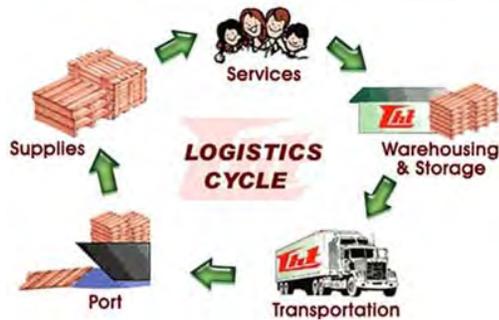




FINANCE & LOGISTICS

How we work
together and how
we share
information!



ICS BACK TO BASICS

General staff works together with all Sections. But with these two groups, we are going to talk about how Finance and Logs share information.

- *** Let's look at breakdown:**

Communication Unit:

- Establish communications over the incident
 - Prepare and implement the ICS-205 (Incident Communication Plan)
 - Distribute and maintain communications equipment
 - **** How does Finance work with Com Unit:**
 - OK, maybe we don't work with you very much. But we do like to have a radio perhaps, or a Verizon phone.
 - COMP/CLAIMS might need a radio if not working in Med.
 - RADOs work night shift, so good to spell out on their CTR they are on night shift.
- We want to know if radios are lost or not returned.
COST needs to account for that Radio.

ICS BACK TO BASICS

▪ **Medical Unit:**

- Develop the Medical Plan (ICS206)
- Provide first aid and light medical treatment for personnel
- Prepare procedures for a major medical emergency
- ** **How does Finance work with Med unit?**
 - Our COMP/CLAIMS Unit works with you.
 - COMP/CLAIMS might work with MED or in Finance.
 - If in Finance, they need a radio/phone for availability.
 - We need to know when someone has lost time, if they are working light duty.
 - We need info on injuries!
 - The BUYT purchases medical supplies, sometimes they ask us if it is appropriate for what is being requested.

ICS BACK TO BASICS

Food Unit:

- Supplies food and potable water for all incident facilities and personnel
- Obtain necessary equipment and supplies to operate food service facilities at Camps
- ****How does Finance work with Food unit:**
- Cost needs the caterer invoice daily.
- Comp will be involved if people get sick from food. (Heaven forbid)
- We like getting the menu!!
- Sometimes we want to set up a finance flip chart at the kitchen, so we would ask you first.

ICS BACK TO BASICS

Supply Unit:

- Determines type and amount of supplies needed to support incident
- Orders, receives, stores and gives out supplies, and services for non-expendable equipment.
- All resource orders are placed through the Supply Unit.
- Maintains inventory and accountability of supplies and equipment.
- ****How does Finance work with Supply Unit:**
 - What is status of supplies? Need ICS-213 to bill resource if something is not returned.
 - Cost might be asking for Waybill showing shipments to determine estimate for cost of supplies.
 - Ensure orders (through Ordering) are being placed and documented correctly, with appropriate approvals on ICS213 and OF-289.

Slide 5

RJ-1

Reynolds, Judy -FS, 2/28/2019

ICS BACK TO BASICS

Supply Unit Continued:

Signing of 213's with S#'s for Cooperators need to be discussed. If Ordering is getting IC to sign, both need to understand what is allowed in the agreements.

***we have handouts to address this.

- What has been ordered and what is pending
We have a handout that might help Ordering and Comp/Claims for "Fire Replacement Procedures", whether Cache items or Non-Cache items.
- FSC should provide Ordering with Agency SOP, ask if there are restricted items and get a list.
- Come and ask us if an order looks unusual or not appropriate. You can also ask the Buying Team.
- R&D, you need contractor list and their specifications.

Slide 6

RJ-1

Reynolds, Judy -FS, 2/28/2019

ICS BACK TO BASICS

Facilities Unit:

- Set up and maintain required facilities to support the incident.
- Provides managers for the Incident Base and Camps
- Facility security and facility maintenance services: sanitation, lighting, cleanup

****How does Finance work with Facilities Unit:**

1. Coordinate with UL to validate base camp/spike camp contracted equipment and determine method of invoicing or shift tickets. Complete performance ratings on contracted equipment.
2. Coordinate with Base Camp MGR on CCC Camp crews assigned. Coordinate schedule for submitting daily time and mileage. Attend CCC/Base Camp meetings to mitigate potential issues.
3. Base Camp Mgr. deals with Sanitation. Nice to provide us with spreadsheet of where toilets and handwashing stations are.
4. Tents are sometimes very troublesome with processing.
5. Garbage (refuse). COST might ask about this, if BUYT pays then COST does not accrue.(accruals)
6. Attend Logs meeting when scheduled to discuss issues and concerns
7. Buying team LUA's, BPA's, Handouts

ICS BACK TO BASICS

Ground Support Unit:

- Prepares transportation Plan
- Arranges for, activates, and documents the fueling, maintenance, and repair of ground resources
- Arranges for transportation of personnel, supplies, food, and equipment

**** How does Finance work with Ground Support:**

Equipment Manager works under this unit. What about tire repairs, damage, repair costs.

1. Fuel: need to make sure posted prices are accurate (no price gouging).
2. Rentals: make sure inventory is established with UL; advise on proper way to set up rental package and monitor throughout the incident.
3. Enterprise rental packages go to Larry Lee.
4. Inspections/breakdowns: ensure we get all failed equipment copies and notified timely. Validate if contractor comes to ground support for repairs for times
5. Provide 213 with hours to repair contracted equipment. We need to deduct on their invoice. Mechanics!!!
6. For COMP, coordinate with transportation for drivers to provide medical transport.
7. Accident Reports, Equipment time, Claims