

Finance/Administration Section Activities

Prepare for the Planning Meeting

- Review resources assigned / ordered to determine if proper use depending on funding source restrictions / regulations
- Provide input on resource availability due to contracting / procurement issues
- Procure necessary resources
- Meet with Unit leaders to determine briefing topics

Prepare for the Tactics Meeting

- Clarify resource requesting, approval & ordering processes, as needed
- Identify contracting / procurement issues to be resolved

Strategy/Command & General Staff Meeting

- Receive IC/UC direction
 - Priorities, limitations & Constraints
 - Objectives
 - Key decisions
- Provide feedback to IC/UC on focus/direction
- Discuss interagency issues
- Discuss resource requesting, approval, and ordering process
- Brief funding source and ceilings
- Discuss claims procedures / process
- Implement/Review Cost doc process
- Discuss Finance Section needs

Incident Briefing

- Attend ICS-201 brief
 - Current overview
 - Anticipated Finance Section activities
 - Indication of required support
- Determine if funding is required based upon incident/accident/event
- Determine funding source (FPN, CPN, DPN), project number & estimate initial ceiling based upon incident

Initial Response and Assessment

- Arrive & Check-in
- Assess situation
- Receive IC/UC briefing
- Activate Finance Section
- Organize & brief subordinates
- Acquire work materials
- Forecast Requirements



Planning Meeting

- Verify support for upcoming plan
- Brief on
 - funding source(s)
 - ceilings
 - burn rate
 - contract issues
 - admin services
 - claims / claims procedures
- Provide estimates of future finance/admin requirements

Operational Period Briefing

- Brief on funding issues as appropriate

Execute Plan & Assess Progress

- Monitor effectiveness of finance/admin support & make adjustments as necessary
- Meet with Unit personnel to monitor performance
- Maintain interaction with Command & General Staff & external financial contacts

Meeting Briefing Action

