CHAPTER 11

FINANCE/ADMINISTRATION SECTION

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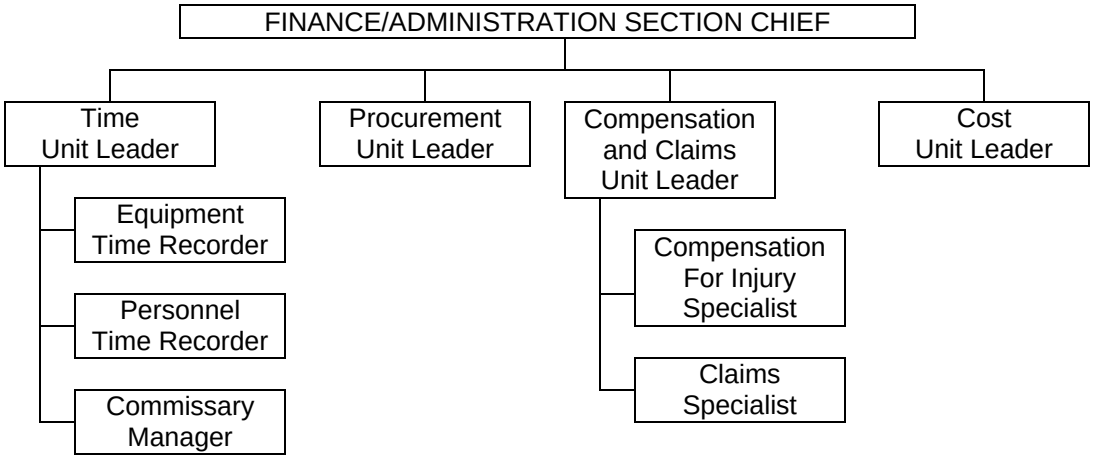
ORGANIZATION CHART



POSITION CHECKLISTS

FINANCE/ADMINISTRATION SECTION CHIEF – The FSC1-2 is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section:

a. Review Common Responsibilities (Page 1-2).
b. Manage all financial aspects of an incident.
c. Provide financial and cost analysis information as requested.
d. Gather pertinent information from briefings with responsible agencies.
e. Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
f. Determine need to set up and operate an incident commissary.
g. Meet with assisting and cooperating Agency Representatives as needed.
h. Maintain daily contact with agency (ies) administrative headquarters on Finance/ Administration matters.
i. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
j. Provide financial input to demobilization planning.
k. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
l. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
m. Maintain Unit/Activity Log (ICS Form 214).

TIME UNIT LEADER – The TIME is responsible for equipment and personnel time recording and for managing the commissary operations:

a. Review Common Responsibilities (Page 1-2).
b. Review Unit Leader Responsibilities (Page 1-2).
c. Determine incident requirements for time recording function.
d. Contact appropriate agency personnel/representatives.

e. Ensure that daily personnel time recording documents are prepared and in compliance with agency policy.
f. Maintain separate logs for overtime hours.
g. Establish commissary operation on larger or long-term incidents as needed.
h. Submit cost estimate data forms to Cost Unit as required.
i. Maintain records security.
j. Ensure that all records are current and complete prior to demobilization.
k. Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.
l. Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.
m. Maintain Unit/Activity Log (ICS Form 214).

EQUIPMENT TIME RECORDER – Under supervision of the Time Unit Leader, EQTR is responsible for overseeing the recording of time for all equipment assigned to an incident:

a. Review Common Responsibilities (Page 1-2).
b. Set up Equipment Time Recorder function in location designated by Time Unit Leader.
c. Advise Ground Support Unit, Facilities Unit, and Air Support Group of the requirement to establish and maintain a file for maintaining a daily record of equipment time.
d. Assist units in establishing a system for collecting equipment time reports.
e. Post all equipment time tickets within four hours after the end of each operational period.
f. Prepare a use and summary invoice for equipment (as required) within twelve (12) hours after equipment arrival at incident.
g. Submit data to Time Unit Leader for cost effectiveness analysis.
h. Maintain current posting on all charges or credits for fuel, parts, services and commissary.
i. Verify all time data and deductions with owner/operator of equipment.
j. Complete all forms according to agency specifications.
k. Close out forms prior to demobilization.
l. Distribute copies per agency and incident policy.
m. Maintain Unit/Activity Log (ICS Form 214).

PERSONNEL TIME RECORDER - Under supervision of the Time Unit Leader, PTRC is responsible for overseeing the recording of time for all personnel assigned to an incident:

a. Review Common Responsibilities (Page 1-2).
b. Establish and maintain a file for employee time reports within the first operational period.
c. Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period.
d. Ensure that all employee identification information is verified to be correct on the time report.
e. Post personnel travel and work hours, transfers, promotions, specific pay provisions and terminations to personnel time documents.
f. Post all commissary issues to personnel time documents.
g. Ensure that time reports are signed.
h. Close out time documents prior to personnel leaving the incident.
i. Distribute all time documents according to agency policy.
j. Maintain a log of excessive hours worked and give to Time Unit Leader daily.
k. Maintain Unit/Activity Log (ICS Form 214).

COMMISSARY MANAGER – Under the supervision of the Time Unit Leader, CMSY is responsible for commissary operations and security:

a. Review Common Responsibilities (Page 1-2).
b. Set up and provide commissary operation to meet incident needs.
c. Establish and maintain adequate security for commissary.
d. Request commissary stock through Supply Unit Leader.
e. Maintain complete record of commissary stock including invoices for material received, issuance records, transfer records and closing inventories.
f. Maintain commissary issue record by crews and submit records to Time Recorder during or at the end of each operational period.
g. Use proper agency forms for all record keeping.
h. Complete forms according to agency specification.
i. Ensure that all records are closed out and commissary stock is inventoried and returned to Supply Unit prior to demobilization.
j. Maintain Unit/Activity Log (ICS Form 214).

PROCUREMENT UNIT LEADER – The PROC is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements:

a. Review Common Responsibilities (Page 1-2).
b. Review Unit Leader Responsibilities (Page 1-2).
c. Review incident needs and any special procedures with Unit Leaders, as needed.
d. Coordinate with local jurisdiction on plans and supply sources.
e. Obtain Incident Procurement Plan.
f. Prepare and authorize contracts and land use agreements.
g. Draft Memorandum of Understanding.
h. Establish contracts and agreements with supply vendors.
i. Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
j. Ensure that a system is in place that meets agency property management requirements. Ensure proper accounting for all new property.
k. Interpret contracts and agreements; resolve disputes within delegated authority.
l. Coordinate with Compensation/Claims Unit for processing claims.
m. Coordinate use of impress funds as required.
n. Complete final processing of contracts and send documents for payment.
o. Coordinate cost data in contracts with Cost Unit Leader.
p. Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.
q. Maintain Unit/Activity Log (ICS Form 214).

COMPENSATION/CLAIMS UNIT LEADER – The COMP is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims-related activities (other than injury) for an incident:

a. Review Common Responsibilities (Page 1-2).
b. Review Unit Leader Responsibilities (Page 1-2).

c. Establish contact with incident Safety Officer and Liaison Officer, or Agency Representatives if no Liaison Officer is assigned.
d. Determine the need for Compensation for Injury Specialists and Claims Specialists and order personnel as needed.
e. Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.
f. Review Incident Medical Plan (ICS Form 206).
g. Review procedures for handling claims with Procurement Unit.
h. Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.
i. Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.
j. Maintain Unit/Activity Log (ICS Form 214).

COMPENSATION FOR INJURY SPECIALIST – Under the supervision of the Compensation/Claims Unit Leader, the Compensation For Injury Specialist is responsible for administering financial matters resulting from serious injuries and fatalities occurring on an incident. Close coordination is required with the Medical Unit:

a. Review Common Responsibilities (Page 1-2).
b. Collocate Compensation for Injury operations with those of the Medical Unit when possible.
c. Establish procedure with Medical Unit Leader on prompt notification of injuries or fatalities.
d. Obtain copy of Incident Medical Plan (ICS Form 206).
e. Provide written authority for persons requiring medical treatment.
f. Ensure that correct agency forms are being used.
g. Provide correct billing forms for transmittal to doctor and/or hospital.
h. Monitors and reports on status of hospitalized personnel.
i. Obtain all witness statements from Safety Officer and/or Medical Unit and review for completeness.
j. Maintain log of all injuries occurring on incident.
k. Coordinate/handle all administrative paperwork on serious injuries or fatalities.
l. Coordinate with appropriate agency (ies) to assume responsibility for injured personnel in local hospitals prior to demobilization.
m. Maintain Unit/Activity Log (ICS Form 214).

CLAIMS SPECIALIST – Under the supervision of the Compensation/Claims Unit Leader, the CLMS is responsible for managing all claims-related activities (other than injury) for an incident:

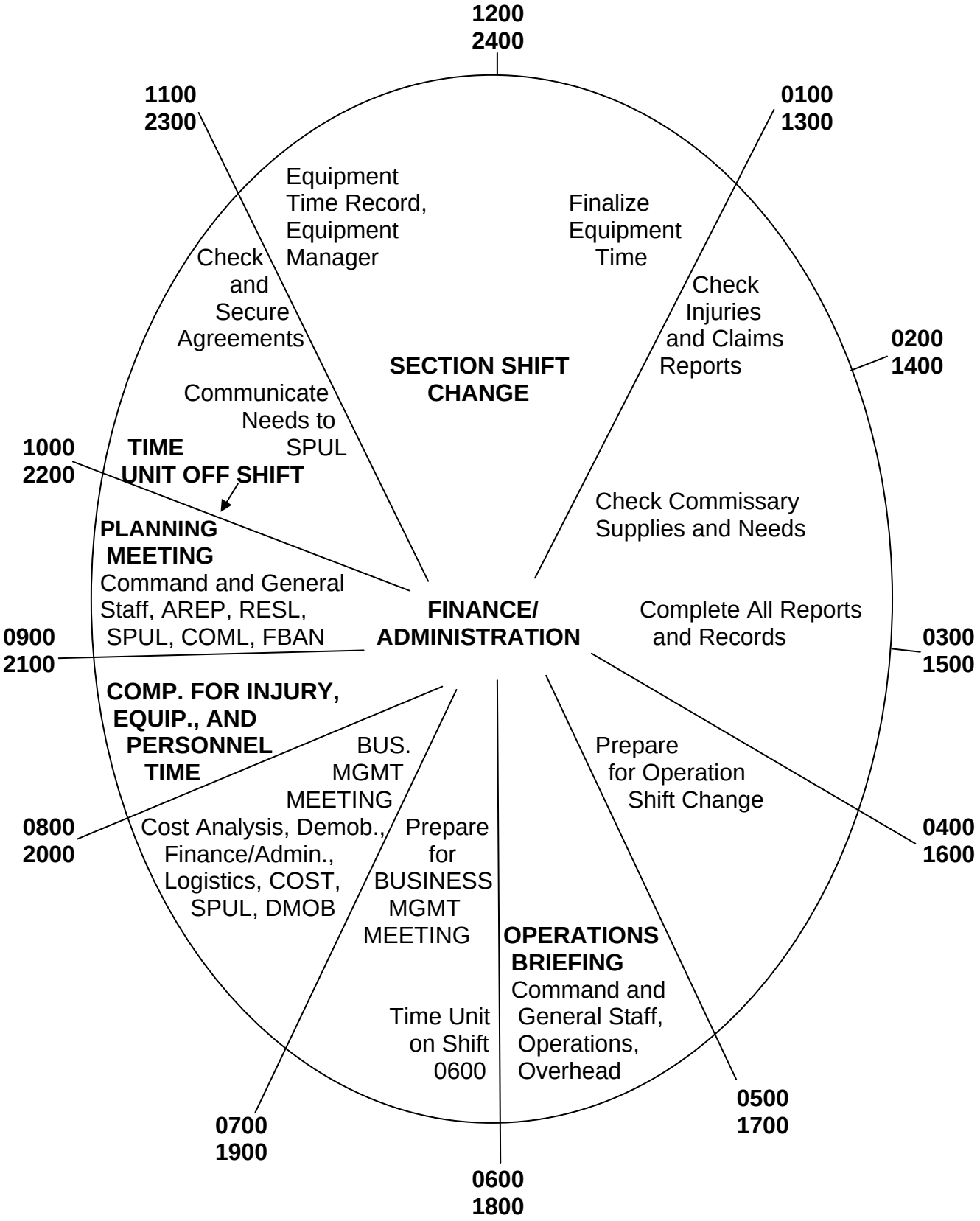
a. Review Common Responsibilities (Page 1-2).
b. Develop and maintain a log of potential claims.
c. Coordinate claims prevention plan with applicable incident functions.
d. Initiate investigation on all claims other than personnel injury.
e. Ensure that site and property involved in investigation are protected.
f. Coordinate with investigation team as necessary.
g. Obtain witness statements pertaining to claims other than personnel injury.
h. Document any incomplete investigations.
i. Document follow-up action needs by local agency.

j. Keep the Compensation/Claims Unit Leader advised on nature and status of all existing and potential claims.
k. Ensure use of correct agency forms.
l. Maintain Unit/Activity Log (ICS Form 214).

COST UNIT LEADER – The COST is responsible for collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident:

a. Review Common Responsibilities (Page 1-2).
b. Review Unit Leader Responsibilities (Page 1-2).
c. Coordinate with agency headquarters on cost reporting procedures.
d. Collect and record all cost data.
e. Develop incident cost summaries.
f. Prepare resources-use cost estimates for the Planning Section.
g. Make cost-saving recommendations to the Finance/Administration Section Chief.
h. Complete all records prior to demobilization.
i. Maintain Unit/Activity Log (ICS Form 214).

FINANCE/ADMINISTRATION SECTION PLANNING CYCLE GUIDE



Example Based on 12-Hour Operational Period