

## FINANCE CHIEF

**Mission:** Monitor the use of financial assets. Oversee the acquisition of supplies and services necessary to carry out the TMTS's medical mission. Supervise the documentation of expenditures relevant to the emergency incident.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: TMTS Administrator** Signature: \_\_\_\_\_

TMTS Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Receive assignment and briefing from the Operations Chief. Obtain packet containing Finance Section Job Action Sheets.		
Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided).		
Determine need for and appropriately appoint Finance Unit Leaders, distribute corresponding Job Action Sheets and position identification.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Brief Finance Unit Leaders on current situation, incident objectives, and strategy; outline Section action plan; and designate time for next briefing.		
Participate in Incident Action Plan (IAP) as needed and, <ul style="list-style-type: none"> <li>• Provide cost implications of incident objectives</li> <li>• Ensure that the IAP is within financial limits established by the Operations Chief.</li> <li>• Determine if any special contractual arrangements/agreements are needed.</li> </ul>		
Obtain information and updates regularly from the Finance Section Unit Leaders; maintain knowledge of current status of all Units; inform Operations Chief of status information.		
Ensure Finance Section personnel comply with safety policies and procedures.		
Receive assigned radio and establish two-way communication with the Communications Unit Leader. Receive just-in-time training for the radio if needed.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213) and provide a copy to the Planning Chief/MST.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Approve a "cost-to-date" incident financial status report summarizing financial data relative to personnel, supplies, and miscellaneous expenses.		
Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response.		
Obtain briefings and updates from the Operations Chief as appropriate. Relate pertinent financial status reports appropriate Section Chief's and Unit Leaders.		
Approve a "cost-to-date" incident financial status report submitted by the Cost Unit Leader at a designated scheduled time summarizing financial data relative to personnel, supplies, and other expenditures and expenses.		
Schedule planning meetings to include the Operations Chief to discuss updating the section's incident action plan and termination procedure.		
Ensure that the Finance Section is adequately staffed and supplied.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue to maintain the Resource Accounting Record (HICS Form 257) to track equipment used during the response.		
Ensure your physical readiness through proper nutrition, water intake, and rest.		
Conduct regular situation update briefings with Finance Section.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.		
Schedule planning meetings with Finance Section staff to update the Section action plan and demobilization procedures.		
Ensure that required financial and administrative documentation is properly prepared. Collate and process invoices received.		
Present financial updates to the Operations Chief and Planning Chief/MST at designated time schedule.		
Continue to document on an HICS Form 214.		
Coordinate emergency procurement requests with Logistics Chief.		
Follow local, state, and federal guidelines regarding reimbursement regulations and requirements; ensure required documentation is prepared according to guidelines.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
Collect and analyze all financial related data from Finance Sections Units.		
Ensure processing and payment of invoiced costs.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Chief/MST.		
Submit comments to the after action report.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> HICS Form 207- Incident Management Team Chart</li> <li><input type="checkbox"/> HICS Form 213 – Incident Message Form</li> <li><input type="checkbox"/> HICS Form 214 – Operational Log</li> <li><input type="checkbox"/> HICS Form 257 – Resource Accounting Record</li> <li><input type="checkbox"/> TMTS organization chart</li> <li><input type="checkbox"/> TMTS telephone directory</li> <li><input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments</li> <li><input type="checkbox"/> Local resources</li> </ul>