

Appendix D: Finance Toolbox

Wyoming Type 3 Finance Package Guidelines

These guidelines may be used by the incident agency to identify the Type 3 Finance requirements for the IFP (Incident Finance Package) and may be amended to meet agency-specific requirements.

TIME UNIT DOCUMENTS

Emergency Firefighter Time Reports, OF-288.

Attach Crew Time Report, (CTR) SF-261 to the OF-288 it belongs with.

Provide written documentation on outstanding items, unresolved issues, and problems.

A. Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled with crew name. Provide a copy of crew agreement if applicable.

B. Regular Government Employees and Cooperators:

(1) Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled appropriately.

(2) Single Resource:

Alphabetize file copies and label appropriately.

COMPENSATION FOR INJURY DOCUMENTS

1. Provide written general narrative that documents actions and decisions of the Injury Compensation Specialist or Compensation Claims Unit Leader without including any Privacy Act protected information.

Examples of information for the narrative include: statistical information re: number of claims filed, number of medical authorizations issued, etc.

2. Injury Compensation Documents.

No injury/illness claim documentation shall be kept.

A. Submit original Injury/Illness Log.

B. Destroy temporary copies of claim documentation

CLAIMS INCIDENT DOCUMENTS

1. Provide written documentation on all outstanding items, unresolved issues, problems, etc. Include recommendations for resolution.
2. Claim Documents.
 - A. Submit original Claims Log.
 - B. Personal Property Loss/Damage Claims: Utilize the Incident Claims Case File Envelope. Provide original documentation including written claim, supervisor statement, investigation report, etc. Include incident recommendations as appropriate.
 - C. Potential Claims: Utilize the Incident Claims Case File Envelope. Provide documentation (pictures, statements, written reports, maps, etc.) on all potential claims. Include incident recommendations as appropriate.

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PROCUREMENT EQUIPMENT DOCUMENTS

1. Equipment Files - **Utilize the Emergency Equipment Rental-Use Envelope, OF-305;** file alphabetically into two groups: Ready for payment and follow-up required. ***CLEARLY identify follow-up needed and any payments that need to be made by paying agency.*** Individual Emergency Equipment Rental-Use envelopes shall include:
 - A. Emergency Equipment Rental Agreement, OF-294.
 - B. Vehicle/Heavy Equipment Checklist (Pre- and Post-use Inspection), 0-296.
 - C. Emergency Equipment Shift Tickets, OF-297 (in chronological order).
 - D. Emergency Equipment Use Invoice, OF-286, completed and signed.
 - E. Emergency Equipment Fuel and Oil Issues, OF-304.
 - F. Resource Order Number.
 - G. Emergency Firefighter Time Forms, OF-288, as necessary.
 - H. Any completed Check In Forms.
 - I. Other deduction/credit documentation, e.g., agency-provided repair/parts invoices.
 - J. Documentation of existing or potential contract claims.
 - K. Follow-up required.

Original documentation is submitted to the payment office designated on the contract/agreement. If a payment office is not designated on the contract/agreement, the jurisdictional agency is responsible for processing payment. Retain a complete copy of all documentation for the Incident Finance Package (IFP).

2. Provide documentation of all Land-Use and other agreements that have been entered into by the IMT. Documentation shall include:
 - A. Original agreement.
 - B. Pre-use and final inspection.
 - C. Release from Liability, if applicable.
 - D. Pictures, statements, etc.
 - E. Identify follow-up needed and provide recommendation for resolution.
3. Provide documentation of all purchases made by the incident personnel, e.g., agency charge card or convenience check purchases.

COST UNIT DOCUMENTATION

1. Provide written narrative that documents actions and decisions of the Cost Unit Leader.
2. Provide written documentation on all outstanding items, unresolved issues, problems, etc ..
3. Submit original Daily Cost Estimates with supporting documentation. Sort chronologically.
4. Provide originals of cost analysis/projections and cost savings measures.
5. Include copies of accrual reports submitted to the incident agency, if applicable.
6. Include any other documentation including computer-generated reports, graphs, and printouts.
7. Provide copies of cost share agreements.

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