

# Florida Forest Service

# Incident Business Handbook



REVISED 2020

### CHAPTER 01 – INTRODUCTION

#### 01.01 – OBJECTIVES.

This manual was developed to assist participating districts/centers of the Florida Forest Service to constructively work together to provide effective execution of each district's/center's incident management program by establishing procedures for:

1. Uniform application of regulations on the use of human resources, including classification, payroll, injury compensation, and travel.
2. Acquisition of necessary equipment and supplies from appropriate sources in accordance with applicable procurement regulations.
3. Managing and tracking state government property.
4. Financial coordination with the protection district and maintenance of finance, property, procurement, and personnel records and forms.
5. Use and coordination of incident business management functions as they relate to sharing of resources among federal, state, and local agencies.
6. Investigation and reporting of accidents.
7. Investigating, documenting, and reporting claims.
8. Documenting costs and implementing cost-effective criteria for managing incident resources.
9. Non-fire incidents administrative processes.

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### 01-02– POLICY.

Uniform application of Florida Forest Service’s Policy and Procedures and Department of Agriculture and Consumer Services’ Policy and Procedures are necessary. Districts/Centers and Incident Management Teams will follow the direction set forth in this manual in all incident business management functions except where specific directions are given otherwise.

This manual must be kept current and made available to incident and agency personnel. Changes to the manual may be proposed by any District/Center or Incident Management Team for a variety of reasons, new policy and procedures, or clarification of meaning, etc.

### 01.03 – RESPONSIBILITIES.

Each District/Center is responsible for establishing controls to ensure that manuals are maintained in a current status. Manuals must be available and up-to-date, and the last revision of forms must be on hand and available to district/center and incident personnel.

The Florida Forest Service Finance Chiefs will revise this manual as needed.

### 01.04 – DEFINITIONS.

Definitions contained in this chapter are used throughout the manual.

**Agency Administrator (AA).** The managing officer of an agency, division thereof, or jurisdiction having statutory responsibility for incident mitigation and management.

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**Casual.** A person hired and compensated under the Pay Plan for Emergency Workers. Also referred to as emergency firefighter (EFF), AD, and emergency worker.

**Contractor.** Private sector personnel, vendors or businesses contracted to provide goods and services to a government agency.

**Cooperator.** An agency with which resources are shared as authorized in a cooperative agreement.

**First Aid Cases.** Injuries/illnesses involving treatment by paramedics, EMTs, the incident Medical Unit, where no billings for services or supplies are required and no lost time beyond the date of injury is expected.

**Home Unit.** The employing office where the individual is regularly assigned.

**Incident.** An occurrence, either human-caused or natural disaster that requires action or support by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Agency.** The organizational unit responsible for the incident planning, logistics, and/or finance activities.

**Incident Assignment.** An assignment to an incident (either human-caused or natural disaster) that requires a length of commitment.

**Incident Business Advisor (INBA).** A liaison and advisor to the Agency Administrator (AA). The INBA serves as a bridge to the AA,

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incident management team and other incident support functions. To contact the INBA call 850-681-5800 and ask for fiscal or email [ForestryFiscalSupport@FDACS.gov](mailto:ForestryFiscalSupport@FDACS.gov).

**Incident Commander (IC).** The Incident Command System position responsible for all overall management of the incident. The IC reports to the Agency Administrator for the agency having incident jurisdiction.

**Incident Management Team.** The Incident Commander and appropriate command and general staff personnel assigned to an incident.

**Incident Order Number.** The number assigned to an incident. This number follows a standard format where the first 2 letters indicated the state, the next 3 letters are the incident agency, and the last 4-6 digits are agency assigned.

**Jurisdictional Agency.** The agency having land and resource management responsibility for a specific geographical or functional area, as provided by federal, state, or local law.

**Local Resource.** Resources within a dispatch center's area of responsibility.

**Military Time.** Shall be used on all records pertaining to timekeeping and time recording.

**Off-Shift.** Non-compensable time, e.g., eating, sleeping or other activities of a personal nature.

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**On-Shift.** Time of actual work, ordered standby, or compensable travel that has a specific start and ending time.

**Operational Period.** The period of time scheduled for execution of a given set of tactical actions, which may be specified in the Incident Action Plan.

**Procurement Officer.** Agency personnel with specific delegation of procurement authority, acting within the limits of agency policy of said authority.

**Supporting Agency.** An agency providing suppression or other support and resources to the protection agency. Services and support provided must be covered under an agreement, lease or other contractual document.

**Timekeeping.** Tracking on-shift time of incident resources by the supervisor. Timekeeping is accomplished on the Crew Time Report, SF-261, or the Emergency Equipment Shift Ticket, OF-297.

**Time Recording.** Recording all time presented by others. Personnel Time Recorders record time from the Crew Time Report, SF-261, to the Emergency Firefighter Time Report, OF-288. Equipment Time Recorders record time from the Emergency Equipment Shift Ticket, OF-297, to the Emergency Equipment Use Invoice, OF-286.

### 01.05 – TRIGGER POINTS

There are certain trigger points that will alert a field unit that incident finance management should be initiated. These trigger points are:

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- When resources from outside the field unit are called in to assist, or
- When a disaster declaration is made, or
- When a request for assistance is made from the Forest Protection Bureau or State Officer-In-Charge.

When **any** of these trigger points occur the local unit should establish a process to track incoming resources, cost and time until an Incident Management Team arrives. Personnel time can be tracked on Crew Time Reports (CTR's). It is suggested that the local unit use this manual as an aid in initiating incident cost tracking before an Incident Management Team is activated.

However, a field unit can use resource order forms, a manual ledger, encumbrance record or other manual tracking system to record the initial incident costs. The local unit should document incident costs under the categories of personnel, equipment and expenses. This is to be accomplished by using the ICS, Form 211 "Incident Check - In Log" downloadable from [ICS Forms](#).

In addition, the local unit should ask themselves the following questions regarding the incident financial management:

Has a budget code been established for this incident? If not, then a budget code should be requested from the Fiscal Unit in the Florida Forest Service. Have the purchasing limits been lifted? If not, then a request should be made to the Fiscal Unit to have an exemption to the purchasing limits under Department Administrative Policy and Procedures [AP&P 3-12](#). Purchasing Card Program, Section VII, Exemption to restrictions/Limitations to Purchases.

Initiate the Finance Section Agency Administrator's Briefing Form for the first IMT team (See 01- Exhibit 01)

01 – Exhibit 01– 01  
Finance/Administration Section

<p>Name and Phone Numbers of Incident Agency Administrative Representative:</p>  <p>Name and Phone Numbers of Incident Business Advisor (If Assigned):</p>  <p>Incident Finance Package Requirements:</p>  <p>Jurisdictional Agencies Involved:</p>  <p>Availability of Incident Agency Personnel to Fill Resource Orders/Incident Agency Personnel Training Needs</p>
<p><b>Cost Unit:</b></p>
<p>Fiscal Considerations:</p> <p>Cost to date</p>
<p>Accounting Code:</p>
<p>Expenditure to Date:</p>



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01 – Exhibit 01 – 02  
Finance/Administration Section

Fiscal Contact Name and Phone Number:
<b>Procurement Unit:</b>
Is all Equipment Inspected:
Emergency Equipment Rental Agreement:
Land Use Agreements:
Equipment Shift Tickets (EQTR's)
<b>Compensation/Claims Unit:</b>
Potential Claims:
Injuries to Date:
Status of Claims/Injury Reports:
<b>Time Unit</b>
Time Contact Name and Phone Number:
Crew Time Reports (CTR's) to Date:

### CHAPTER 02 – PERSONNEL TIMEKEEPING AND RECORDING

#### 02.01 – OBJECTIVES.

The primary objective is to keep time records for individuals under a system of control. Emergency Firefighter Time Reports, OF-288's, that have been certified as accurate by an authorized signature are considered to be accurate for pay purposes. Home unit timekeepers will not make changes to this official document, except to correct mathematical errors and/or to complete return travel entries. If home unit timekeepers have questions concerning the Emergency Firefighter Time Report, OF-288, they should contact the incident agency for clarification. This chapter provides information and procedures regarding time keeping/recording. This includes Crew Time Reports, Emergency Firefighter Time Reports, and accounting for hours worked.

#### 02.02 – RESPONSIBILITIES.

1. Finance Section Chief is responsible for:
  - A. Supervising the Time Unit Leader and ensuring all timekeeping and time recording requirements are implemented and met.
  - B. Advising section chiefs and IC when time submitted is not in compliance with policy.
2. Time Unit Leader is responsible for:
  - A. Ensuring daily completion of personnel time recording documents.

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- B. Reviewing submitted documents for compliance with policy.
  - C. Advising supervisors and Finance Section Chief when time submitted is not in compliance with established policy.
3. Personnel Time Recorder is responsible for:
- A. Reviewing time as submitted on the Crew Time Report, SF-261 and notifying the Time Unit Leader of any discrepancies.
  - B. Recording time to the Emergency Firefighter Time Report, OF-288.
4. Incident Supervisors are responsible for documenting on-shift time, compensable meal breaks, etc., on the Crew Time Reports, SF-261, in accordance with policy and procedures.
5. Incident Personnel are responsible for:
- A. Accurately reporting time to their incident supervisors.
  - B. Reviewing time records prior to demobilization.

### 02.03 – TIMEKEEPING/RECORDING PROCEDURES.

Two forms are provided for recording time worked on an incident. The Crew Time Report (CTR), SF-261 is the initial timekeeping document. Time from the CTR is transferred by the Personnel Time Recorder or Time Unit Leader to the Emergency Firefighter Report, OF-288, located at [ICS Forms](#).

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The OF-288 is the official time reporting document that is certified as accurate by the Finance Section Chief or Time Unit Leader.

Military time shall be used on all records pertaining to timekeeping and time recording (See 02 - Exhibit 01).

1. Filing Time Reports. The CTR and OF-288 are filed in a sequence that will facilitate accurate posting and timely review and retrieval. CTRs are filed by crew, with the crew identified by name or number.
2. Time Recording Control. The Time Unit Leader establishes time recording procedures include control to insure on-shift time for each employee is recorded for each day assigned.
3. The Time Unit Leader ensures documentation of excess hours, work/rest and other record keeping requested by the Finance/Administration Section Chief. This may be accomplished using e-lsuite report, or other documentation methods.

### 02.04 – CREW TIME REPORT, SF-261.

The incident supervisor certifies time worked by signing the CTR. The CTR is the document on which time for all crews and overhead is initially recorded. The IC's time report (CTR) is signed by the Agency Administrator or FSC. Individuals may not sign their own CTR. A CTR may be located at [ICS Forms](#).

Incident supervisors should be aware of the pay status of their subordinates.

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Incident supervisors of crews or strike teams will prepare CTRs for each operational period which contains the following information.

1. On-shift time. Time of actual work.
2. Travel to an Incident. Incident supervisors are responsible for recording travel time for personnel under their supervisory authority. The travel time shall be recorded on the CTR and include:
  - A. Time of departure from point where travel began if outside the individual's official duty station. Travel time is reported on a CTR and recorded on the OF-288 with a "T" entered on the right-hand side of the hour's column.
  - B. Time of arrival at incident.
  - C. Meal breaks.
3. Return Travel. Travel time from an incident to the individual's official duty station must show:
  - A. Time of departure from the incident base.
  - B. Meal breaks.
  - C. Time and date of arrival at official duty station.

The time of departure from the incident is posted by the Time Unit, and a "T" is entered on the right-hand side of the hour's column. The individual completes return travel time and obtains home unit supervisor approval.

### 02-05 – COMMON TIMEKEEPING ISSUES.

1. Travel Time. Official work time on incident will begin when the

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employee leaves the hotel and arrives at the command post, staging area or other designated work site, if employee stops at a restaurant while in travel status, then that time is considered “off shift”. The same goes when traveling back to the hotel.

2. Meal Breaks. Employees must show at least one 30-minute meal break for every eight (8) hours worked and must be shown on the CTR, except when compensable meals breaks can be justified. Meal breaks are compensable up to the point where the fire is 100% contained and the Operations Section determines that it is critical to the efforts of controlling the fire that personnel remain at their post of duty and continue to work as they eat. Justification for compensable meal breaks must be shown on the CTR.
3. Recording Clock Hours When Travel Crosses Time Zones. When traveling to an incident from one time zone to another, continue to record time in the clock hours of the first time zone until off-shift for the day. The next work shift is recorded in the new time zone. These same guidelines apply when returning to the home unit or reassignment to another incident.
4. Hours of Work. Section Chief's must show justifications in the remarks section of the CTR for hours worked over 16 or the designated IC hour limit. Work hours for less than 16 hours may be designated by the IC.

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### 02.06 – EMERGENCY FIREFIGHTER TIME RECORDING, OF-288.

1. Florida Forest Service Time. Personnel hours will be entered into e-Isuite using the current Fire Manual Rates for Supervisory and Non-Supervisory (See [Fire Manual](#)). Determination of Supervisory and Non-Supervisory positions will be based on the ICS organization chart.
2. Southeast Compact Time. When resources are ordered under the Southeast Compact to assist Florida Forest Service, personnel time will be entered in e-Isuite as “Other”. The Cost Unit Leader will capture personnel cost in the Cost Module within e-Isuite using the current Fire Manual Rates for Supervisory and Non-Supervisory. Determination of Supervisory and Non-Supervisory positions will be based on the ICS organization chart. See all [Southeast Compact Rates](#).
3. AD Time. Use the current AD Pay Plan when employees are assigned to the incident as AD's (See [AD Plan](#)).

### 02.07 – LENGTH OF ASSIGNMENT.

1. Length of Assignment. Standard assignment length is 14 days, exclusive of travel from and to home unit.
2. Assignment Extension. Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstance.

Assignments may be extended when:

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- life and property are imminently threatened
- suppression objectives are close to being met,
- replacement resources are unavailable or have not yet arrived.

Assignment Extension Form must be filled out and sent to Forest Protection Bureau for approval (See 02 - Exhibit 02).

### **02.08 - CLOSING OUT EMERGENCY FIREFIGHTER TIME REPORTS.**

The Time Unit Leader reviews the time reports, ensures accuracy of posted time.

The OF-288 may be a computer-generated form or the official preprinted form if the appropriate number of copies is made and an original signature in blue ink is on the payment document.

The original CTR and file copy of the OF-288 are retained in the incident records.

**NOTE:** If an overhead team is deployed to a Southeast Compact or Federal assignment, the Finance Chief is responsible to collect and mail all original Fire Fighters' Time Reports, OF-288's to the Forest Protection Bureau.

The Time Unit Leader may facilitate the copying and faxing of timesheets through the incident agency.



EXHIBITS

02 – Exhibit 01  
Military Time Conversion

24-HOUR CLOCK CONVERSION SHEET  
(MILITARY TIME)

STANDARD	24-HOUR	STANDARD	24-HOUR
12 MIDNIGHT	2400	12 NOON	1200
12:01 AM	0001	12:01 PM	1201
12:15 AM	0015	12:15 PM	1215
12:30 AM	0030	12:30 PM	1230
12:45 AM	0045	12:45 PM	1245
1 AM	0100	1 PM	1300
2 AM	0200	2 PM	1400
3 AM	0300	3 PM	1500
4 AM	0400	4 PM	1600
5 AM	0500	5 PM	1700
6 AM	0600	6 PM	1800
7 AM	0700	7 PM	1900
8 AM	0800	8 PM	2000
9 AM	0900	9 PM	2100
10 AM	1000	10 PM	2200
11 AM	1100	11 PM	2300

### 02 – Exhibit 02 Length of Assignment Extension Documentation

#### Documentation of Length of Assignment Extension Requirements

Documentation of any type of assignment extension shall include the following:

1. Resource Name: \_\_\_\_\_
2. Position/Type of Resource: \_\_\_\_\_
3. Length of Extension: \_\_\_\_\_
4. Rational for Extension (Circle all that apply):
  - A. Life and property threatened.
  - B. Suppression objective(s) are close to being met.
  - C. Replacement resources are not available (Unable to Fill)
  - D. Other: \_\_\_\_\_
5. Recommendation Incident Supervisor (of resource to be extended), Title and Signature \_\_\_\_\_
6. Approval Signatures/Date  
Resource (to be extended): \_\_\_\_\_  
Incident Commander: \_\_\_\_\_  
Forest Protection Bureau: \_\_\_\_\_

### CHAPTER 03 – ACQUISITION

**03.01 – OBJECTIVES.** The primary objective is to set forth procedures governing emergency acquisition operations. Some of these include the correct procedure for use of purchase cards and guidelines for purchasing meals, lodging, equipment repairs, phones, rental agreements, etc.

#### **03.02 – RESPONSIBILITIES.**

1. Incident agency is responsible for:
  - A. Providing incident agency specific acquisition guidelines to the incident management team (IMT) and incident support units.
  - B. A briefing between the Administrative Unit and the Finance Section will be necessary when the IMT arrives, and records will be turned over to the Finance Section.
2. Procurement Unit Leader is responsible for:
  - A. Administering all financial matters pertaining to vendor contracts.
  - B. Implementing incident agency policy and ensuring compliance with the Department's Policy and Procedures.
  - C. Supervising the Equipment Time Recorders and other procurement unit staff.
  - D. Coordinating with the incident support units to assure that the needs of the incident agency and IMT are met.

### 03.03 – REQUISITIONING PROCEDURES.

1. Incident Agency Procedures. Request for goods and services must be supported by a resource order.
2. Incident Requisitioning Procedures. During a non-declared incident, normal Department purchasing procedures will be followed including the use of requisitions, quote forms, and if possible use of the Administrative Image Management System (AIMS).

**No one has the authority to obligate any funds exceeding \$35,000.00 per vendor without prior approval from the Florida Forest Service's Senior Management Analyst Supervisor (850) 681-5829 or to obligate any funds exceeding \$50,000.00 per vendor without prior approval from Area Command or the Agency Administrator.**

**03.04 – ACQUISITION METHODS.** Purchases shall be made by the most efficient method and in accordance with incident agency procedures. The incident number and request numbers must be included on all acquisition documents. Emergency incident acquisition methods, which are different from standard acquisition procedures which are described below:

1. Initiating Incident. It is very important that when a situation begins to escalate and a field unit requests out-of-district resources that the local unit's administrative staff work closely with resources (i.e. Strike Team Leader) for purchase processing.
2. Paper Trail. Initial paperwork must be completed and tracked from the beginning. A copy should be made and turned over to the Finance Section when they get in place. This will expedite the transition to an Incident Management Team

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(IMT). One person in the District/Center should be appointed to track financial costs, personnel and equipment associated with this incident.

3. Start-Up Procedures. The Finance and Logistics Chiefs will go over purchasing requirements for clarification and needs.
4. Charges to the Incident. The Finance Chief must approve incident acquisitions and charges made by the Incident Team.

**03.05 – SOURCES OF SUPPLY.** The procurement office shall evaluate the availability of goods and services, price, and delivery costs, and select that source best meeting incident needs, including but not limited to the following:

1. National Cache System. Common and special purpose incident items are stocked as part of the National Cache System at Category I and Category II caches. Orders for items needed for the incident and for immediate stock replenishment should be directed to the appropriate cache using the dispatch coordination system.
2. Land Use and Facility Rental Agreements. Simplified acquisition procedures should be used to acquire the use of property or facilities for emergency incidents. Agreements must be negotiated and signed. No-cost land use agreements are not binding or valid. If an agreement is established with consideration, e.g., grass seed, field use for incident base camp, fence repair, the agreement is therefore binding. **All Land Use and Facility Rental Agreements must be approved by the Florida Forest Service's Senior Management Analyst Supervisor (850) 681-5829.**

The rental requirements are usually short term, for an undefined period, and open only during the length of the

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incident. Negotiations should be made considering potential length of the incident and provide for varying rates based on longer periods of time (See [Land Use and Facility Rental Agreement Form](#)).

Be sure to include the following information:

- A. Complete description of facilities/land, including specific location and boundaries.
- B. The intended use, including any owner restrictions.
- C. The agreed-to-rate and the specific utilities included or not included in this rate.
- D. Provisions for making alterations to facilities/land.
- E. Restoration requirements.
- F. Condition of facilities/land. The landowner/authorized individual and government representative(s) jointly perform and document a pre- and post-use physical description.
- G. Terms for loss, damage, or destruction of property.

**03.06 – UNIQUE ITEMS.** When special circumstances exist this may necessitate the acquisition of unique items such as copy machines, facsimile machines and computers. Incident agency procedures will be followed. These services should be procured through the most cost effective method and source.

1. Meals. Meals on an incident will be handled according to whether it is an emergency or non-declared incident. All negotiations for meals should be done by the Food Unit Leader with the Procurement Unit Leader if available under the following guidelines:

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- A. The meals for State of Florida employees is set according to Florida Statutes 112.061, which states the cost of meals will be \$36.00 a day based on time of departure as follows: Breakfast - \$6.00, Lunch - \$11.00, Dinner-\$19.00 or any adjusted amount that does not go over \$36.00 a day.
  - B. All meal prices should be negotiated up front with the restaurant to ensure that the cost of the meal includes the drink and gratuity to stay within the above guidelines. These purchases should be coded 261200.
    - C. Emergency Meals and Lodging Form is to accompany the purchase card receipt or invoice (See [Meals Lodging and Laundry Roster](#)).
  - D. Discrepancies in number of meals ordered versus employee list will be explained in a memo and accompany purchase card receipt or invoice.
  - E. Non Authorized-Food Items. **No candy bars, gum, sodas, or donuts shall be purchased on an incident.**
  - F. Supplemental Food and Drink Items. Florida Statutes now allows the Department, under emergency conditions, to authorize the purchase of supplemental nutritional food and drink items which will not exceed \$50.00 per day per person including the daily meal allowance (FS 570.07).
  - G. Authorized Food Purchases. Any food item, which is to be prepared for serving, must be charged to object code 350000 (i.e., mobile field kitchen purchases).
2. Lodging. All negotiations for any motel or hotel rooms should be done up front by the Facilities Unit Leader with the

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Procurement Unit Leader if available under the guidelines listed below:

- A. All room rates should be negotiated to the lowest possible rate.
  - B. All room should be double occupancy, except for the Incident Commander and Section Chiefs. Special need situations will be handled on a case by case basis.
  - C. If possible, try to keep smokers and non-smokers separate.
  - D. Hotels and Incident personnel should be notified that no payments for telephone charges, movies, or laundry charged to the room will be paid by the State. Charges related to the use of modems must be incident related whether from a hotel room or on the incident.
  - E. A check out sheet that shows no outstanding charges on the room will be brought to the Facilities Unit when individuals are in demobilization status.
3. Laundry. Laundry service will be provided for incident personnel away from their home unit after seven days or as necessary for the health, welfare and safety of Incident personnel. The Facilities Unit Leader with the Procurement Unit Leader, if available, should do all negotiations in advance. Include an itemized inventory of the employees clothing items in the laundry bag. A complete and accurate *Emergency Lodging and Laundry Roster* is to accompany the purchase card invoice or receipt for laundry payments. These purchases should be coded 139900.
4. Phones. If additional telephone lines and instruments are needed, they should be requested via a General Message ICS213 to the State Office-In-Charge in the Forest Protection



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Bureau (850) 566-2612.

- A. A copy of this document from Logistics should be provided to the Finance Section for accounting and invoice payment.
- B. A phone number will be assigned with each line installed.
- C. The location for each line installed will be noted.

Upon closing of the incident the Finance Section Chief should insure that notification is sent to the State Officer-In-Charge in Forest Protection Bureau from both the Logistics and Finance Section Chiefs, requesting removal and termination of service with an effective date.

Upon closeout, all communications equipment information will be left with the incident home unit for information and reference.

### 5. Cellular Phones.

**Note: No one has the authority to lease, purchase or activate cellular telephones without prior approval from the Director or Assistant Director of the Florida Forest Service.**

**USE OF PERSONAL CELLPHONES WILL NOT BE REIMBURSED WITHOUT PRIOR APPROVAL AND A RESOURCE ORDER. PERSONNEL WILL NOT BE REIMBURSED FOR FREE MINUTES. CELL PHONE STATEMENTS SHOULD BE SUBMITTED AS SOON AS THE STATEMENT IS RECEIVED FOR ACCOUNTING PURPOSES.**

In the past, cellular phones have been provided by vendors at no initial setup charge -or contract required. However, all cost

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associated with airtime usage will be billed back to the incident. As with all requested services, there should be a clear understanding (in writing if possible) of all associated airtime charges, including, local service per minute rate and roaming rates. This will ensure that invoices are audited before processing for payment. The Finance Section Chief, Incident Commander or Logistics Chief will request the addition of cellular phones. An accurate list of all cellular phones being utilized by the incident should be provided to the Finance Section for accounting and bill payment. Information to be included on the list is as follows:

- A. Telephone Number
  - B. Serial Number associated with the cellular phone
  - C. E-Number assigned by Logistics Section
  - D. Name of Individual who is assigned the cellular phone
  - E. When the assignment of a cellular phone changes, the Finance Section will be provided an updated list from the Logistics Section.
  - F. Upon closing of the incident the Finance Chief should be advised in writing from the Logistics Chief of the return and de-activation date for the cellular phones.
  - G. There is a cellular cache in the Command Trailer.
6. Rentals. Rentals over \$2,500 will be requisitioned through the purchasing procedures outlined in 03.03 above, to rent equipment including, but not limited to; computers, fax machines, copiers, trailers, pumps, dumpsters, portable toilets, radios, ice machines, tents, and refrigerated trailers. Standard

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acquisition and payment processing procedures will be followed when acquiring and making payments for rented equipment items.

When the Florida Forest Service is working under Unified Command and USFS charge codes have been established for handling wildfire incidents, then payments of EERA's will be made through the USFS Supervisors office. The FSC will contact USFS Financial officer at (850) 523-8500 number to inform him/her that emergency equipment use invoices are coming.

7. Rental Vehicles. Rental Vehicles may be rented by State Purchase Card by employees who are on **"State Time"**. The Supply Unit Leader or Procurement Unit Leader will procure vehicles and request an E-Number from Logistics. Rental vehicles should be obtained from the State Contract Vendor if at all possible. The rental agreement from the vendor should be attached to the State Purchase Card receipt or invoice. The following procedures should be followed when renting a vehicle.
  - A. Vehicle should be inspected for damage and noted on the rental contract. For vehicle inspections use the Vehicle/Heavy Equipment Inspection Checklist, OF-296, inspection books may be obtained from the Forest Protection Bureau or ordered from the NIFC Fire Cache.
  - B. The Department of Agriculture & Consumer Services Modified Vehicle Log will be placed in vehicle for daily record keeping by assigned driver. ([Vehicle Trip Record](#))

**03.07 – EQUIPMENT TIMEKEEPING AND RECORDING.** Two forms are provided for recording equipment time worked on an incident.

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The Equipment Shift Ticket OF-297 ([Shift Ticket](#)) is the initial timekeeping document. Time from the Equipment Shift Ticket is transferred by the Equipment Time Equipment Recorder or the Procurement Unit Leader to the Equipment Use Invoice, OF-286 ([Equipment Use Invoice](#)).

All contract, rental and land use agreements are to be filed in the Emergency Equipment Rental Use Envelope OF305, may be obtained from the Forest Protection Bureau or ordered from the NIFC Fire Cache.

The OF-286 is the official time reporting document that is certified as accurate by the Finance Section Chief or Procurement Unit Leader.

Incident supervisors should be aware of the pay status of their assigned equipment(s).

Equipment Operators will prepare the Equipment Shift Ticket for each operational period. The incident supervisor certifies time worked by signing the Equipment Shift Ticket.

The IC's Equipment Shift Ticket report is signed by the Agency Administrator or the FSC. Individuals may not sign their own Equipment Shift Ticket.

1. Florida Forest Service Equipment. All equipment will be entered in the TIME Module within e-E-Isuite. Equipment should be treated as contract equipment. The naming criteria for the equipment will be tag number and then call sign: example ACS12345, BW1. FFS vehicle list is available via email from the INBA.
  - A. The day of travel should include the hours for travel plus any worked time for the day. This will be the same as

travel back to your home unit.

- B. The “hours worked” beside the travel days will be the operational period (See IAP for operational hours). This will include the same hours for the dozer. The hours for the transport should match the dozer.
  - C. The Florida Forest Service Vehicle Trip Record. “In-Service and Out of Service” time column should reflect the operational period for the incident that the equipment is assigned to. The “Beginning Miles/Hours and Ending Miles/Hours” column will show the actual the mileage and/or hours worked for the equipment.
  - D. Florida Forest Service equipment without a Vehicle Trip Record will utilize shift tickets (ex: pumps, generators, chainsaws).
2. Southeast Compact Equipment. All out of state equipment responding to a Florida Forest Service incident will be entered in the TIME Module within e-E-Isuite. If no IMT is assigned, the hosting field unit is responsible for tracking resources, completing forms and reporting to the FFS Fiscal Section. Equipment should be treated as contract equipment. The rates for Southeast Compact are listed at website [Southeast Compact Mob Guide](#) Chapter 100.
- Florida Forest Service equipment responding to a non-FFS Southeast Compact Fire, the equipment operator is responsible for having a copy of the above rates at time of check-in with finance.
3. Federal Equipment. When Federal equipment is ordered and assisting FFS on a “State Incident” the equipment will be entered in the TIME Module within e-E-Isuite. Equipment

## Chapter 03 - Acquisition

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should be treated as contract equipment. The rates will be the standard rates in e-E-Isuite.

4. Rental Vehicles. All equipment will be entered in the COST Module within e-Isuite.
5. Non-FFS Equipment. The mileage/hours will be tracked on the Emergency Equipment Shift Ticket for each shift which will be turned in to the Finance Procurement Unit daily and entered in the TIME in the e-Isuite module.

### 03.08 – FUEL AND REPAIRS ACCOUNTABILITY.

1. Bulk Fuel. Bulk fuel may be purchased to provide fuel on an incident. These trucks **must** have a meter for each type of fuel. The guidelines below should be followed when dispersing fuel and/or dispersing lubricants.

See Southeast Compact Equipment Rates for accountability of fuel and repairs.

- A. An Equipment Vendor Deduction Log must be maintained by the fuel tender for all fuel and lubricant disbursements.

## Chapter 03 - Acquisition

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- B. An Equipment Vendor Deduction Log will be attached to the copy of the State Purchase Card invoice or receipt and kept on the incident.
- C. An Emergency Equipment Fuel and Oil Issue, OF-304 will be filled out for all non-FFS Equipment and given to the Procurement Unit so they can bill any “wet” equipment that received incident fuel, oil or lubricants (See 03-Exhibit 15).

### 2. Equipment Repair.

**DO NOT USE THE EXISTING BLANKET PURCHASE ORDERS CURRENTLY BEING USED AT THE FIELD OFFICE FOR PURCHASING VEHICLE REPAIR PARTS.**

- A. All parts purchased will be charged directly to the equipment and entered in the commercial section of the Work Orders (See 03 Exhibit 13). Parts purchased are NOT to be entered into current equipment program. A copy of the work order and purchase order are to be mailed to the home unit.
- B. When purchasing parts over two thousand five hundred dollars (\$2,500, i.e. tires), a requisition will need to be initiated by the Finance Chief through purchasing, unless purchasing limits have been lifted and a State Purchase Card is being used. Significant parts or repair costs (i.e. over \$500.00) should be approved with home unit AES.

### 3. Commercial Repairs.

- A. State Purchase Card can be used to repair or purchase parts for more than one piece of equipment or vehicle. Note on the State Purchase Card invoice or receipt should be equipment tag number, field unit and state.

- B. Copy of the State Purchase Card invoice or receipt and Work Order listing repairs for in-state vehicles will be sent to their home unit.
- C. Out-of-state repairs should be filed in a designated folder for each state to be used by the Cost Unit Leader. This will be used to bill back the visiting states.

**NOTE: If an overhead team is deployed to a Southeast Compact or Federal assignment, the Finance Chief is responsible to collect and mail all original Equipment Use Invoice and Equipment Shift Tickets to the Forest Protection Bureau.**



### CHAPTER 04 – PROPERTY MANAGEMENT

**04.01 – OBJECTIVE.** This chapter objective set forth procedures governing property management requirements relating to incident activities. These procedures apply to all incident operations.

#### **04.02 – RESPONSIBILITIES.**

1. Agency Administrator is responsible for providing agency property management guidelines and/or procedures apply to all incident operations.
2. Logistics/Finance is reporting the purchase of accountable property to the incident agency.
3. Incident Commander has overall responsibility for establishing and maintaining sound property management program for the incident.
4. Supervisors are responsible for informing subordinate personnel of their property accountability responsibilities and ensuring adherence.
5. Incident personnel are responsible for the care, use, and custody of property for prompt return of unneeded property, and promptly reporting lost or damaged property. Individuals will order, use and return property in a cost-effective manner. If an individual assigned to the incident utilizes their home unit electronic devices (cell phones, laptops, GPS unit, etc) they are responsible for obtaining a resource order for documentation and must adhere to property management procedures.

**04.03 – INCIDENT BASE SECURITY/STORAGE.** Property stored at incident base must be adequately protected against theft or vandalism. A specific area must be designated for property storage.

## Chapter 04- Property Management

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Access to the area is restricted at all times and under the observation of individuals with designated property management responsibilities.

**04.04 – PROPERTY ACCOUNTABILITY CONTROLS.** Property and supplies obtained from Supply Unit are under the control of the incident agency and should be properly documented.

1. Issues, Transfers, and Returns.
  - A. Issues to Personnel. The transfer of all property must be recorded on a at time of issue on at least a general message form [ICS-213](#).
  - B. Transfers between Personnel. To transfer assigned property to another person, obtain and record the name of the individual to whom the property is being transferred on at least a general message form ICS-213.
  - C. The individual responsible for or assigned the property is responsible to document loss or damage on the [Incident Review and Report of Lost Day, Form FDACS 01038](#). The individual, supervisor and witness document facts and circumstances on the form and the Logistics Section Chief shall review, sign and take any follow-up action.

**04.06 – DEMOBILIZATION PROCEDURES.** Upon receiving instructions to demobilize property management personnel shall ensure adequate staffing to effect closure in an efficient and timely manner.

1. Return of Property. After checking in property, property management personnel shall inspect all property. If property is damaged to the extent that is uneconomical to

## Chapter 04- Property Management

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repair, a record must be made of the items, quantities, serial numbers and agency property numbers.

### CHAPTER 05 – COMPENSATION FOR INJURY/ILLNESS

**05.01 – OBJECTIVES.** This chapter gives specific direction on the role of incident personnel in authorizing and documenting medical treatment.

#### **05.02 – RESPONSIBILITIES.**

1. Incident Agency is responsible for:
  - A. Ensuring that appropriate state workers' compensation procedures outlined in this directive are implemented and followed.
  - B. Providing a local contact and local guidelines/procedures for the Compensation/Claims Unit Leader.
  - C. Providing local treatment center information.
2. Incident management team is responsible for:
  - A. Providing appropriate and authorized attention to injured or ill individuals.
  - B. Forwarding their claims to the home unit in a timely manner so further treatment and medical authorization is not delayed once the employee leaves the incident. Ensuring claims are investigated and documented.
3. Finance Section Chief is responsible for:
  - A. Overseeing the Compensation/Claims Unit to ensure appropriate injury/illness treatment, authorizations, documentation, and timely transmittal to the home unit.

## Chapter 05 – Compensation for Injury/Illness

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- B. Ensuring coordination with the Medical Unit Leader, medical providers, the incident agency, and others who may be involved.
4. Compensation/Claim Unit Leader is responsible for:
- A. Ensuring the appropriate agencies forms are properly completed for all work-related injuries or illnesses beyond first aid.
  - B. Authorizing medical treatment, as appropriate, using state worker's compensation forms.
  - C. Reviewing medical treatment documentation for work restrictions and informing the individual's supervisor of these restrictions.
  - D. Ensuring that necessary paperwork is completed, processed, and forwarded and faxed to the individual's home unit.
  - E. Following up on the status of hospitalized or medical evacuated incident personnel.
  - F. Informing Finance Section Chief and Safety Officer of injury/illness and trends occurring on the incident.

## Chapter 05 – Compensation for Injury/Illness

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5. Supervisors are responsible for:
  - A. Obtaining first aid/medical treatment for the injured person.
  - B. Completing the supervisory portion of claims in a timely manner and giving receipt copy of the form to the injured person.
  - C. Following up with the Compensation/Claims Unit for work restrictions and follow-up medical treatment.
  - D. Coordinate with the FSC and the Planning Section for work assignment modifications or recommendations for release from incident.
  - E. Reporting time for injured/ill individual on a Crew Time Report.
6. Employee is responsible for.
  - A. Notifying the supervisor of injury/illness and requesting first aid or medical treatment if necessary.
  - B. Timely completion of the employee portion of claim forms.
  - C. Obtaining a witness statement.
  - D. Promptly reporting to supervisor any time loss due to injury/illness.

**05.03 – MEDICAL TREATMENT PROCEDURES.** If injury or illness is not life threatening, the [workers' compensation care](#) provider, Amerisys **(800) 455-2079**, should be contacted immediately for medical referral and treatment. Information needed by Amerisys will include the employee's name, social security number (if

## Chapter 05 – Compensation for Injury/Illness

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available), and nature of injury or illness.

1. If the injury or illness requires immediate medical attention, the employee should be taken directly to an emergency room or call 911 as appropriate. Amerisys should be notified **(800) 455-2079** as soon as possible under these circumstances.
2. The Incident Supervisor Completes the [Report of Lost Day Injury and Incident Review Form](#) (FDACS #01038) and submits it to:  
  
[FFS-IncidentReviewReporting@FreshFromFlorida.com](mailto:FFS-IncidentReviewReporting@FreshFromFlorida.com).
3. If the employee is released by physician to light or modified duty, he/she may remain at the incident if approved and documented. This is by memorandum from the Incident Commander or his representative to the individual, outlining restrictions, duties, etc., and processed as follows:
  - A. Documentation should be made on the Injury/Illness Log (Exhibit 1) and no copies should be kept in the finance box of any injured personnel's medical records.
  - B. A copy of modified duty memorandum and physician's statement is sent to the Florida Forest Service's Workers' Compensation Claims Manager and the employee's Home Unit.
  - C. The originals are given to the employee.
4. Employees needing prescriptions filled because of an on the job injury or illness should proceed to the nearest pharmacy as directed by Amerisys. If further authorization is needed, call the Worker's Compensation Manager at (850) 681-5819.
5. Non-State of **Florida Employee:**
  - A. Medical care for non-State of Florida employees will be

provided by the nearest urgent care facility or hospital established in the Medical Plan of the IAP (Incident Action Plan).

- B. All non-State of Florida Employees should bring to the incident, their **agency specific claims and injury processing information**. This includes all forms necessary for processing any injury, illness, and /or accidents during the incident. Additionally, they should have the necessary workers' compensation information from their home unit.
- C. It will be the responsibility of the Strike Team Leader or supervisory personnel from the home unit to complete the appropriate forms for filing and notification of home unit.
- D. If the required paperwork is not available, medical treatment will not be denied. The Florida Forest Service will ensure that treatment is obtained and that invoices, and billing information, are sent to the home unit for processing and payment.
- E. For documentation purposes, the Incident Investigation must be completed for any injury, illness and/or accident, which occur on the incident. These forms are to be completed by the Strike Team Leader, Medical Unit Leader or Safety Officer on the incident.



05 – Exhibit 01

INCIDENT INJURY OR ILLNESS LOG

INCIDENT INJURY OR ILLNESS LOG						
INCIDENT NAME		INCIDENT NO.	INJURY SPECIALIST NAME		HOME UNIT ADDRESS	HOME UNIT PHONE
DATE/ NO.	CLAIMANT/INCIDENT UNIT	HOME ADDRESS		INJURY/ILLNESS	DOCUMENTATION STATUS	

### CHAPTER 06 – ACCIDENTS AND CLAIMS

**06.01 – OBJECTIVES.** This chapter sets forth procedures governing claims for and against the State. Claims against the State may be filed by any aggrieved person, or his/her authorized agent or legal representative. Claims may be filed for property loss, property damage, personal injury, or death.

### **06.02 – RESPONSIBILITIES.**

1. Agency Administrator is responsible for:
  - A. Ensuring that procedures outlined in this handbook are implemented and followed.
  - B. Providing an incident agency accidents and claims contact for the Compensation/Claims Unit Leader.
  - C. Providing incident agency guidelines and/or procedures for investigating and processing accidents and claims.
  - D. Submitting accidents and claims from incident personnel base on agency procedures.
2. Incident Commander is responsible for:
  - A. Managing the overall accidents and claims program on the incident.
  - B. Ensuring accidents and claims are investigated and documented.
3. Finance Section Chief is responsible for:
  - A. Initiating an investigation of each accident and claim.

## Chapter 06 – Accidents and Claims

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- B. Coordinating with the Safety Officer, other section chiefs, and other incident personnel to ensure all required forms, information and documentation are obtained.
4. Compensation/Claim Unit Leader is responsible for:
- A. Establishing and ensuring a system for investigating, documenting, and processing accidents and claims are implemented.
  - B. Coordinating with incident personnel who may have information pertinent to an accident or claim, e.g., the Ground Support Unit Leader for motor vehicle claims, law enforcement/security personnel for stolen property.
  - C. Advising potential claimants of the accidents or claims process, upon requests.
5. Incident personnel are responsible for reporting to their supervisor any accident or incident which has resulted, or may result, in a claim against or for the State.
6. Supervisors are responsible for reporting the accident or incident to both the Safety Officer and Finance Section Chief.
7. Safety Officer is responsible for coordinating investigations.

### 06.03 – INCIDENT PROCEDURES.

- 1. Incident personnel will, upon receipt/notification of an accident or claim:

## Chapter 06 – Accidents and Claims

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- A. Record the date the accident or claim was received and initial or sign in the margin of the claim form. This is the only information to be entered by incident personnel. Incident personnel may not complete any information for the claimant.
- B. Immediately inform the Finance Chief and the Compensation/Claims Unit Leader of the accident or claim.
- C. The Compensation/Claims Unit will initiate an investigation as appropriate and document the accident or claim on the Incident Claims and Accident Log (See 06 – Exhibit 01).
  - 1. Forms, supplies, and records for the Incident, will be kept by Finance Section Chief in a designated location on Incident.
  - 2. A Claims Log will be maintained throughout the incident by the Compensation/Claims Unit Leader or designee. All accidents and claims will be logged on this form and assigned claim numbers as appropriate. This claim number shall be placed on all related documents.
  - 3. Each accident or claim will be filed in the Claims Envelope (See 06 – Exhibit 02).
  - 4. Documentation for incidents will include photographs (of all four sides), witness statement, diagrams, and pertinent notes that shall be included in the Claims Envelope.
  - 5. The loss of personal property such as sunglasses,

## Chapter 06 – Accidents and Claims

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personal cell phones, clothing, etc., are not covered for State of Florida Employees.

6. [Procedures for Motor Vehicle/Equipment Accidents](#) should be followed.

06– Exhibit 01  
INCIDENT CLAIMS AND ACCIDENT LOG

INCIDENT CLAIMS AND ACCIDENT LOG					
INCIDENT NAME		INCIDENT NO.	CLAIMS SPECIALIST NAME	HOME UNIT ADDRESS	HOME UNIT PHONE
DATE/ NO.	CLAIMANT/INCIDENT UNIT	HOME ADDRESS	ITEM/VALUE	DOCUMENTATION STATUS	

Chapter 06 – Accidents and Claims

06– Exhibit 02  
INCIDENT CLAIMS CASE FILE ENVELOPE

06 – Exhibit 02

NAME OF CLAIMANT	DATE OF LOSS OR DAMAGE	INCIDENT/COMPLEX NAME	UNIT LOG NUMBER
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CLAIMANT ASSIGNED TO: \_\_\_\_\_  
(Crew Name or OH Section)

CLAIMANT'S HOME UNIT: \_\_\_\_\_  
(Agency)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State and Zip Code)  
\_\_\_\_\_  
(Telephone No. with Area Code)

SUPERVISOR ON INCIDENT: \_\_\_\_\_

SUPERVISORS' HOME UNIT: \_\_\_\_\_  
(Agency)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State and Zip Code)  
\_\_\_\_\_  
(Telephone No. with Area Code)

CHECK LIST FOR CASE FILES

(Indicate Whether Completed)	YES (Date)	NO
Employee claim for Loss or Damage to Personal Property OR Claim for Damage, Injury, or Death		
Supervisors Statement		
Witness Statement (If Available)		
Investigation Report		
Photographs Included		
Support Documents Attached to Claim		
Police Report or Camp Security Report		

\* Alleged Government Negligence.

Follow-up Needs/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLAIMS SPECIALIST/UNIT LEADER NAME	HOME UNIT TELEPHONE NUMBER WITH AREA CODE	FINANCE/ADMINISTRATION SECTION CHIEF INITIALS
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INCIDENT CLAIMS CASE FILE ENVELOPE

### CHAPTER 07 – COST ACCOUNTING

**07.01 – OBJECTIVES.** The primary objective is to supply a daily Incident Cost Summary to the Plans Section for reporting on the ICS209 (Incident Status Summary) by 1700 each day or a designated time set by the Plans Section. This chapter governs the development, distribution, and use of incident cost estimates. It also provides guidelines for implementing cost analyses procedures to monitor incident cost-containment.

### 07.02 – RESPONSIBILITIES.

1. Incident Commander is responsible for: Managing the incident by the most practical and economical means consistent with the resource values threatened.
2. Finance Section Chief is responsible for:
  - A. Ensuring cost data is submitted to the state office fiscal section daily ( [ForestryFiscalSupport@FDACS.gov](mailto:ForestryFiscalSupport@FDACS.gov)).
  - B. Furnishing updated cost data daily to the Planning Section for inclusion in the Incident Status Summary, ICS209.
  - C. Providing resource cost information to the IMT that can be utilized to manage resources, implement cost-containment measures, and develop cost for strategic alternatives.
  - D. Ensuring costs are tracked and documented per cost share agreements, if applicable.
3. Cost Unit Leader is responsible for:



## Chapter 07 –Cost Accounting

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- A. Calculating current and projected incident costs.
  - B. Analyzing incident resource cost information, including the evaluation and tracking of inefficient and uneconomical operations and communicating information to the FSC.
  - C. Providing cost information to the FSC as requested.
4. Incident Management team is responsible for:
- A. Providing cost information daily to the Cost Unit Leader in the manner and within the time frame requested (i.e. logistics units).
  - B. Identifying areas of incident management activities where cost-containment measures can be improved and for providing input to section supervisor.

**07.03 – INCIDENT COSTS.** Incident costs are estimated for a number of categories and by a variety of methods. The incident agency determines the level of cost detail required.

- 1. Cost Categories. There are four primary incident cost categories. These may be further sub-categorized depending on incident complexity or incident agency requirements.
  - A. Personnel costs include crews, overhead and other personnel assigned to the incident.
  - B. Equipment cost include equipment under Agreements, cooperators, agency equipment, etc.

## Chapter 07 –Cost Accounting

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- C. Aircraft costs include fixed wing, rotor wing, and retardant.
- D. Support Costs includes supplies, meals, lodging, and equipment repairs.

### 07.04 – COST METHODS.

1. Initial Estimation. Initial estimation is generally used during the early stages of the incident to provide a preliminary estimate for reporting purposes. The initial estimate is usually calculated on a per unit basis, e.g., number of personnel, rate and number of days. The Cost Unit Leader should revise the total incident cost once all data is available.

**07.05 – TRACKING AND REPORTING METHODS.** The following contains information on developing and reporting incident costs. Regardless of the method used, cost information should be provided to the IMT and incident agency in a clear, concise format. Administrative procedures will be emailed to the FSC for each incident (due to varying incident types) from the FFS Fiscal Section.

1. Automated Cost Accounting. The Cost Module of e-Isuite is designed to allow users to easily track individual resources in a database format. The system creates a daily line entry for each resource. System users can then analyze, manipulate, and create outputs of this information in a variety of report formats. See the [e-Isuite User's Guide](#) for instructions on utilizing the Cost Module.
2. Spreadsheets. The only spreadsheet to be utilized will be provided by the FFS Fiscal Section.

**07.06- STATE PURCHASE CARDS (PCARDS) PROCESSING.** All purchase card use on the incident must be approved by the Finance

## Chapter 07 –Cost Accounting

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Section Chief.

1. Purchases made on the incident should be coded by COST in Finance.

**07.07 – REIMBURSEMENT OTHER THAN TRAVEL.** When anyone spends money out-of-pocket for any approved item(s) used on an incident, the employee should fill out a Reimbursement Other Than Travel Voucher Form. A General Message (ICS213) signed by their Incident Supervisor and Finance Section Chief would be required as supporting documentation.

### **07.08 – EQUIPMENT EXPENDITURES.**

1. Repairs. Ground Support will handle all Incident Repairs.
2. Fuel/Lubricants.
  - A. Fuel for Florida Forest Service State Vehicles will be provided using the State vehicle's fuel cards. The fuel will be charged to the vehicle's home unit operating budget.
  - B. Bulk fuel purchases will be charged directly to the incident and entered into COST. Bulk fuel placed in other State of Florida agencies' vehicles, and other states' vehicles and/or equipment will be recorded on a Fuel Disbursement Log to ensure the fuel charges can be billed back to the appropriate agency or state.
  - C. Fuel may be purchased for rental vehicles by State Purchase Cardholders with the fuel restriction lifted and with approval of the FSC or designee.

### CHAPTER 08 – INTERAGENCY COOPERATIVE RELATIONS

**08.01 – OBJECTIVES.** This chapter provides information and guidelines relating to interagency agreements, cooperative agreement, and the Southeast Compact.

#### **08.02 – RESPONSIBILITIES.**

1. Incident Agency is responsible for:
  - A. Providing a copy of applicable agreements along with Operating Plans to incident management personnel to ensure compliance and avoid misunderstanding.
2. Incident management team is responsible for knowing the terms and conditions of agreements and operating plans so that those terms and condition are adhered to, e.g., appropriately managing and utilizing equipment and personnel and documenting cost.
3. Finance Section Chief is responsible for knowing the provisions in the agreements that have a bearing on incident management and related recordkeeping.

### CHAPTER 9 – CLOSE-OUT

**9.01 – OBJECTIVE:** This chapter objective establishes guidelines for coordination responsibilities between the Incident Agency and the Incident Management Team.

#### **9.02 - RESPONSIBILITY.**

1. Incident agency, FFS Fiscal Section, is responsible for establishing business management requirements and monitoring the quality and/or progress of incident business management throughout the incident.
2. Incident Management Team is responsible for ensuring all incident business management requirements are met prior to close-out with the incident agency or transfer of command to another IMT.

**9.03 – INCIDENT MANAGEMENT TEAM COORDINATION.** The Finance Section Chief facilitates initial and continued contact with Incident Business Advisor (INBA) regarding agency requirements and expectations and close-out requirements.

The IMT is responsible for adequate documentation of all action taken in relation to business management, resolving problems and issues as they occur, providing the agency with an Incident Finance Package that will facilitate payments, claims resolutions, and resolving outstanding problems.

If the IMT is being released prior to the end of the incident, the relief FSC, and the departing FSC participate in a transition briefing. The outgoing IMT is responsible to ensure that all documentation, including payment packages, and decision documents are complete prior to transfer of command per incident agency requirements.

## Chapter 9 – Close-Out

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**9.04 – FINANCE PACKAGE GUIDELINES.** These guidelines will be used by the IMT to identify the requirements for the Incident Finance Package and may be amended only by INBA approval.

**All records should be legible.**

1. Time Unit.
  - A. Provide Unit Log that summarizes actions and decisions of the Unit Leader.
  - B. Provide documentation of excess hours worked and approved by the Incident Commander.
  - C. Overhead: Alphabetize file folder by last name,
  - D. Crews: Folders are to be filed by crew name alphabetically. Within the crew, by roster.
2. Procurement Unit.
  - A. Provide Unit Log that summarizes actions and decisions of the Unit Leader.
  - B. Vehicle/equipment logs or shift tickets should be utilized to track equipment use, depending upon the incident type (hurricanes require vehicle logs, fires require shift tickets). Consult the INBA.
  - C. Equipment Files – Utilize file folders (preferred) or Emergency Equipment Rental Use Envelope. File by Equipment number, with E# list in front with resource name and preferably ACS number.
  - D. All Land-Use and other agreements that have been created, due to the incident, will be filed alphabetically.

## Chapter 9 – Close-Out

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### 3. Cost Unit.

- A. Provide Unit Log that summarizes actions and decisions of the Unit Leader.
- B. File a copy of the Delegation of Authority, Executive Orders, FEMA Declaration, or etc.
- C. File Daily Cost Estimate spreadsheet/report by date.
- D. Provide copies of cost-share agreements.

### 4. COMP/CLAIM Unit.

- A. Provide Unit Log that summarizes actions and decisions of the Unit Leader.
- B. No injury/illness claim documentation shall be kept in the Incident Finance Package.
- C. Submit Injury/Illness Log and Claims Log in the Incident Finance Package.
- D. Incident Investigation Report: Utilize the Incident Claims Case File Envelope. Provide original documentation including written claim, supervisor statement, and investigation report.