84)	(53,291.85)	(88,727.69)
#142	(10,074.59)	0.00	(10,074.59)
#143	(50,032.88)	(79,746.73)	(129,779.61)
#144	(8,366.91)	(87,449.79)	(95,816.70)
#145	0.22	(32,505.02)	(32,504.80)
#146	0.03	(44,849.28)	(44,849.25)
#147	0.00	(16,315.66)	(16,315.66)
#150	(0.03)	0.00	(0.03)
#152	0.00	(118,824.63)	(118,824.63)
#153	(14,846.02)	(34,278.50)	(49,124.52)
#154	0.20	0.00	0.20
#155	(12,961.64)	0.00	(12,961.64)
#156	(56,741.91)	(4,870.53)	(61,612.44)
#158	2,789.12	0.00	2,789.12
#159	(58,000.00)	(64,107.46)	(122,107.46)
#160	5,005.61	(48,714.48)	(43,708.87)
#162	(4,060.00)	(80,090.00)	(84,150.00)
#163	32,188.03	(73,583.21)	(41,395.18)
#165	(3,617.40)	0.00	(3,617.40)
#166	38,497.97	(38,139.42)	358.55
#167	(891.65)	0.00	(891.65)
#168	(62,411.31)	0.00	(62,411.31)

**FIREFIGHTERS' RETIREMENT SYSTEM
SUMMARY RESULTS OF PROCEDURES (UNAUDITED)**

APPENDIX A

PROCEDURE 1

Employer	Differences Related to Employees Listed on Both Reports	Differences Related to Employees Listed Only on Employee Wage Detail Report	Total Difference
#170	\$5,006.69	\$0.00	\$5,006.69
#171	(15,499.91)	0.00	(15,499.91)
#172	(31,413.58)	(133,756.98)	(165,170.56)
#173	(240.00)	0.00	(240.00)
#174	(16,681.91)	(22,018.96)	(38,700.87)
#175	4,056.58	0.00	4,056.58
#176	(3,510.26)	0.00	(3,510.26)
#177	(2,489.00)	0.00	(2,489.00)
#178	(41,494.14)	(38,624.61)	(80,118.75)
#180	22,750.00	0.00	22,750.00
	<u>(\$3,359,165.66)</u>	<u>(\$13,715,727.87)</u>	<u>(\$17,074,893.53)</u>

PROCEDURE 2

Additional Earnable Compensation Pay Types

- 1 Vacation pay, sick pay, comp pay, half-time pay
- 2 Extra pay for ordering medical supplies for fire district
- 3 Set-up, shift differential and partial haz mat
- 4 Fire shift regular pay
- 5 Vacation pay, sick pay
- 6 Military pay, no pay, workers comp, salary adjustment, other
- 7 FLSA overtime pay
- 8 EMS incentive pay, additional certifications pay
- 9 Workers comp, city pay
- 10 Pay for k-time to fill-in for another employee
- 11 Annual/sick pay for fire and 7 hour employees, prior annual leave pay, city supplemental pay
- 12 Vacation pay, comp pay
- 13 Leave payout for employees upon retirement or termination
- 14 Any leave time (sick, vac., funeral, comp., inc. weather)
- 15 Part-time relief work
- 16 Certification pay, fire detail pay
- 17 Half-time pay portion of overtime included in regular tour of duty
- 18 Vacation pay, sick pay, comp pay and special pay (for permanent job title change during pay period)
- 19 City supplemental pay
- 20 EMT pay, paid admin leave, military time
- 21 Half-time pay portion of overtime included in regular tour of duty
- 22 Sick pay and portion of the employee's pension deduction paid by the employer
- 23 Health insurance premiums
- 24 Cell phone allowance
- 25 EMS basic
- 26 Vacation, sick, personal
- 27 Special services pay
- 28 Other
- 29 Certification pay

**FIREFIGHTERS' RETIREMENT SYSTEM
SUMMARY RESULTS OF PROCEDURES (UNAUDITED)**

APPENDIX A

PROCEDURE 3

Employer	Pay Types Not Included in Earnable Compensation
#053	Seniority incentive pay
#065	Retro lump-sum state supplemental pay
#087	Holiday pay
#145	Holiday pay

**FIREFIGHTERS' RETIREMENT SYSTEM
SUMMARY RESULTS OF PROCEDURES (UNAUDITED)**

APPENDIX A

PROCEDURE 4

Employer	Unmatched Title/Position
#005	Captain
#005	Firefighter
#005	Firefighter 1st Class
#009	Deputy Chief
#009	Firefighter District 3
#014	Firefighter
#015	Captain
#017	Fire Fighter
#017	Firefighter
#018	Fire Captain
#018	Firefighter/Operator
#019	FF/Operator
#020	Deputy Chief - Fire
#020	Fire Captain
#020	Fire Communications Officer I
#020	Fire Communications Officer II
#020	Fire Driver
#020	Fire EMS Officer
#020	Firefighter
#023	Firefighter
#023	Firefighter/Operator 2
#026	Captain
#026	Firefighter
#027	Firefighter
#029	Deputy Chief
#036	Firefighter/Operator
#037	Captain
#037	Fire Operator
#037	Firefighter
#037	Firefighter 1st Class
#037	Firefighter First Class
#044	Firefighter
#045	Firefighter
#053	Communications Officer Fire
#053	Fire Captain
#053	Fire Driver
#053	Firefighter
#056	Deputy Fire Chief
#056	Fire Engineer
#056	Fire Investigator II
#056	Firefighter
#056	Hazardous Material Coord
#060	Firefighter
#061	Deputy Fire Chief
#061	Firefighter/Operator
#063	Firefighter
#065	Captain
#065	Chief Fire Investigator

**FIREFIGHTERS' RETIREMENT SYSTEM
SUMMARY RESULTS OF PROCEDURES (UNAUDITED)**

APPENDIX A

PROCEDURE 4

Employer	Unmatched Title/Position
#065	Comm Officer
#065	Communications Officer
#065	Deputy Chief
#065	Deputy Fire Chief
#065	Fire Captain
#065	Fire Driver
#065	Firefighter
#065	FirefighterS
#068	Firefighter
#070	Captain
#070	Firefighter
#070	Operator
#072	Firefighter
#074	Captain
#074	Driver
#074	Firefighter
#078	Auto Mechanic
#078	Captain
#078	Deputy Chief
#078	Driver
#078	Firefighter
#079	Captain
#079	Firefighter
#081	Firefighter
#086	Captain
#086	Fire Equipment Operator
#089	Capt/Dchief
#089	Captain
#092	Captain
#092	Deputy Chief
#092	Dispatcher
#092	Engineer
#092	Firefighter
#095	Captain
#095	Firefighter
#095	Operator
#097	Captain
#097	Fire Equipment Operator
#097	Firefighter
#098	Communications Officer
#098	Fire Equipment Operator
#098	Firefighter
#102	Firefighter
#103	Fire Captain
#103	Fire Driver/Operator
#103	Firefighter
#104	Firefighter
#105	Firefighter
#108	Firefighter

**FIREFIGHTERS' RETIREMENT SYSTEM
SUMMARY RESULTS OF PROCEDURES (UNAUDITED)**

APPENDIX A

PROCEDURE 4

Employer	Unmatched Title/Position
#110	Captain
#110	Driver
#110	Firefighter
#125	Fire Deputy Chief-Day
#125	Firefighter Operator
#129	Communications Officer I
#129	Communications Officer II
#129	Fire Captain
#129	Fire Lieutenant
#129	Fire Technician II
#129	Firefighter
#130	Deputy Fire Chief
#130	Fire Captain
#130	Fire Operator
#130	Firefighter
#131	Firefighter/Operator
#133	Fire Captain
#133	Firefighter Operator
#141	Fireman
#144	Fire Captain
#144	Fire Fighter / Operator
#146	Research & Statistics Officer
#152	Firefighter/Operator
#155	Captain
#155	FF/Op
#158	Firefighter
#159	Firefighter/Operator
#160	Captain
#160	Firefighter
#161	Fire Captain
#161	Firefighter
#162	Firefighter
#163	FF/Operator
#166	Firefighter
#171	Dispatch/Fire Fighter
#171	Fire Fighter
#172	Firefighter
#172	Firefighter/Operator
#173	Firefighter
#175	Captain
#175	Firefighter
#177	Firefighter
#180	Firemen