

**Department of Forestry and Fire Protection (CAL FIRE)
Incident Finance Committee**

Charter

May 2011

(No. 48 Jun 2013)

PURPOSE

The purpose of the Incident Finance Committee (IFC) is to identify and review issues that impact emergency incident finances and to make recommendations to resolve these issues to CAL FIRE management. This responsibility extends to all financial processes that originate at the incident base. Specific tasks include:

RESPONSIBILITIES

- Immediately following each fire season, identify issues related to incident finance, draft issue papers and make recommendations for improvement.
- Analyze incident fiscal systems, both manual and automated, in order to identify problems and recommend improvements.
- Assist in the development of a cooperative interagency standard for the emergency hire of equipment, and for the cost apportionment process.
- Provide information and feedback to the workgroups charged with automating incident fiscal processes.
- Assist in the development of the knowledge, skills, and ability requirements for the agency specific finance unit courses for inclusion in the Master Training Plan; make recommendations for course prerequisites; and act as subject matter experts for the development of the course materials and lesson plans.
- Draft policy and procedural recommendations for the 3800 Incident Fiscal Management Handbook. Conduct an annual review of all handbook sections for updates and policy changes.
- Solicit input from agency and program representatives, and share this information with the committee members and affected parties.
- Maintain IFC intranet page with current committee information, including but not limited to, membership, meeting notes, issue log, workshop materials, and memos.

MEMBERSHIP

The Incident Finance Committee is comprised of the following members:

HQ Management Services - Chair
HQ Business Services Representative
HQ Departmental Accounting Office Representative – Accounts Payable Manager
California Northern Region, Unit Finance Section – two (2) representatives [one (1) administrative and one (1) operational]
California Southern Region, Unit Finance Section – two (2) representatives [one (1) administrative and one (1) operational]
Contract County Representative
Operations Safety Health Training Advisory Committee (OSHTAC) Liaison
Management Services Advisory Committee (MSAC) Liaison
Ad Hoc Liaisons: Logistics; Incident Finance ICS positions

CHAIR

The Sacramento Management Services Representative will serve as Chairperson for the committee.

MEETING MANAGEMENT

Agenda

The committee Chairperson is responsible for the development and publishing of the agenda prior to each meeting. The Chairperson is responsible for notification of group members or subject matter experts of items that will require their attendance.

Issue Log

The committee Chairperson is responsible for maintaining and updating the Issues Log as necessary. In addition, it is the Chairperson's responsibility to ensure that the appropriate subject matter experts are scheduled to attend committee meetings at which their expertise is required to address/discuss a particular item on the Issues Log.

Minutes

The committee Chairperson is responsible to ensure that minutes are taken and distributed. Minutes will be concise narratives of what was discussed and will contain any decisions, plans, or actions to be taken. Minutes will generally be circulated within 30 days following the meetings.

Schedule

The committee Chairperson is responsible for scheduling meetings. The IFC will normally meet once per month during the months of October through May.