

## FINANCE/ADMIN SECTION CHIEF (FSC2)

The Finance/Administration Section Chief (FSC2) is responsible for all financial and cost analysis aspects of the incident and for supervising members of the finance section.

The Finance/Administration Section Chief:

- Prepares an Incident Finance Plan.
- Tracks all expenditures for the incident and analyzes data to determine eligible expenditures for State and/or Federal reimbursements.
- Provides financial data to staff preparing the Fact Sheet, State Disaster Declaration and any request for a Presidential Disaster Declaration.
- As requested, participates in Disaster Policy Cabinet meetings and provides financial updates.
- Furnishes financial information to the Governor's Authorized Representative (GAR) and/or State Coordinating Officer (SCO) as requested.
- Provides input in all planning sessions on financial and cost analysis matters.
- Coordinates with financial representatives in supporting State agencies to obtain their expenditure data.
- Assists local governments and incident management teams in tracking incident expenditures.
- Manages procurement and buying team activities necessary to support logistics requests for the incident.
- Hires personnel needed to support incident activities.
- Manages travel requests for SECC personnel and those deploying for field operations.
- Activates and supervises SECC Finance/Administration section operations.
- The Finance/Administration Section Chief reports to the SECC Incident Commander.

- The Finance/Administration Chief is responsible for the Cost Unit, Procurement Unit and Human Resources Unit.

### Duties

- Reports to SECC Incident Commander. Obtain briefing on arrival.
- Ensure the SECC is using the correct Funding Cite for the incident.
- Manages SECC Financial/Administration functions for the incident.
- Participates in planning cycle meetings and provides inputs to the Incident Action Plan.
- Procures or purchases incident support items once approved.
- Hires additional personnel approved for the event.
- Coordinates travel requests for deploying personnel.
- Orders additional section staff or releases staff as needed.
- Forms used (or contribute to):
  - Incident Finance Plan, Fact Sheet, Disaster Declarations
  - Daily Situation Updates
  - ICS 201 Incident Briefing
  - ICS 202 Incident Objectives
  - ICS 203 Organization Assignment List
  - ICS 207 Organization Chart
  - ICS 209 Incident Status Summary
  - ICS 211 Incident Check-In List
  - ICS 214 Unit Log
  - ICS 221 Demobilization Checkout
  - DHS&EM After-Action Comment Form

## Event Task List

### Immediate Actions:

- Report to; obtain briefing and any special instructions from SECC Incident Commander.
- Ensure SECC staff is using the correct Funding Cite for the incident.
- Determine if a waiver to the procurement regulations is needed, if so prepare justification.
- Set up staffing for Finance/Admin Section (ICS Forms 203 and 207).
  - Based on the situation, activate units within the section and designate unit leaders. Determine if 24 hour staffing is necessary and make personnel assignments.

### Daily Actions:

- Identify to SECC Command and General Staff any applicable financial guidelines, policies, constraints and limitations.
- Provide updates on financial and cost analysis matters.
  - As needed, ensure GAR and SCO are updated.
  - Ensure personnel time records reflect incident activity.
  - Ensure record keeping for equipment rentals, service contracts, materials and supplies purchased.
  - Prepare forecasts on total costs to complete incident operations.
  - Provide cost benefit analysis, as requested.
- Participate in planning meetings, brief financial data and procurement status.
  - Provide guidance on what is eligible/not-eligible for disaster funding reimbursement.
- Assist with the review and validation process for resource requests from the local incident team and/or deployed SECC personnel to ensure request is appropriate.

- Direct staff to acquire approved services, equipment and supply support requests for the incident.
  - Manage the Purchase Order system for the incident.
  - Confirm/establish procurement guidelines.
  - Assist logistics with names of vendors with open purchase orders or contracts.
  - Review existing RSAs with State Agencies, coordinate new ones as necessary.
  - Acquire goods through procurement support (contracting) or with a buying team (local purchase).
  - Remember to cancel any service contracts (telecom, IT, hotels, food service, etc.) when no longer needed.
- As needed, hire additional personnel that cannot be sourced through the normal logistics resource ordering system from other State Agencies (such as Forestry), Alaska National Guard or EMAC mutual aid requests.
- Process travel requests and travel arrangements for deploying personnel identified in overhead resource orders.
- Manage any accident or injury claims for SECC resource ordered personnel.
  - Coordinate with Safety Officer and/or Medical Unit Leader for corrective action to prevent reoccurrence.
- If requested, provide financial tracking assistance to local governments.
  - In the worst case this may require deploying DHS&EM expertise to the field or the need can be met with an overhead resource order to Forestry for financial section personnel.
- Brief replacement/turnover staff as required.
- Complete Unit Logs and provide to Documentation Unit daily (ICS Form 214).

### At Conclusion of the Event:

- Turn over any outstanding financial issues to appropriate DHS&EM staff for completion (e.g., contract termination, return of rented equipment, payment of incident bills, reimbursements to local governments, etc.).
- Provide After-Action Comment forms to all section personnel prior to their demobilization. (DHS&EM After-Action Comment Form).
- Complete any necessary performance evaluations for Finance/Admin Section staff.
- Participate in an event Hotwash as soon as feasible with SECC Staff to review comments and recommendations.

### **Generic Duties**

- Initial Check-In.
- Determination of staffing levels, to include need for night shift staff.
- Review initial incident status briefing.
- Incoming and out-going turnover briefings.
- Prepare unit assignments for the next operational period based on the operational objectives generated at the planning meeting. Coordinate with Plans Section on inputs to the Situation Report and Incident Action Plan.
- Identify potential future operational needs and requirements.
- Unit log inputs (electronic and/or paper).
- Ensure submissions to Documentation Unit.
- Staff supervision to include ensuring evaluations are completed.
- Obtain work materials.
- Demobilization of personnel, supplies and equipment.
- Final Check-out.
- After-Action Review.

### **Section Management**

- Based on information from the initial briefing determine which sections should be activated.
- Prepare Unit assignments.
  - Prepare each Section assignment for the next operational period based on the operational objectives generated at the planning meeting.
  - Review existing Section staffing. Identify personnel needs or surpluses in consultation with Unit Leaders.
- Select and brief the Deputy Section chief.
- Brief section staff on work schedule, position roles & responsibilities (located in desk manuals), section priorities and ensure staff has appropriate access to all electronic files and forms.
- Conduct turnover briefings if second shift operation occurs.
- Identify potential future operational needs and requirements. Order resources early to ensure arrival when needed.
- Ensure communication is taking place between section functions.
- Ensure communication is taking place between Finance/Admin Section and Operations, Plans and Logistics Sections.
- Ensure staff makes appropriate entries into logs.
- Ensure section work stations have adequate supplies. Obtain work materials from SECC supply cabinet or place resource request with SECC logistics.

### **Supervisory Roles**

- Ensure general welfare and safety of all Section personnel.
- Assign duties to unit personnel.
- Maintain after hours contact information for section staff (hotel name, phone number, and room number).

- Review work and evaluate performance.
- Resolve problems early; involve SECC Incident Commander as appropriate.
- Ensure staff has reviewed the appropriate desk manual.

#### **Demobilization**

- Prepare recommendations for releasing staff and submit to the SECC Incident Commander for inclusion in Incident Action Plan.