

# City of Lakeport Emergency Operations Plan

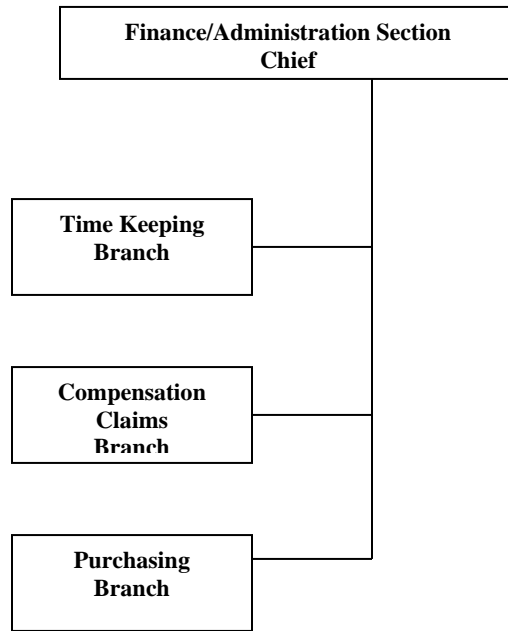


## FINANCE/ADMINISTRATION ANNEX

# Position Checklists

## FINANCE/ADMINISTRATION SECTION

The Finance/Administration Section is responsible for managing all financial aspects of the emergency. The section Chief is responsible for tracking all response related expenses, payment of claims, tracking of time and submission of any financial reports.



## **FINANCE/ADMINISTRATION SECTION CHIEF**

PRIMARY: City Auditor  
 ALTERNATE: As Assigned  
 SUPERVISOR: Director of Emergency Services  
 WORK STATION: Emergency Operations Center

### **Responsibilities:**

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for all City emergency response personnel.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staff.
4. Ensure there is continuity of the payroll process for all City employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that worker's compensation claims resulting from the incident response, are processed within a reasonable time.
7. Ensure that all travel and expense claims are processed within a reasonable time.
8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
10. Ensure that all response and recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or Cal EMA.
11. Supervise the Finance/Administration Section.

### **Activation Phase:**

- Follow the generic Activation Phase Checklist.
- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Activate Branches within the section as needed.

**Time Keeping Branch  
 Purchasing Branch**

**Compensation & Claims Branch**

- Ensure that sufficient staff is available for a 24-hour schedule, or as required.

- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
- Notify the EOC Director when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

**Operational Phase:**

- Ensure that Finance/Administration position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- Keep the EOC Director, general staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.
- Coordinate with the Recovery Unit. Maintain all financial records throughout the event or disaster. Establish a disaster accounting system to include an exclusive cost code for disaster response.
- Ensure that the Time Keeping Unit tracks and records all agency staff time.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable time frame, given the nature of the situation.
- Ensure that the Time-Keeping Unit processes all time sheets and travel expense claims promptly.
- Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or Cal EMA.

**Demobilization Phase:**

- Follow the genetic Demobilization Phase Checklist.

## Time Keeping Branch Coordinator

PRIMARY: As Assigned  
ALTERNATE: As Assigned  
SUPERVISOR: Finance Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Track, record and report all on duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to payroll.
3. Supervise the time keeping unit.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain position logs and other necessary files.
- Initiate, gather or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with County policy.
- Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Establish a file for each employee or volunteer within the first operational period, to maintain a fiscal record for as long as the employee is assigned to the response.
- Ensure the Finance/Administration Section Chief is informed of significant issues affecting the Time-Keeping Unit.

### Demobilization Phase:

- Follow the generic Demobilization Phase Checklist

## Compensation and Claims Branch Coordinator

PRIMARY: Risk Management  
ALTERNATE: As Assigned  
SUPERVISOR: Finance Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Oversee the investigation of injury and property/equipment damage claims involving the City, arising out of the event or disaster.
2. Complete all forms required by the worker's compensation program.
3. Maintain a file of injuries and illnesses associated with the event or disaster, including results of investigations.
4. Supervise the Compensation and Claims Branch.

### Activation Phase:

- Follow the generic Activation Phase Checklist.

### Operational Phase:

- Establish and maintain a position log and other necessary files.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster. Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Worker's Compensation within the required time frame consistent with City Policy and Procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Branch.

### Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

## Purchasing Branch Coordinator

PRIMARY: Purchasing Department  
ALTERNATE: As Assigned  
SUPERVISOR: Finance Section Chief  
WORK STATION: Emergency Operations Center

### Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Supply Procurement Branch on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Branch.

### Activation Phase:

- Follow the generic Activation Phase checklist.

### Operational Phase:

- Establish and maintain position logs and other necessary files.
- Review the Cities emergency purchasing procedures, and FEMA requirements.
- Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required.
- Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- Finalize all agreements and contracts, as required.
- Complete final processing and send documents to Finance for payment.
- Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure that the Purchasing Branch processes purchase orders and develops contracts in a timely manner.
- Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Branch.

### Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.