

INCIDENTS WITH A CAL FIRE INCIDENT COMMANDER (IC); NO FINANCE SECTION

3812

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The majority of incidents to which CAL FIRE respond utilize a CAL FIRE Incident Commander (IC), but do not require a Finance Section. In this case, the fiscal responsibilities are assigned as follows:

Each person or resource assigned to the incident is personally responsible for completing finance documents. It is preferred to have the documents submitted to the IC prior to demobilization from the incident, but because many of the timekeeping and financial documents are computer based, they may need to be completed upon return to the station.

- Time: CAL FIRE personnel and equipment time recording will be electronically tracked on the Personnel and Equipment Report (eFC-33). Emergency response workers will use the Timesheet and Pay Voucher-Short Term---Non-Civil Service (FC-42).
- Cost: All expenditure documents, such as Helicopter Daily Cost (CAL FIRE-63), Agreement for Emergency Use of Facilities (CAL FIRE-95) and copies of CAL Card receipts, will be completed as quickly as possible and forwarded to the IC for review. The IC will collect the documents, approve and forward to the Unit Finance for inclusion in tracking the incident's costs. If the IC does not approve the expenditures, he/she will work with Unit Finance to resolve the issue. In addition, the IC will work with Unit Finance to determine the method of collecting pay documents related to the costs of the incident and advise the responding resources on the submission process.

It is the direct and personal responsibility of the IC to ensure that all fiscal goals are met.

- Ensure all personnel timekeeping and fiscal documents are collected.
- Review all documents for accuracy and have them corrected, if necessary.
- Forward completed forms, or copies, on a timely basis to the Unit Finance for processing and tracking incident costs.
- If appropriate, follow Unit procedures for forwarding necessary information to cost recovery

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[\(see Forms or Forms Samples\)](#)