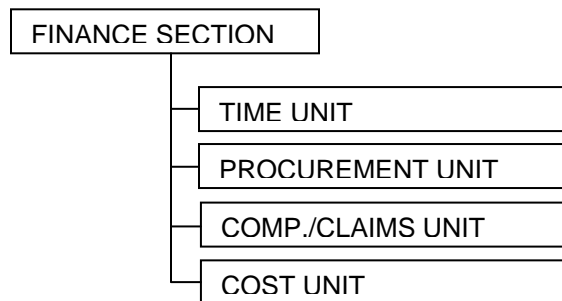


FINANCE/ADMINISTRATION SECTION:

The Finance Section is established on incidents when the agency(s) who are involved have a specific need for finance services. In the Incident Command System, not all agencies will require the establishment of a separate Finance Section. In some cases where only one specific function is required like cost analysis, that position could be established as a Technical Specialist in the Planning Section.

When the Finance Section is established on an incident, the following units may be established as needed:



The Finance Section will determine, based on present and future requirements, the need for establishing specific units. The Finance Section Chief should be designated from the jurisdiction/agency, which has the incident due to the specialized nature of the Finance Section functions. The Finance Section Chief may have a deputy.

Finance Section Chief

The Finance Section Chief, a member of the General Staff, is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance Section.

Time Unit

The Time Unit is primarily responsible for equipment and personnel time recording and for managing the commissary operations. If applicable, depending upon the agencies involved, personnel time records will be collected and processed for each operational period. The Time Unit Leader may desire to have one or more assistants who are familiar with respective agency(s) time recording policies. Records must be verified, checked for accuracy and posted according to existing policy.

Procurement Unit

The Procurement Unit is responsible for administering all financial matters pertaining to vendor contracts. The Procurement Unit will coordinate with local jurisdictions on sources for equipment, leases, and fiscal agreements.

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims related activities for an incident. In the Incident Command System, compensation for injury and claims are included together within one unit. It is recognized that these specific activities are different, and may not always be accomplished by the same person.

Compensation for injury is responsible to see that all forms required by workers compensation programs and local agencies are completed. The person performing this activity is also responsible to maintain a file of injuries and illnesses associated with the incident and to ensure that all witness statements are obtained.

Cost Unit

The Cost Unit is responsible for collecting all cost data, performing cost effectiveness analysis and providing cost estimates and cost savings recommendations for the incident. Increasingly, the Cost Unit will be called upon to input to the planning function in terms of cost estimates of resource use. The unit must maintain accurate information on the actual cost for the use of all assigned resources.