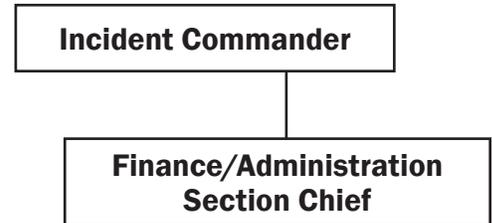




Learning Objective: The student will understand the Finance/Administration Section Chief's (FSC's) responsibilities.

The FSC is responsible for all financial, administrative and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section. The FSC reports directly to the Incident Commander.



- Review Common Responsibilities.
- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Determine need to set up and operate an incident commissary.
- Meet with assisting and cooperating Agency Representatives as needed.
- Maintain daily contact with agency(ies) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- Maintain Unit/Activity Log (Incident Command System Form 214).

For additional information regarding the FSC's responsibilities, the U.S. Fire Administration/National Fire Academy Field Operations Guide can be accessed at <http://feti.lsu.edu/municipal/NFA/TRADE/materials/TRADE%20CD%20XVI//WebHelp/index.htm>.