

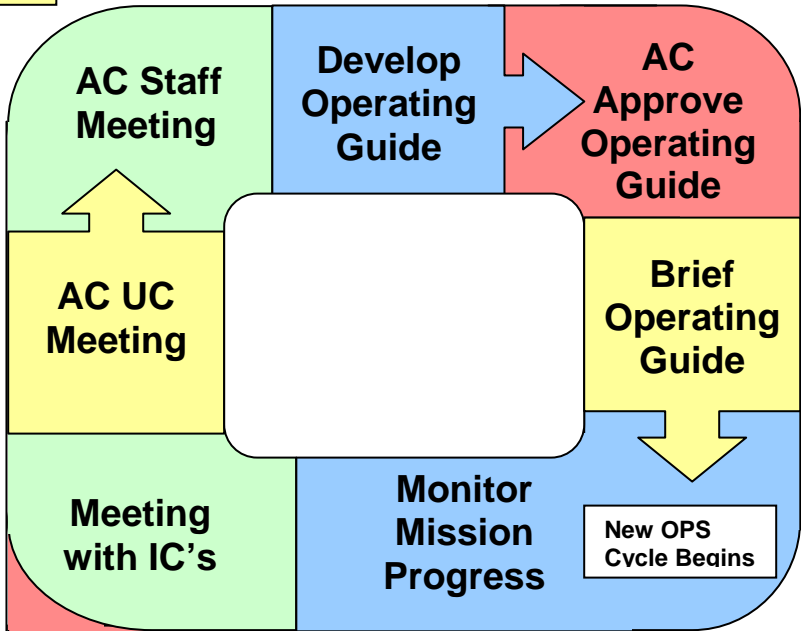
Area Command - Finance/Administration Activities

- AC UC Meeting**
- Working with the AC Logistics Chief, establish procurement process
 - Working with the AC Logistics Chief, establish a cradle to grave accountable property management system
 - Identify contracting and procurement issues to be resolved
 - Determine and initiate contract support services

- AC Staff Meeting**
- Determine Area Command requirements for cost accounting
 - Brief Area Command on response cost
 - Advise the Area Command on ceilings and required adjustments
 - Provide input on resource availability due to contracting / procurement issues
 - Discuss claims procedures / process

- Develop Operating Guide**
- Verify support for upcoming plan
 - Monitor:
 - funding source(s)
 - ceilings
 - burn rate
 - contract issues
 - admin services
 - claims / claims procedures

- Meeting with IC's**
- Explain process for cost tracking
 - Explain notification procedures for responder illnesses, injuries or accidents
 - Identify and track critical resources
 - Coordinate with on-scene Finance/Admin Section Chiefs to determine methodology and time for reporting cost information
 - Agree on degree of interaction with their on-scene counterparts



- Brief Operating Guide**
- Present status of cost tracking
 - Address finance/admin issues

- Check-in, AC Briefing & Establish AC Command Post**
- Initiate contact with Finance/Admin Section Chief(s) at the ICP
 - Initiate contact with the Finance/Admin Section Chief at JFO
 - Determine funding sources (FPN, CPN, DPN, OG-30), project number & estimate initial ceiling based upon incident
 - Identify any fiscal constraints that may have been discussed during the Executive Briefing

- Check-in, AC Briefing & Establish AC Command Post**
- Activate AC Organization**
- Executive Briefing**

- Activate AC Organization**
- Request financial documentation from on-scene Incident Command
 - Identify initial Finance/Admin staff requirements
 - Identify initial space requirements

- Initial Activities**
- Monitor Mission Progress**
- Monitor effectiveness of finance/admin support & make adjustments as necessary
 - Ensure that response costs are managed within the established financial ceilings and guidelines
 - Investigate any unusual claims and brief Area Command
 - Develop cost sharing agreements as needed
 - Monitor AC procurement procedures
 - Brief Area Command on any unusually high cost items being requested
 - Ensure accurate cost accounting of all Area Command Post personnel and equipment