

**FIRELINE HANDBOOK**

**CHAPTER 13—  
FINANCE/ADMINISTRATION**

**CONTENTS**

ORGANIZATION CHART..... 290

POSITION CHECKLISTS ..... 291

    Finance/Administration Section Chief  
    (FSC1/2) ..... 291

    Time Unit Leader (TIME) ..... 292

    Personnel Time Recorder (PTRC)..... 293

    Commissary Manager (CMSY)..... 294

    Procurement Unit Leader (PROC)..... 295

    Equipment Time Recorder (EQTR)..... 297

    Compensation/Claims Unit Leader (COMP)..... 298

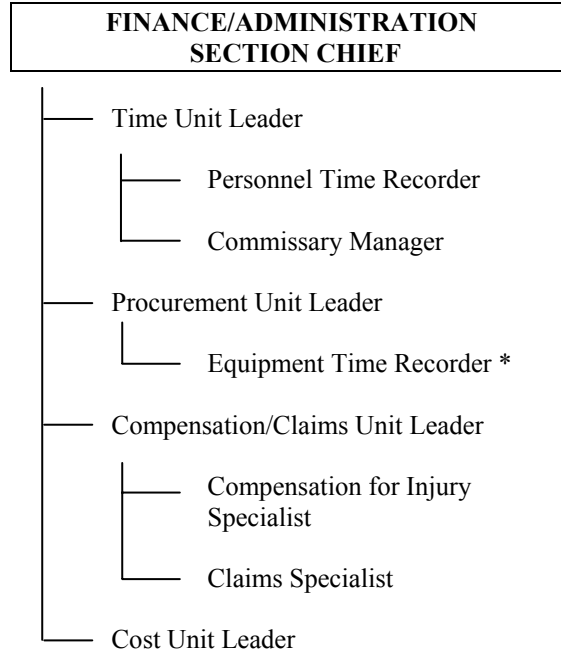
    Compensation for Injury Specialist (INJR)..... 299

    Claims Specialist (CLMS)..... 301

    Cost Unit Leader (COST)..... 302

FINANCE/ADMINISTRATION  
    PLANNING CYCLE..... 303

**SAFETY FIRST—NO EXCEPTIONS**

**ORGANIZATION CHART**

- \* On some incidents the Equipment Time Recorder is assigned to and reports to the Procurement Leader; however, this is a skill position and can be assigned anywhere in the Incident Command organization. Some managers prefer to keep all time keeping under the Time Unit and assign the Equipment Time Recorder the Time Unit Leader.

## POSITION CHECKLISTS

### **Finance/Administration Section Chief (FSC1/2)**

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.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Incident Commander.
- Gather pertinent information from briefings with responsible agencies.
- Participate in planning meetings and IAP preparation and review.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Review contacts, memoranda of understanding, and cooperative agreements for Incident impact and application.
- Determine need for commissary operation.
- Meet with assisting and cooperating agency representatives as required.
- Provide input on financial and cost analysis matters.

- Maintain daily contact with agency(s) administrative headquarters on financial matters, including any needed ADO payoff.
- Ensure that personnel time records are transmitted to home agencies according to policy.
- Participate in demobilization planning.
- Ensure that obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on incident related business management issues needing attention and follow-up prior to leaving incident.
- Maintain Unit Activity Log (ICS Form 214).

### **Time Unit Leader (TIME)**

The Time Unit Leader is responsible for personnel time recording and for managing the commissary operation.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Finance/Administration Section Chief.
- Determine requirements for time recording function.
- Ensure that personnel time recording documents are prepared daily and comply with agency(s) policy.

- Establish commissary operation as required.
- Submit cost estimate data forms to Cost Unit as required.
- Provide for records security.
- Ensure that all records are current or complete prior to demobilization.
- Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.
- Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

### **Personnel Time Recorder (PTRC)**

Under supervision of the Time Unit Leader, Personnel Time Recorder is responsible for overseeing the recording of time for all personnel assigned to an incident.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Time Unit Leader.
- Establish and maintain a file for employee time reports within the first operational period.
- Initiate, gather, or update a time report for all personnel assigned to the incident for each operational period.

- Ensure that all employee identification information is verified on the time report.
- Post personnel travel and work hours, transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- Post all commissary issues to personnel time documents.
- Ensure that time reports are signed.
- Close out time documents prior to personnel leaving the incident.
- Distribute all time documents according to agency policy.
- Maintain a daily log of excessive hours worked and give to Time Unit Leader.

### **Commissary Manager (CMSY)**

Under the supervision of the Time Unit Leader, Commissary Manager is responsible for commissary operations and security.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Time Unit Leader.
- Set up and provide commissary operation to meet incident needs.
- Establish and maintain adequate commissary security.

- Request commissary stock through Supply Unit Leader (must have Finance/Administration Section Chief approval).
- Maintain complete record of commissary stock including invoices for material received, issuance records, transfer records, and closing inventories.
- Maintain commissary issue record by crews. Submit records to time recorder during or at the end of each operational period.
- Use proper agency forms for record keeping. Complete forms according to agency specification.
- Ensure that all records are closed out and commissary stock is inventoried and returned to Supply Unit prior to demobilization.

### **Procurement Unit Leader (PROC)**

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

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Review incident needs and any special procedures with Unit Leaders, as needed.
- Coordinate with local jurisdiction on plans and supply sources.
- Develop incident procurement procedures for local purchase.

- Prepare and sign contracts and agreements as needed.
- Draft memoranda of understanding.
- Establish contracts and agreements with local supply vendors as required.
- Ensure that a system is in place that meets agency property management requirements and accounting for all new property purchases.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
- Coordinate with Compensation/Claims Unit on procedures for handling claims.
- Complete final processing of contracts and agreements, process documents for payment.
- Coordinate cost data, in contracts, with Cost Unit Leader.
- Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit Log (ICS Form 214).



## **Equipment Time Recorder (EQTR)**

Under supervision of the Procurement Unit Leader, Equipment Time Recorder is responsible for overseeing the recording of time for all equipment assigned to an incident.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from supervisor.
- Set up Equipment Time Recorder function in location designated by Supervisor.
- Assist resources, ground support, and facilities units in establishing a system for collecting equipment time reports.
- Post equipment time after each operational period.
- Prepare a payment document for equipment as required.
- Submit data to supervisor for cost effectiveness analysis as required.
- Maintain current posting on all charges or credits for fuel, parts, services, and commissary.
- Verify all time data and deductions with owner or operator of equipment.
- Complete all forms according to agency specifications.

- Close out forms prior to demobilization; distribute copies per agency and incident policy.

### **Compensation/Claims Unit Leader (COMP)**

The Compensation/Claims Unit Leader is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims-related activities kept for an incident.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Finance/Administration Section Chief.
- Establish contact with Safety Officer, Liaison Officer, and Agency Representatives.
- Coordinate with Interagency Resource Representative, if any are assigned.
- Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.
- Determine the need for Compensation for Injury and Claims Specialists and order personnel as needed.
- Review Incident Medical Plan.
- Coordinate with Procurement Unit on procedures for handling claims.

- Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.
- Obtain Demobilization Plan and ensure that Compensation for Injury and Claims Specialists are adequately briefed on Demobilization Plan.
- 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.
- Maintain Unit Log (ICS Form 214).

### **Compensation for Injury Specialist (INJR)**

Under the supervision of the Compensation/Claim 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.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Compensation/Claims Unit Leader.
- Co-locate Compensation for Injury operations with those of the Medical Unit when possible.

- Establish procedure with Medical Unit Leader for prompt notification of injuries or fatalities.
- Establish contact with Safety Officer and Agency Representatives.
- Obtain copy of Incident Medical Plan (ICS Form 206).
- Provide written authority for persons requiring medical treatment according to agency policy.
- Ensure that correct agency forms are used.
- Provide correct billing forms for transmittal to doctor and hospital.
- Keep informed and report on status of hospitalized personnel.
- Obtain all witness statements from Safety Officer and Medical Unit and review for completeness.
- Coordinate the analysis of injuries with the Safety Officer.
- Maintain log of all injuries occurring on incident.
- Coordinate with appropriate agency(s) to look after injured personnel in local hospitals after demobilization.

## **Claims Specialist (CLMS)**

Under the supervision of the Compensation/Claims Unit Leader, the Claims Specialist is responsible for managing all claims-related activities (other than injury) for an incident.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Compensation/Claims Unit Leader.
- Develop and maintain a log of potential claims.
- Mitigate or resolve potential claims whenever possible.
- Initiate claim investigations.
- Request skilled investigation from appropriate agency, when needed.
- Ensure site and property in investigation are protected.
- Coordinate with investigation team as necessary.
- Obtain witness statements pertaining to claims.
- Review investigations for completeness and follow-up action needed by local agency.
- Keep the Compensation/Claims Unit Leader advised on existing and potential claims.

- Ensure use of correct agency forms.
- Document any incomplete investigations.

### **Cost Unit Leader (COST)**

The Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Finance/Administration Section Chief.
- Coordinate with agency on cost reporting procedures.
- Collect and record all cost data.
- Prepare incident cost summaries.
- Prepare resource-use cost estimates for Planning Section.
- Recommend cost savings to Finance/Administration Section Chief.
- Maintain cumulative incident cost records.
- Complete all records prior to demobilization.
- Provide reports to Finance/Administration Section Chief.
- Maintain Unit Log (ICS Form 214).

# FINANCE/ADMINISTRATION PLANNING CYCLE

