

CHECKLIST OF FINANCE HELPFUL HINTS ON NON-FIRE, NON-EMERGENCY FUND INCIDENTS (3800)

(Revised 1996)

- _____ 1. Dispatch: Obtain standard information; ask for any known special instructions concerning non-fire incident, (i.e., need for special equipment, known Finance Section resources ordered, special PCA code).
- _____ 2. Attend team briefing with Line Officer of responsible agency.
- _____ 3. Hold a non-public meeting to assess fiscal responsibilities; IC, Logistics, Line Officer and any potential private or public authority that may have financial liability or clean-up responsibility should attend.
- _____ 4. Determine who the fiscally responsible party(s) actually is(are). Document all oral promises and get signatures to any agreements concerning payment.
- _____ 5. Staff Finance Section with Deputy FSCs of responsible agencies, and include any responsible private company representatives that have purchasing authority.
- _____ 6. Prepare one-page information sheet for CAL FIRE incident personnel to read and take back to their home units concerning coding of purchases, time documents and all special financial limitations about the incident.
- _____ 7. Avoid non-authorized expenditures charged to a non-emergency fund incident by CAL FIRE personnel. Check to see if prior purchases using CAL FIRE pay documents can be replaced by responsible agency/company documents.
- _____ 8. Log all charged purchases and expenditures on log sheet that is agreed to in format by responsible fiscal entity. (Suggested: a signature block for each purchase for responsible authority; include date/time.
- _____ 9. Have ECC notify the Deputy Director for Fire Protection through channels that the incident is going to extend beyond 24 hours.
- _____ 10. Initiate FC-40A, B & C recap sheets for the incident.
- _____ 11. Initiate daily Incident Cost Estimate (FC-175).
- _____ 12. Prepare fiscal package for After Action Report.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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