The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



<u>Task</u>

- 1. Obtain briefing from Finance/Administration Section Chief:
 - Determine reporting time-lines.
 - Determine standard and special reports required.
 - Determine desired report format.
- 2. Obtain and record all cost data:
 - Agency Equipment costs.
 - Contract or mutual aid equipment costs.
 - Contract or mutual aid personnel costs.
 - Damage to facilities, infrastructure, equipment or vehicles.
 - Supplies.
 - Food.
 - Facility rental.
- 3. Identify in reports all equipment/personnel requiring payment.
- 4. Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief.
- 5. If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs.
- 6. Prepare resources use cost estimates for Planning:
 - Make sure estimates are updated with actual costs as they become available.
 - Make sure information is provided to Planning according to Planning's schedule.

- 7. Make recommendations on cost savings to Finance/Administration Section Chief. This must be coordinated with Operations and Planning Sections—use of high cost equipment may have justifications unknown to Finance/Administration.
- 8. Maintain cumulative incident cost records. Costs should reflect each individual entity (individual or crew personnel, individual pieces of equipment, food, facilities) the entity's agency or contractor, pay premiums (overtime/hazard). These records should reflect:
 - Agency, contract, and/or mutual aid equipment costs.
 - Agency, contract, and/or mutual aid personnel costs and pay premiums (straight, hazard, and overtime).
 - Contract or mutual aid equipment costs.
 - Contract or mutual aid personnel costs.
 - Damage to agency facilities, infrastructure, equipment or vehicles.
 - Supplies.
 - Food.
 - Facility rental.
- 9. Ensure that all cost documents are accurately prepared.
- 10. Enter data into an agency cost analysis system (Incident Cost Analysis Reporting System (ICARS) or similar system, if appropriate).



- 11. Provide briefing to relief on current activity and unusual events.
- 12. Document all activity on Unit Log (ICS Form 214).