

TOWNSHIP FIRE DEPARTMENT CHAPTER 2: SUGGESTED OPERATING GUIDELINES

Part 7: I.C.S. - Finance Function

Subject: Finance Function Activities

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Section: 2-7-1

Effective Date: 07-01-95

Revised Date:

- 7.01 Goal. Provide a description of the activities which are part of the ICS - Finance Function.
- 7.02 Finance Function - General.
- A) The finance section is activated when the agency(s) who are involved have a specific need for tracking or managing finances.
 - B) In some cases where only one specific function is required (like cost analysis) a position could be established as a technical specialist in the plans section.
 - C) When a finance section is needed, the following units may be established as the need requires.
- 7.03 Unit Responsibilities. The function can be divided into units to provide the needed attention to detail. As with all parts of an incident management system, we activate only those units which are required by incident needs. The finance section chief will determine the need for establishing specific finance units.
- A) Time Unit.
 - 1) Responsible for recording personnel time related to the incident.
 - 2) Responsible for recording equipment time related to the incident.
 - B) Procurement Unit. Responsible for administering all financial matters relating to vendor contracts.
 - C) Compensation/Claims Unit.
 - 1) Compensation-for-injury is responsible to see all forms required by worker's compensation programs and local agencies are completed. The person performing this activity is also responsible to maintain a file of injuries and illnesses associated with the incident and to insure that all witness statements are obtained in writing.

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- 2) Claims is responsible for handling the investigation into all civil claims involving property associated with or involved in the incident. The unit will maintain logs on claims, obtain witness statements and document investigations.
- D) Cost Unit. The cost unit is responsible for providing cost analysis data for the incident.
- 1) Identify equipment and personnel requiring payment.
 - 2) Obtain and record all cost data.
 - 3) Analyze and prepare estimates of incident costs.
 - 4) Maintain accurate records of incident costs.