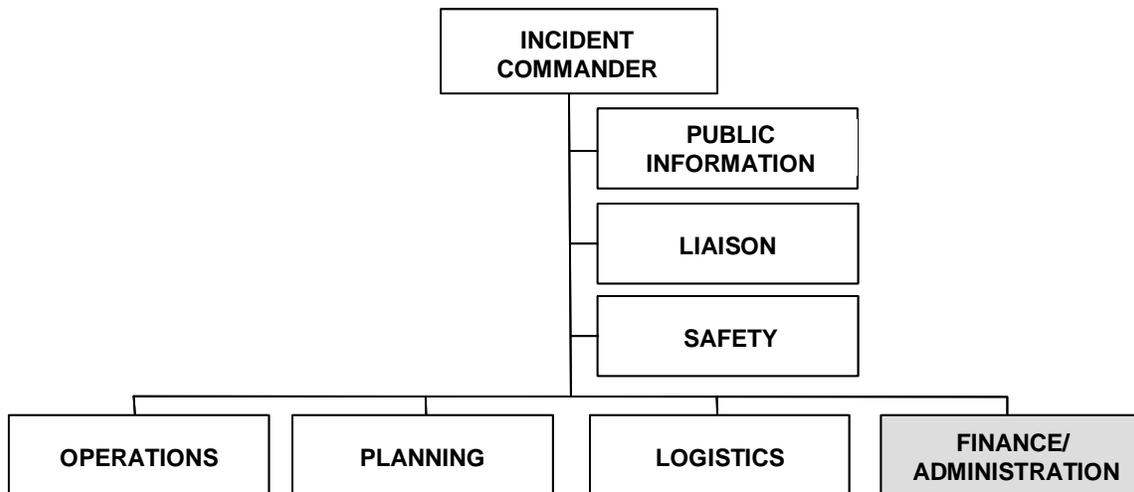


UNIT 6:
FINANCE/ADMINISTRATION

OVERVIEW

During this unit, you will increase your knowledge of the Finance/Administration Section responsibilities during large/complex emergencies. This unit discusses daily personnel time recording policies and the process of activating vendor contracts and lease agreements during emergencies. In addition, discussion will focus on the various methods to procure equipment and supplies from local sources during incidents.

Covered in this unit will be the procedures for administering to responder injuries during emergencies. Often responders suffer injuries in the performance of their duties and the completion of appropriate forms required by workers' compensation and local agencies will be reviewed. Also the responsibility for investigating claims involving property associated or involved in the incident will be discussed. In addition, a discussion will center on appropriate procedures for identifying equipment and personnel requiring payment along with analyzing and estimating incident costs.



UNIT 6 OBJECTIVES

1. Recognize cues in order to determine the need to assign a Finance/Administration Section Chief.
2. Identify what knowledge and experience is required of the Finance/Administration Section Chief.
3. Recognize the duties and responsibilities of the Finance/Administration Section Chief.
4. Describe the ICS Forms that are completed in the Finance/Administration Section.



The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

ICS Forms Completed by the Finance/Administration Section	
ICS 226	COMPENSATION FOR INJURY LOG
ICS 227	CLAIMS LOG
ICS 228	INCIDENT COST WORKSHEET
ICS 214	UNIT LOG



Activity 6.1

Turn to Appendix C to view examples of completed ICS Forms. View the following forms that are completed in the Finance/Administration Section.

1. ICS Form 226--Compensation for Injury Log.
2. ICS Form 227--Claims Log.
3. ICS Form 228--Incident Cost Worksheet.
4. ICS Form 214--Unit Log.

THE CUES TO ACTIVATE THE FINANCE/ADMINISTRATION SECTION CHIEF POSITION

During large/complex incidents, it is essential to activate the Finance/Administration Section for financial, administrative, and cost analysis aspects of the incident.

Maintaining incident time records, procuring and activating vendor contracts, processing incident claims and compensation-for-injury forms, and developing incident cost analysis is the responsibility of the Finance/Administration section. An Incident Commander cannot possibly perform these duties and responsibilities along with the responsibility to manage the overall incident. Ergo, activation of the Finance/Administration section chief is a critical component of managing large/complex incidents. Securing critical outside resources and maintaining incident costs cannot be accentuated enough. The activation of the Finance/Administration Section function should be an automatic process within the Incident Management Team (IMT) structure during large/complex incidents and supported by staff.

KNOWLEDGE AND EXPERIENCE REQUIRED FOR THE FINANCE/ADMINISTRATION SECTION CHIEF

Individuals assuming the role of the Finance/Administration Section Chief during emergency incidents should be trained in the financial aspects of an incident and understand the policies and procedures relative to managing incident finances. Sometimes, fire service personnel fill the position of the Finance/Administration Section Chief during emergency incidents, but other responding agency representatives can perform the Finance/Administration position if required. A prerequisite for this role is training as a financial officer and familiarity with agency finance policies.

DUTIES AND RESPONSIBILITIES OF THE FINANCE/ADMINISTRATION SECTION CHIEF

1. Manage All Financial Aspects of an Incident

Generally, this section is activated only on large/complex incidents or incidents involving multiple agencies. The Incident Commander generally will make the decision when to activate the Finance/Administration Section.

When the Section is activated, the Finance/Administration Section Chief has the responsibility for the financial, administrative, and cost analysis of the incident.

On smaller incidents, the Finance/Administration Section Chief may activate just one function. In this case, the cost analysis function is activated and reports through a Technical Specialist assigned to the Planning Section.

2. Provide Financial and Cost Analysis Information as Requested

During large/complex incidents this cost analysis information is critical for estimating financial cost of the incident for senior agency officials. Decisions on resource acquisition often will be predicated on the cost factor.

Cost information analysis is essential for agencies to receive reimbursement following the incident.

3. Gather Pertinent Information from Briefings with Responsible Agencies

The Finance/Administration Section Chief must be prepared to attend each operational period planning meeting, which are conducted twice daily.

The Finance/Administration Section Chief also will be required to attend daily planning meetings and discuss finance/administrative cost issues at these meetings.

4. Develop an Operating Plan for the Finance/Administration Section; Fill Supply and Support Needs

The Finance/Administration Section Chief will determine if complete units are required to be activated or deactivated during the incident.

In some functional areas a full unit may not be fully activated if only one person would be assigned. For example, a Claims/Compensation Unit may not be activated fully. Only a single Claims Specialist from this unit may be activated and assigned.

5. Determine the Need to Set Up and Operate an Incident Commissary

When the need to provide personnel working on a large incident with clothing and other personal needs has been identified, a commissary may be set up and operated.

6. Meet with Assisting and Cooperating Agency Representatives as Needed

This Finance/Administration Section Chief should meet with assisting and cooperating agencies, as required, to monitor the financial cost of agencies supplying resources to the incident.

A Deputy Section Chief may be designated to establish liaison with these assisting and supporting agencies.

7. Maintain Daily Contact with Agency(s) Administrative Headquarters on Finance/Administration Matters

The Finance/Administration Section Chief makes daily contact with agency headquarters or the Emergency Operating Center (EOC) when activated. During large/complex incidents the EOC is a critical source for supplying resources to the incidents.

EOC's generally will have a Financial/Administration Section representative designated to communicate with the Finance/Administration Section Chief on incident costs.

8. Ensure That All Personnel Time Records are Completed Accurately and Transmitted to Home Agencies, According to Policy

The Finance/Administration Section Chief often will select assistants for the Time Unit who are familiar with the various agency time recording policies.

9. Provide Financial Input to Demobilization Planning

The Finance/Administration Section Chief shall review the development of the demobilization plan. Often, the financial cost of personnel or equipment operating at the incident will determine the priority order for demobilizing.

More expensive resources may be demobilized more quickly if the services they provide are not essential to controlling the incident.

10. Ensure That All Obligation Documents Initiated at the Incident are Prepared and Completed Properly

Recordkeeping during large/complex incidents can be very difficult, and poor recordkeeping practices will cause financial confusion following the incident.

Vendor contracts, leases, and fiscal agreements require well-documented equipment time records during an incident.

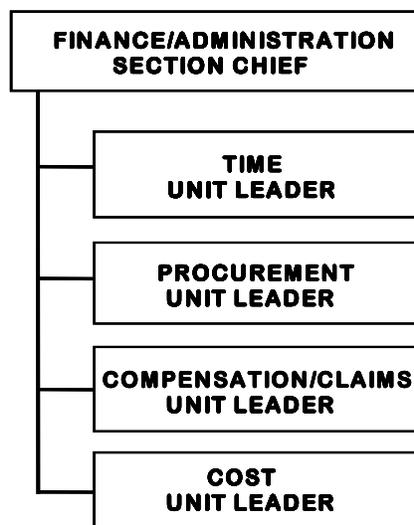
The Finance/Administration Section will manage all equipment rental agreements and process all rental and supply fiscal document billing invoices.

11. Brief Agency Administrative Personnel on all Incident-Related Financial Issues Requiring Attention or Follow-up Prior to Leaving the Incident

When the Finance/Administration Section is deactivated, provide a financial report briefing on issues needing followup to Command and General Staff personnel.

12. Maintain Unit/Activity Log (ICS Form 214)

AREAS OF RESPONSIBILITY FOR THE FINANCE/ADMINISTRATION SECTION CHIEF



The Finance/Administration Section is responsible for all financial, administrative, cost analysis, and legal liability issues of the incident. This position does not have to be filled by a fire officer; however, the person who fills it must be knowledgeable of its responsibilities as well as of agency fiscal policies.

The Finance/Administration Section consists of four units: Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit. Depending upon the incident, any or all of these units may be established as necessary.

Time Unit

The Time Unit is responsible for equipment and personnel time recording. In light of recent court rulings regarding work hours and overtime, and depending on your agency's mutual/auto aid agreements, this could be an important function.

Procurement Unit

The Procurement Unit is responsible for handling all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for all issues pertaining to compensation for injury and noninjury claims related to the incident.

Cost Unit

The Cost Unit is responsible for collecting all cost data, analyzing the data, making cost projections, and recommending cost-saving measures.



Activity 6.2

To learn more about the duties and responsibilities of the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit, read Chapter 9 of your ICS 420-1.

Unit 6: Finance/Administration Quiz

Directions

Read each question carefully, and choose the best answers(s) from the four choices. **NOTE: There may be more than one correct answer. You may use the ICS 420-1 as a reference tool.**

1. What are some of the cues to activate the Finance/Administration Section?
 - a. The need to maintain incident time records.
 - b. Processing incident claims and compensation-for-injury forms.
 - c. Activating vendor contracts.
 - d. All of the above.

2. Which of the following ICS Forms is **not** completed by the Finance/Administration Section?
 - a. ICS Form 226--Compensation for Injury Log.
 - b. ICS Form 227--Claims Log.
 - c. ICS Form 214--Unit Log.
 - d. ICS Form 218--Support Vehicle Inventory.

3. Which of the following is a responsibility for the Finance/Administration Section Chief?
 - a. Time Unit Leader.
 - b. Procurement Unit Leader.
 - c. Cost Unit Leader.
 - d. All of the above.

Correct Answers to Unit 6: Finance/Administration Quiz

Question 1:

Answer D is the most correct response. All recordkeeping that is directly associated with cost incurred or monies expended as a result of the incident are the responsibility of the Finance/Administration Section.

Question 2:

Answer D is the most correct response. The ICS Form 218 is maintained by the Equipment Manager assigned to the Logistics Section.

Question 3:

Answer D is the most correct response. All of these Units are assigned to the Finance/Administration Section.