

Finance and Administration Chief

You Report To: Incident Commander

Mission: Track all events and expenditures associated with public health events

Immediate:

Action	Completed
At initial briefing, identify resources required for section operations.	
Coordinate with agencies, municipalities, and sites for expenditures and workforce time tracking	
Begin Chronological Event Log	

Intermediate:

Action	Completed
Maintain Chronological Event Log	
Collect and compile documents from agencies, municipalities and sites <ul style="list-style-type: none">○ Workforce sign-in/out sheets.○ Equipment sign-in/out sheets.○ Overtime logs○ Accident investigation reports○ Contracts and agreements with supply vendors○ Expenditures○ Cost summaries or spreadsheets○ Resource logs○ Agency specific records and summaries○ Unit log/status report compilation.	
Prepare 'cost-to-date' reports for each briefing	
Maintain security of documents and records.	
Provide routine progress and/or status reports to Incident Commander.	

Extended:

Action	Completed
Submit all expenditures for reimbursement to appropriate state and Federal agencies.	
Update and train replacement	