

Check List - FINANCE/ADMINISTRATION SECTION CHIEF

- 1. Manage all financial aspects of an incident.
- 2. Provide financial and cost analysis information as requested.
- 3. Ensure compensation and claims functions are being addressed relative to the incident.
- 4. Gather pertinent information from briefings with responsible agencies.
- 5. Develop an operating plan. Fill section supply and support needs.
- 6. Determine need to setup and operate an incident commissary.
- 7. Meet with assisting and cooperating agency representatives as needed.
- 8. Maintain daily contact with agency(ies) administrative headquarters on finance matters.
- 9. Ensure that all personnel and equipment time records are accurately completed and transmitted to home agencies, according to policy.
- 10. Provide financial input for demobilization planning.
- 11. Ensure that all obligation documents initiated at the incident are properly prepared, completed, and provided to the Incident Commander.
- 12. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up
- 13. Report any hazards or unsafe practices to the Safety Officer for follow-up action.