

Incident Command System

Finance and Administration Section

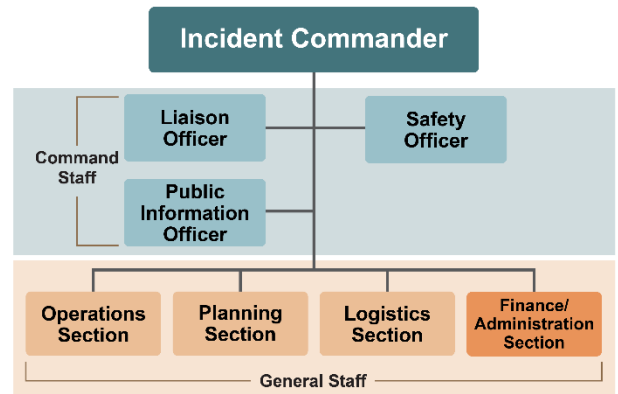


During an animal disease emergency, the Incident Command System (ICS) is utilized to coordinate personnel, tasks, and agencies, ensuring an efficient response. This Just-in-Time handout provides an overview of the roles and responsibilities of personnel within the Finance and Administration Section of ICS.

What is the ICS Finance and Administration Section?

The Finance and Administration Section is a segment of the ICS General Staff.

- Personnel assigned to this section will be responsible for managing all financial aspects of an incident.
- This includes accounting, procurement, time recording, and cost analysis services.
- They also monitor costs associated with the incident, including resource costs and worker reimbursement.



Roles and Responsibilities

Finance/Administration Section Supervision

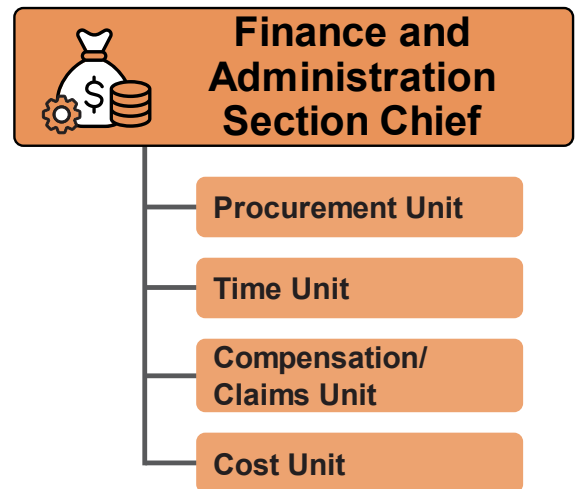
- The Finance and Administrative Section is supervised by the **Finance and Administration Section Chief**, who is usually an employee of the jurisdiction or agency requiring financial services, such as a State or Federal agency.
- Responsibilities of the Finance and Administration Section Chief include:
 - Contract negotiation and monitoring
 - Timekeeping
 - Cost analysis
 - Compensation for injury or damage to property
 - Documentation for reimbursement
 - Attend operational planning meetings to contribute to the development of the Incident Action Plan



Finance/Administration Section Personnel Structure and Responsibilities

- The Finance and Administration Section can be further divided and staffed into four Units.
 - Each Unit is led by a Unit Leader, who reports to the Finance and Administration Section Chief.
 - If a Unit is not staffed, the FSC is responsible for those functions and activities.
- The **Procurement Unit** manages all financial matters pertaining to vendor contracts, leases, and fiscal agreements. This includes establishing local sources for equipment and supplies, managing all equipment rental agreements, processing billing invoices, and maintaining equipment time records.

- The **Time Unit** ensures the accurate daily recording of personnel, contractors, and equipment time and compliance with specific agency policies, such as work and rest periods, length of assignment, and travel time.
- The **Cost Unit** provides all incident cost analyses. It ensures the proper identification of all equipment and personnel requiring payment, maintains accurate records of incident costs, and prepares estimates of incident costs.
- The **Compensation/Claims Unit** administers financial matters arising from injuries, property damage, or deaths occurring on an incident. This can include gathering evidence, preparing claims documentation, and tracking any personnel injured during the incident.



Where Animal Industry Might/Can Assist

Animal industry stakeholders can provide important support to the Planning Section. Examples include:

- Providing time records for industry personnel deployed under cooperative agreements, MOUs, or contracted response roles, or labor rates for specialized operators (e.g., heavy-equipment operators, animal-handling specialists).
- Serving as vendors providing equipment, feed, transport, and disposal materials, or contractors for depopulation, carcass disposal, heavy equipment, or cleaning and disinfection activities.
- Providing technical information regarding fair market prices, supply-chain limitations, and lead times for specialized equipment
- Identifying affected producers and providing records needed to calculate indemnity (e.g., animal inventory, production cycle data, market value information, proof of loss).

Key Points

- Personnel within the Finance and Administration Section provide accounting, procurement, time recording, and cost analysis services for the response.
- Animal industry stakeholders can provide support with real-time information, resources, and supplies.
- Depending on the size and scale of a response, this Section may be divided into four Units. Understand your assigned role and who your supervisor is.



Additional [Just-In-Time training resources](#) can be found on the [CFSPH website](#).

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