

ICT/FOC Director Workshop

- Welcome and Introductions
- Purpose Goals and Objectives
- Housekeeping – Agenda Review

Brian Smith



DWR Flood Operations

- ❑ Hydrology and Flood Operations Office
- ❑ HAFOO Organization for a Flood Emergency
- ❑ Flood Operations Center for a Flood Alert
 - Gold/Silver Rosters
- ❑ Flood Operations Center for a Flood Mobilization
 - Red/Blue Rosters

Art Hinojosa

DWR Emergency Operations

- ❑ Department-Level: Sonny Fong

- ❑ Division-Level: Keith Swanson

DWR Flood Operations

- ❑ Flood Operations Center
- ❑ The Organization and operation of the Flood Center during a flood mobilization

Bill Croyle

Operations Coordination

- REOC/SOC Liaison and Coordination
- FOC Liaison and Coordination with other agencies
- Field ICT Coordination Expectations w/ Operational Areas and LMAs
- Other Coordination?
- FEMA Cost Recovery and Coordination Requirements

Sonny Fong/Bill Croyle/Kevin Elcock

Break

15 minutes

FOC/ICT Alerts and Deployment

- ❑ Pre-deployment/ 1st responders:
 - Flood Fight Specialists,, Geotechnical, Environmental
 - Levee patrollers (not part of FOC)
- ❑ Flood Alert – ICT Roles & Responsibilities
- ❑ Flood Mobilization – ICT Roles & Responsibilities
- ❑ Deployment, Rotation, Demobilization Policies and Procedures

Bill Croyle

ICT/FOC Preparedness

- ❑ Incident Commanders Roundtables
- ❑ Individual team meetings
- ❑ Training and Development *Brian Smith*

- ❑ Flood Academy Plans
- ❑ 3 year training and exercise plan
- ❑ SEMS / NIMS / ICS updates *Greg Vaughn*

ICT/FOC Preparedness

Flood Academy Plans

- **Create web page** announcing what and why the need for flood academy
- **Define Roles and responsibilities** of individuals
- List **training requirements** to become a certified
- List notification of future **additional training** for preparedness:
 - Section specific training
 - Workshops
 - Seminars
 - Table Top exercise
 - Exercise – test of formal training

ICT/FOC Preparedness

Training and Exercise plan

- Safety Officer Workshop/TTX
- IC / FOC Director Workshop/TTX -OPs Workshop/TTXD
- ECCT drill - maximum bandwidth capabilities P/I Workshop/TTX
- Logistics Workshop/TTX
- ECCT drill - emphasize radio communication
- Forecast-Coordinated Operations Functional Exercise
- Finance/Admin Workshop/TTX
- ECCT drill - emphasize radio communication
- Team Meetings ICTs and FOC Team Meetings
- ICTs and FOC ECCT drill - review systems operation check
- ECCT drill - review systems operation check

ICT/FOC Preparedness

SEMS / NIMS / ICS updates

- Required of all DWR employees
- Recruiting tool through training
- Currently 8 intense hours
 - Revise to 12 hours with CalEMA concurrence
 - Inclusion of ICS 800
- Chiefs/Deputy Chiefs need for ICS 300-400

Incident Command Function

- ICT Delegation of Authorities
 - Incident Command duties and responsibilities
 - Initial Briefing
 - LMA & Operational Area Coordination
 - Leadership and Supervision
 - Safety Function
 - Liaison Function
 - Public information
- Art Hinojosa/Brian Smith/Ted Thomas

LUNCH

Return at 1:00 PM

ICT Planning Function

- Hydrology, weather, and other technical support
- Planning “P” for FOC and ICT
- IAP Template and Submittal requirements
- GIS support for ICT

Greg Vaughn/Melody Baldwin

Planning Section

- Gathers and Distributes Information
- Evaluates information
- Documents gathered information
- Provides notification to outside interested parties of pending changes to the water conveyance system
- Responds to inquiries on status of the system
- Produces an Action Plan (AP) or IAP

Planning Section

FOC Responsibilities:

- River Stage Recordings
 - At a minimum, recordings are updated daily during flood season.
 - During events, updated when FOC receives river guidance from the CNRFC.
- High Water Notification Calls
 - Calls are made when selected river forecast points are forecast to be above specific criteria.
 - FOC reviews and updates contact information year round.

Planning Section

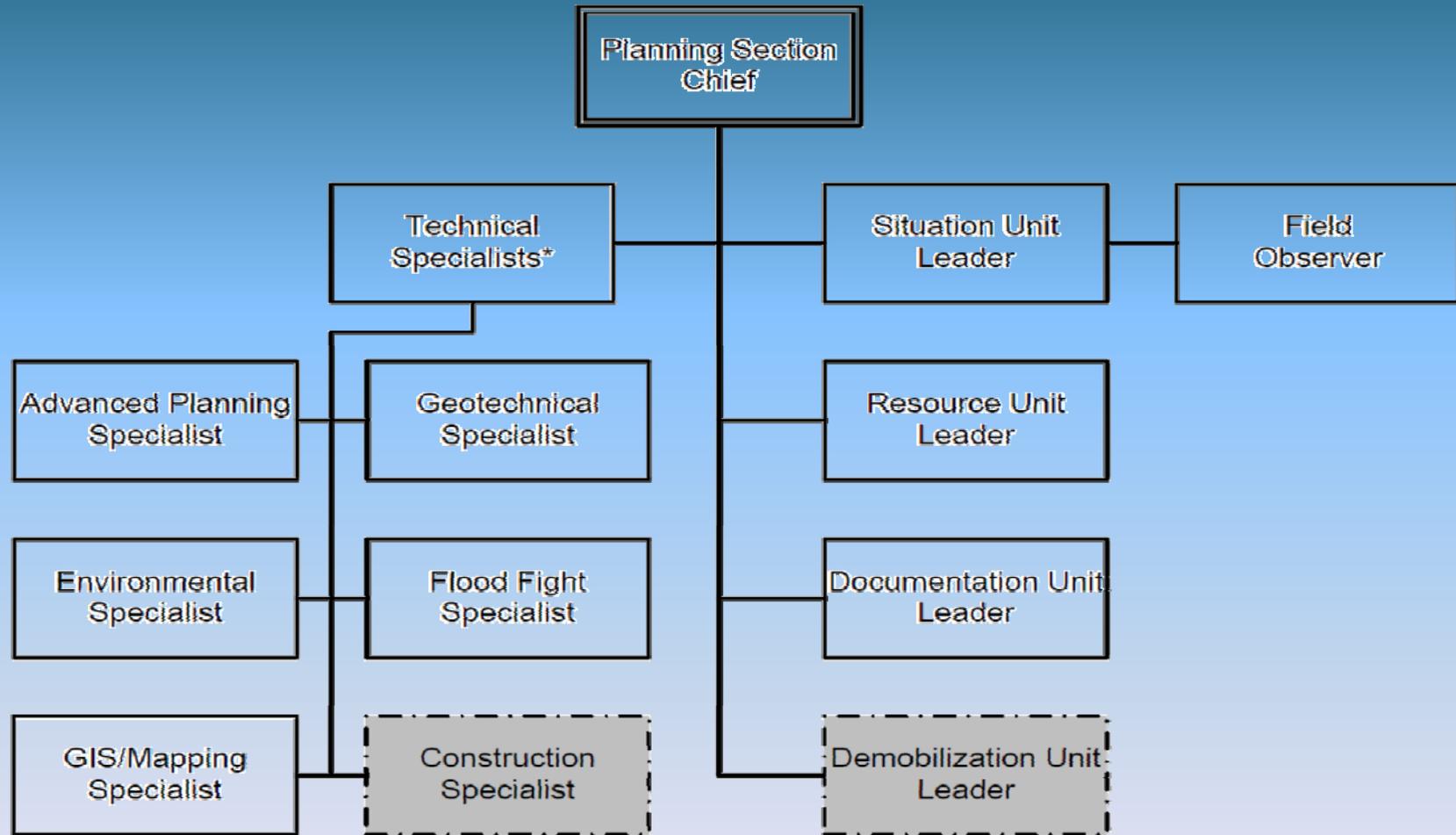
- Manages DWR's overall Flood Emergency Response
 - Provides:
 - Updates & Technical Assessments for Emergency Managers, Law Enforcement and Government Agencies.
 - Provides Information to the Media and Public.
 - Coordinates:
 - Federal, State and Local Flood Fight Activities.
 - Local Agency Requests for State Technical and Direct Assistance.
 - Local/State Requests for Federal Technical and Direct Emergency Assistance under Public Law 84-99.

Planning Section

Weather/Hydrology and Operations Briefing

- Weather/Hydrology briefings are held during the flood season (October – April).
 - Available through web cast
- Operational briefings added during activation.

Planning Section



* Incident specific – may be assigned to other sections

Rarely Used
Position

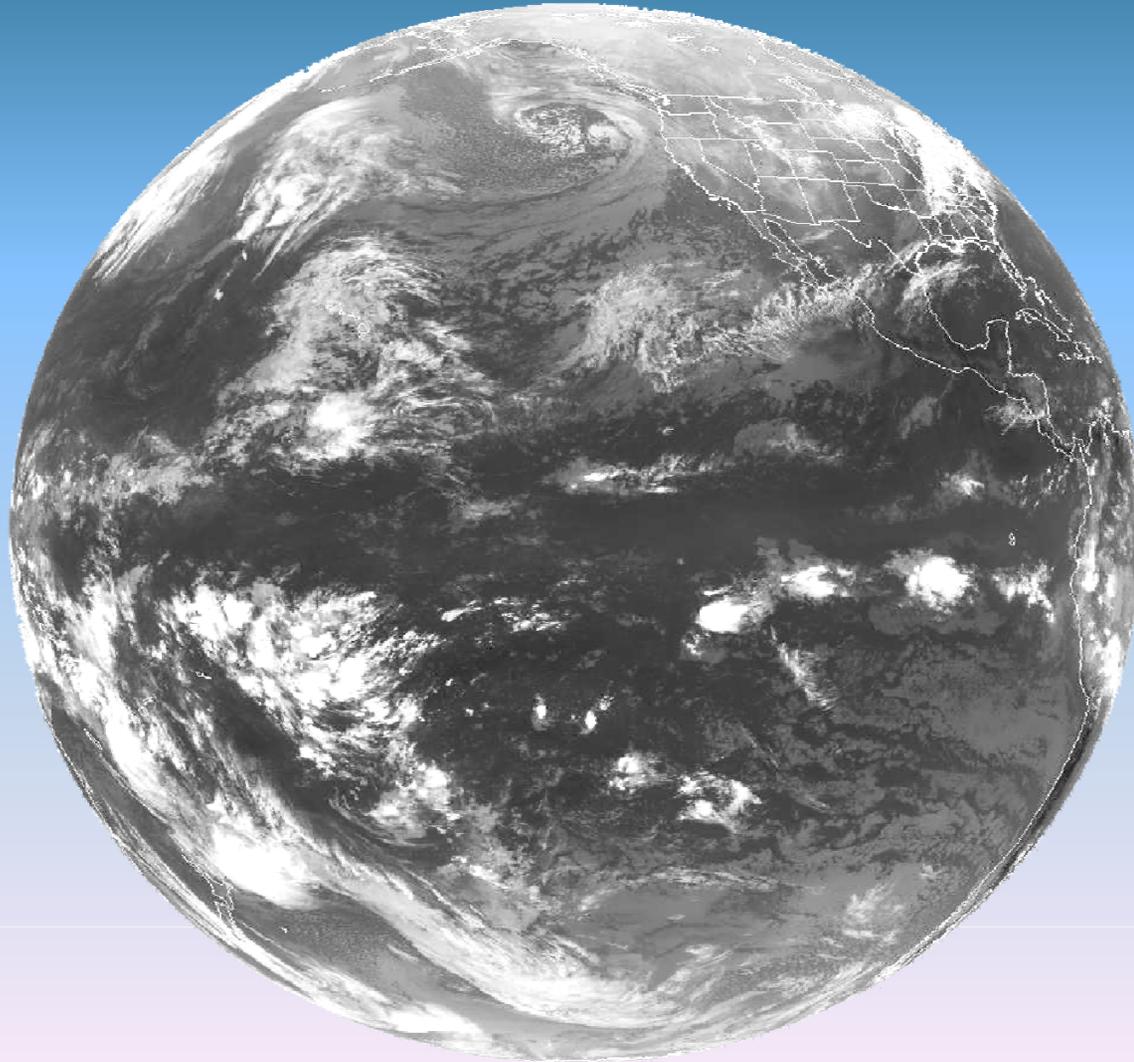
Hydrology, weather, & other technical support

- How does the weather briefing come together?
 - Weather is monitored – forecasted
 - Past weather and future predicted weather is converted into on the ground hydrology – both recent past, present and predicted future for each hydraulic unit – streams and reservoirs.
 - The weather forecast and hydrology is presented

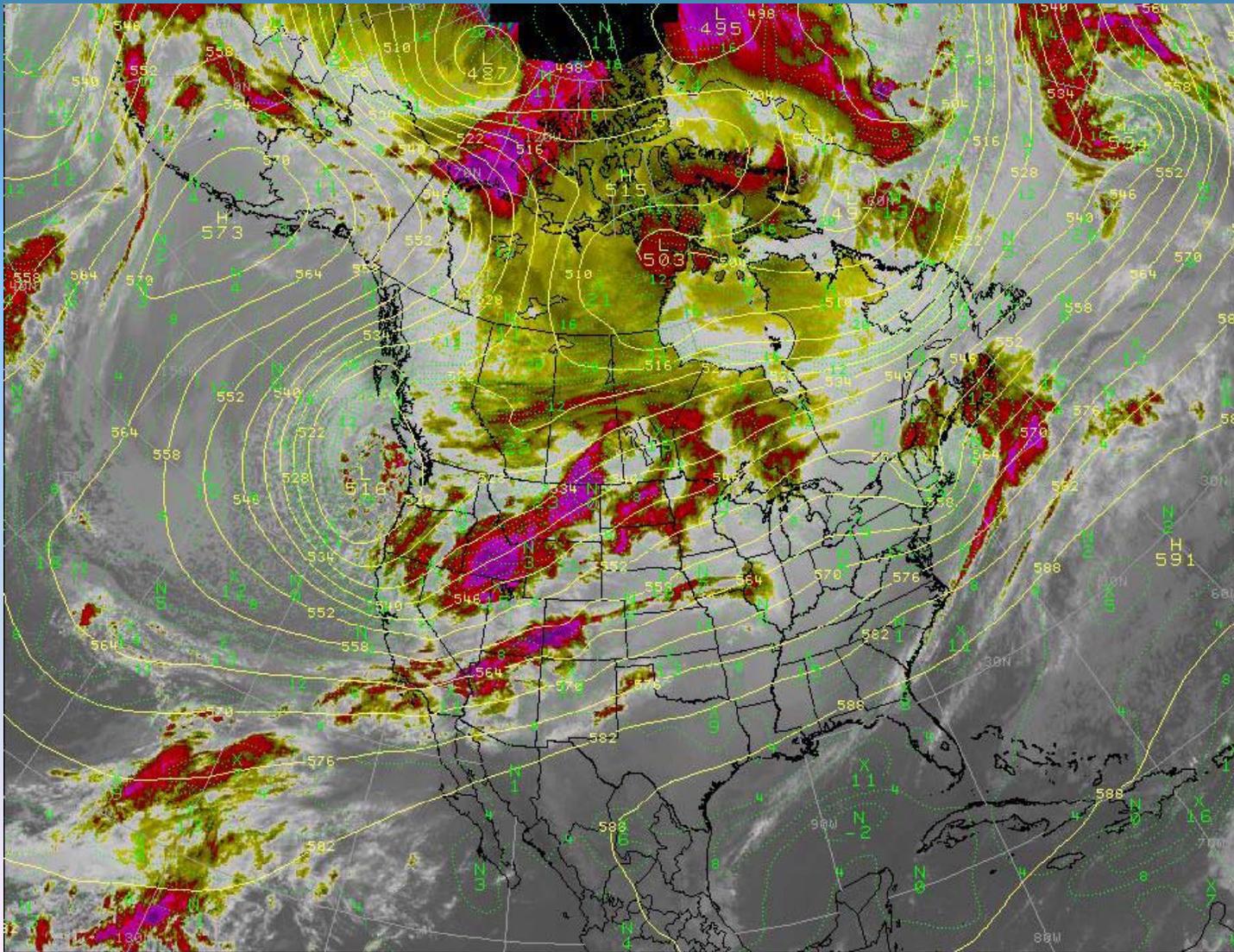
Hydrology, weather, & other technical support

- In joint collaboration with National Weather Service's (NWS) California-Nevada River Forecast Center
 - Provide year-round daily forecasts of reservoir inflows, river flows, and water levels throughout California
 - Issue river and tide Forecast for 90 locations in California, parts of Nevada
 - Produce astronomical tide tables for the Sacramento-San Joaquin Delta
- Forecasts used by the Flood Operations Branch and the NWS to determine the level of joint Federal-State flood response activation and operations

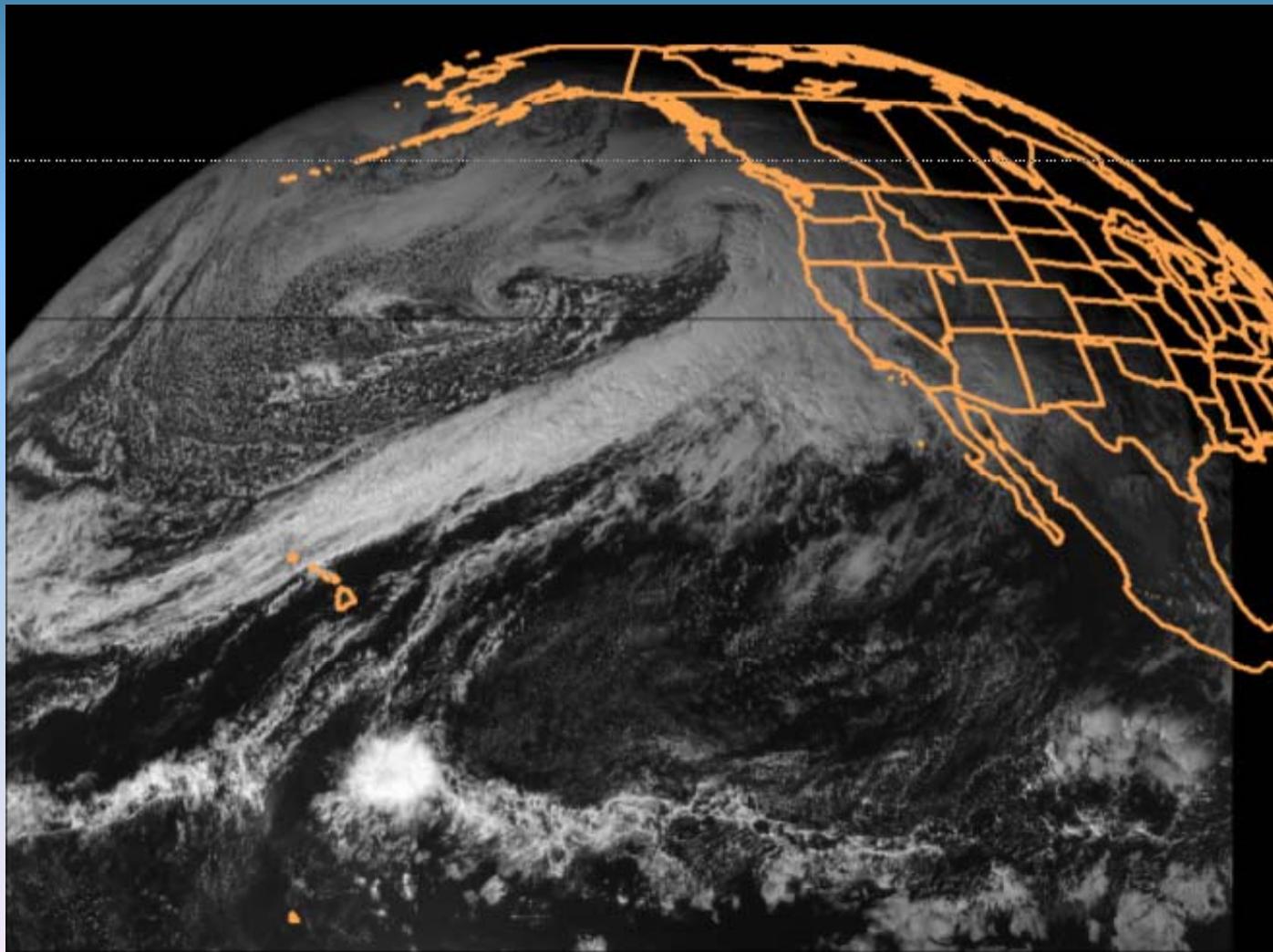
Hydrology, weather, & other technical support



Hydrology, weather, & other technical support



Hydrology, weather, & other technical support



TUE Dec 31 1996 2300 GOES9 VIS (8km)

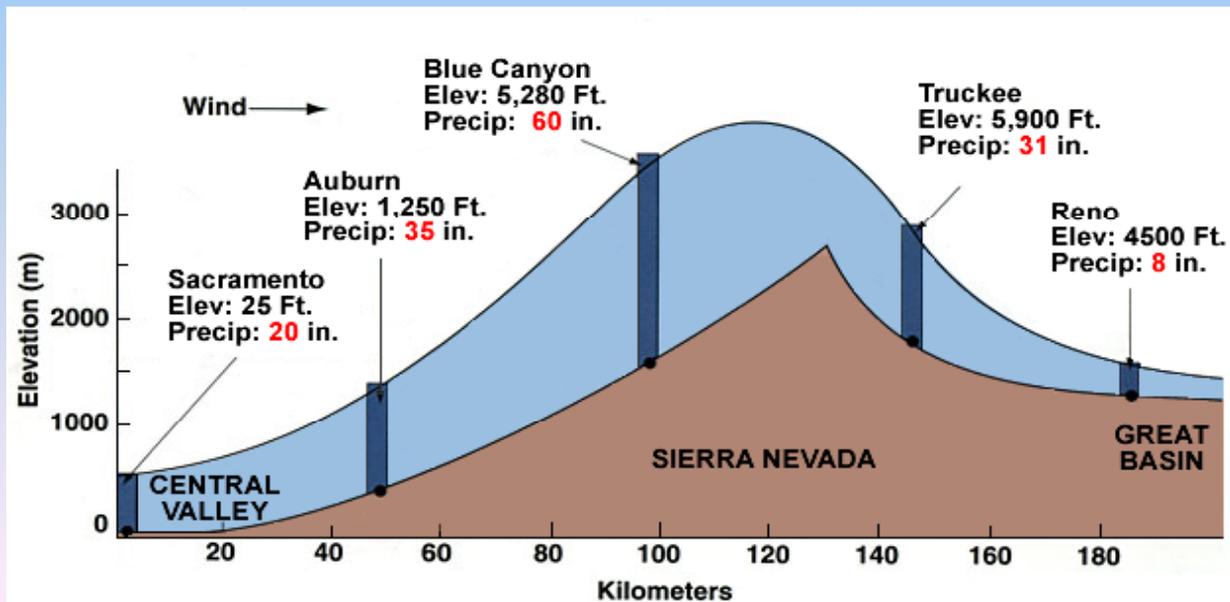
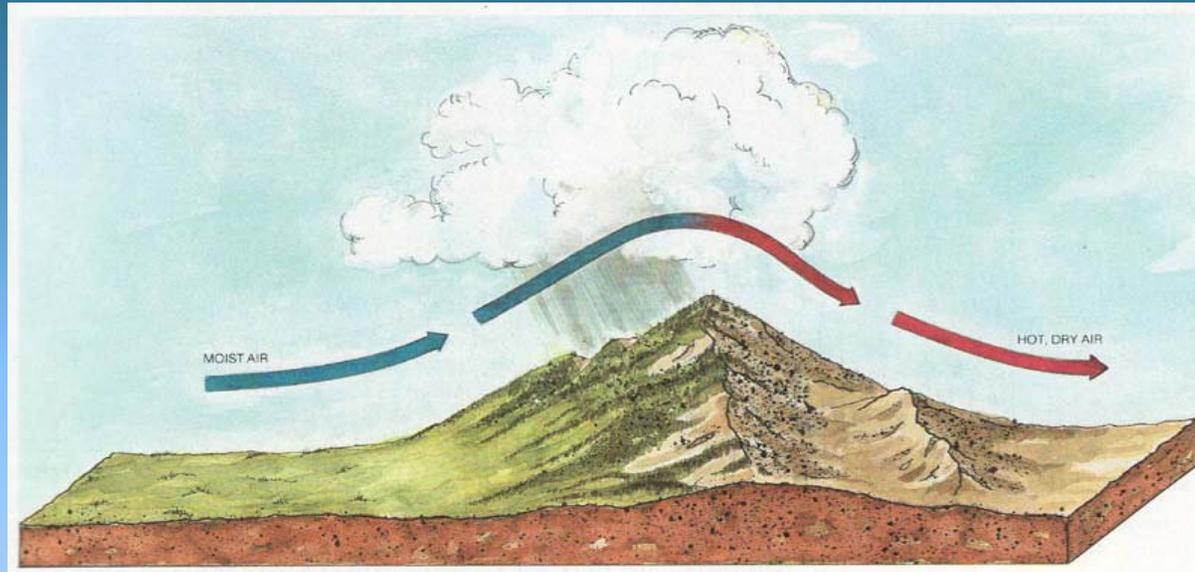
Hydrology, weather, & other technical support



Hydrology, weather, & other technical support



Hydrology, weather, & other technical support

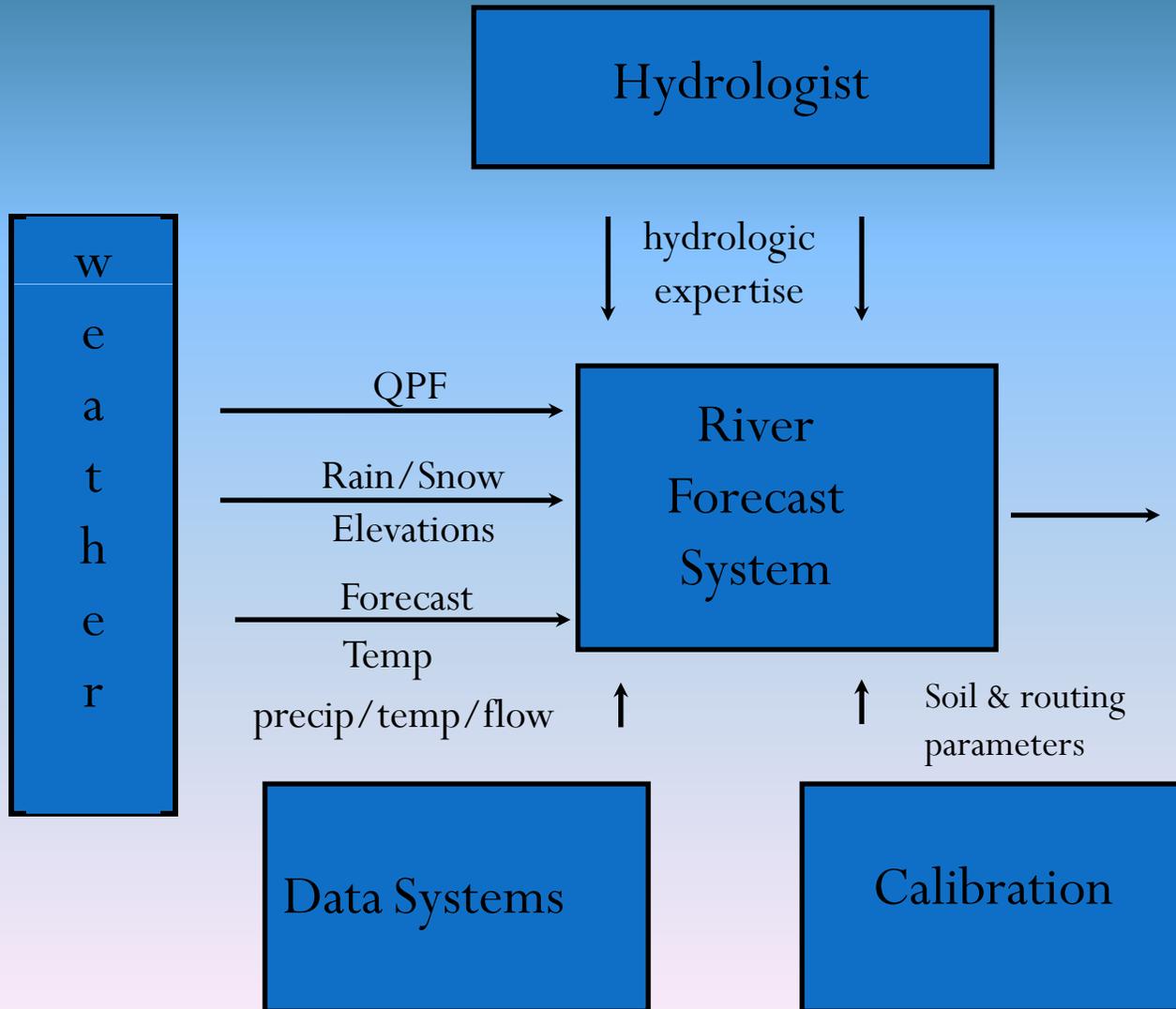


Hydrology, weather, & other technical support

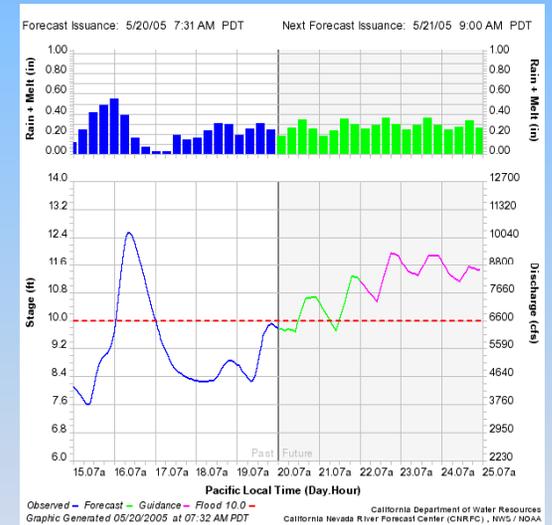
□ River forecasting staff

- What do they forecast?
- What goes into producing a forecast?
- What products are available, where and what do they mean?

Hydrology, weather, & other technical support



Graphical River Forecast



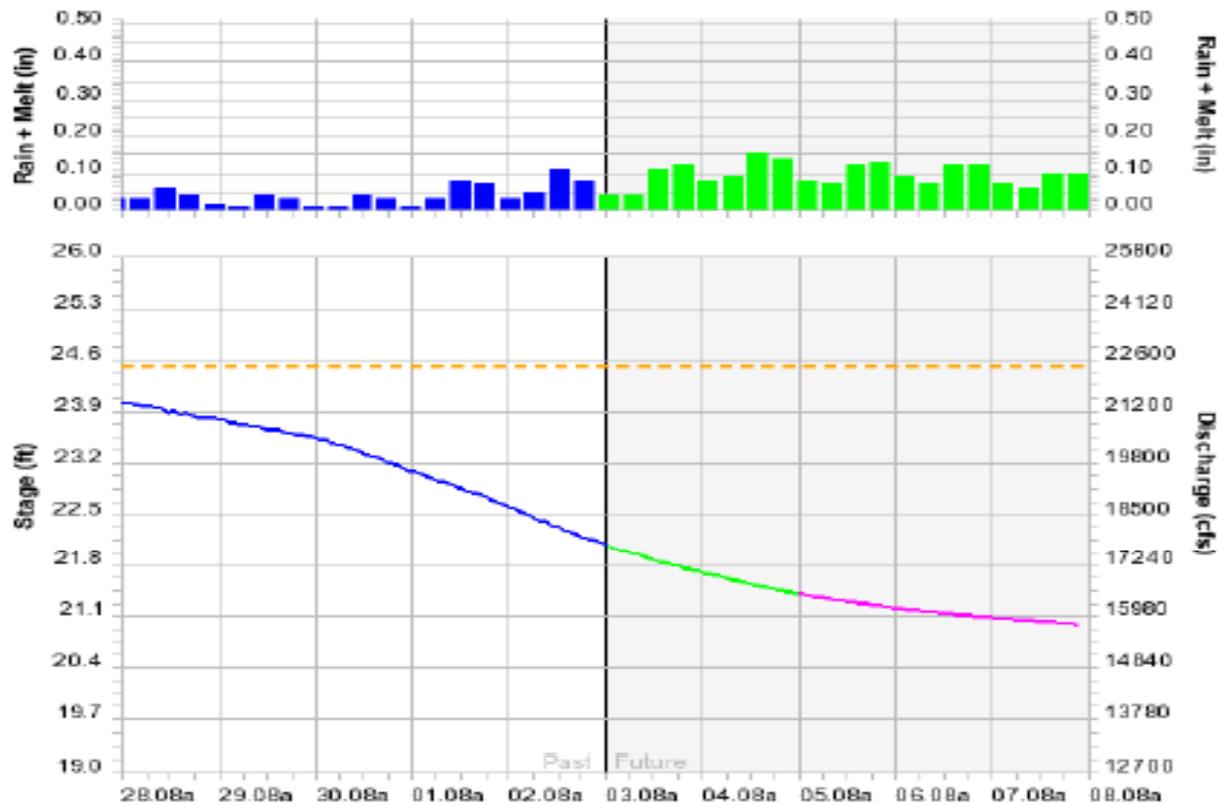
Hydrology, weather, & other technical support

SAN JOAQUIN RIVER - VERNALIS (VNSC1)

Latitude: 37.68° N Longitude: 121.27° W Elevation: 35 Feet
Location: San Joaquin County in California River Group: San Joaquin

Issuance Time: May 04 2011 at 8:45 AM PDT Next Issuance: May 05 2011 at 9:00 AM PDT

Monitor Stage: 24.5 Feet Flood Stage: 29.0 Feet Danger Stage: 29.5 Feet



FCTime: 1540Z

Observed - Forecast - Guidance - MSL -

Generated 05/03/2011 at 08:44 AM PDT

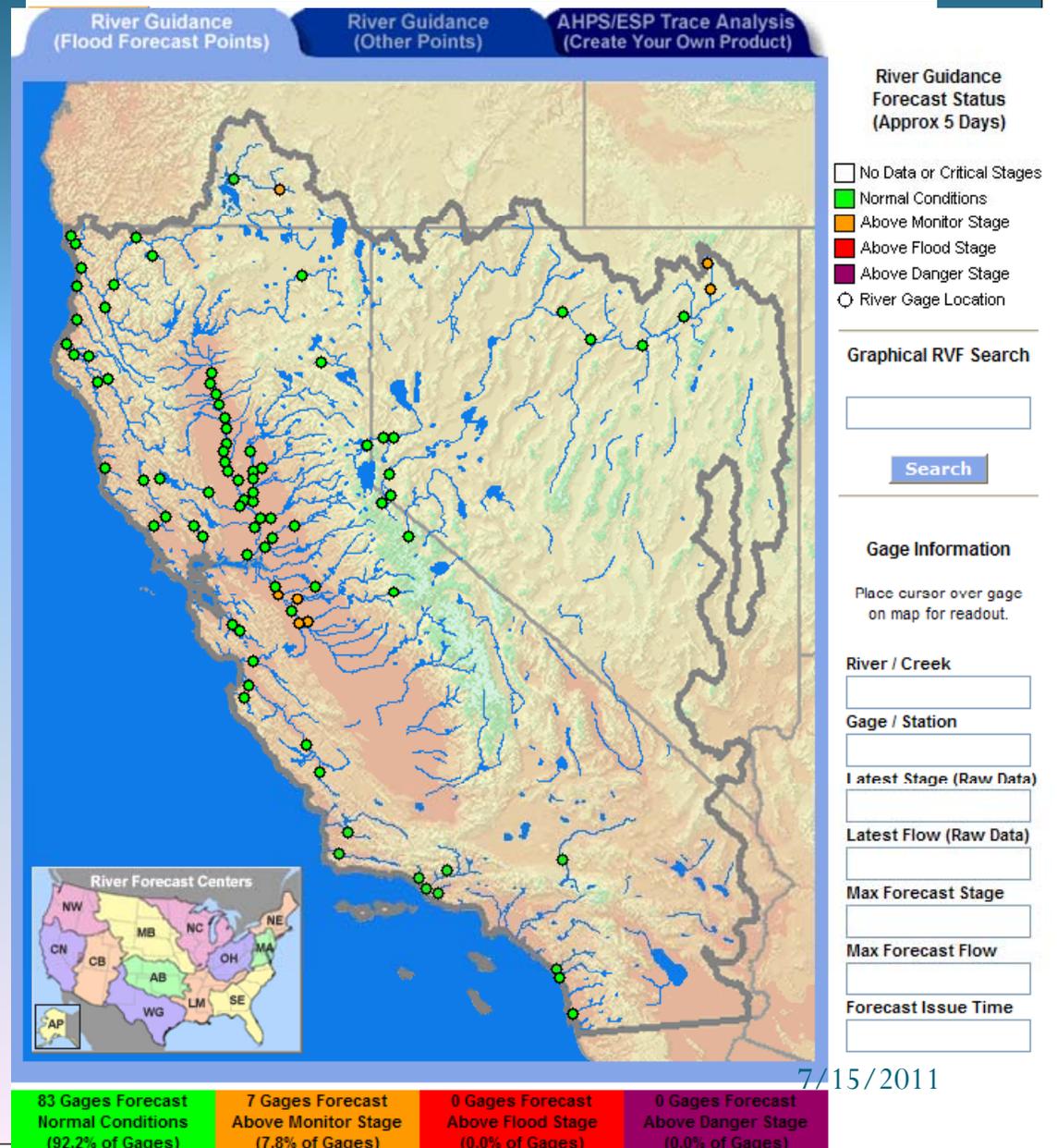
California Department of Water Resources
NWS / California Nevada River Forecast Center



River Forecasting

- ~225+ simulated watersheds
- ~90 forecast locations
- ~50+ reservoir inflow locations
- Updated w/each model run
 - 2x / day winter weekdays
 - 1x / day summer weekdays and weekends
 - 4x / day during flood events

<http://www.cnrfc.noaa.gov>

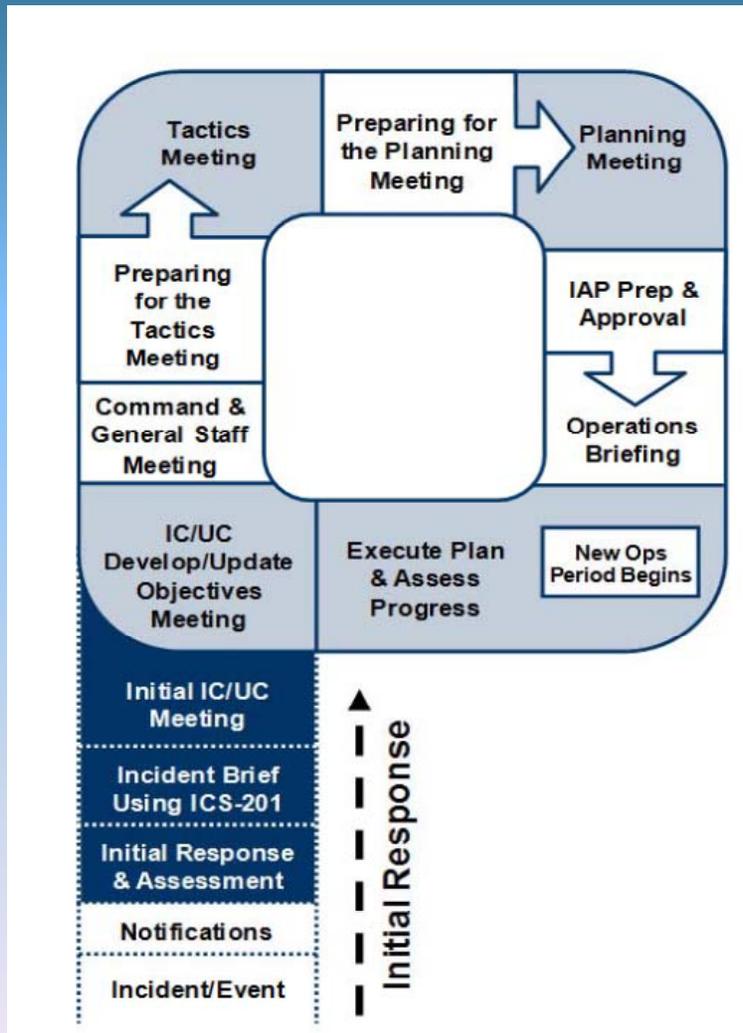


Hydrology, weather, & other technical support

The screenshot shows the California Data Exchange Center website in a Windows Internet Explorer browser window. The address bar displays <http://cdec4gov.water.ca.gov/>. The page header includes the CA.GOV logo, the text "Department of Water Resources California Data Exchange Center", and a search bar with "California" selected. A navigation menu contains links for Home, Query Tools, Precipitation, River Forecast, River Stages/Flow, Reservoirs, Snow, Stations, and Weather. The main content area is divided into several sections: "MOST POPULAR LINKS" with a list of data-related links; "CURRENT CONDITIONS" with links for River Conditions, River Guidance Plots, Water Supply, and Statewide Water Conditions; "MORE INFORMATION" with links for What's New, General Information About CDEC, CDEC FAQs, Flood System Inspection Reports, and a 2009 Local Agency Annual Report; "ANNOUNCEMENTS" with three recent news items dated 04/04/2011, 04/04/2011, and 03/23/2011; and "BROWSE CDEC" with an alphabetical index. The footer contains "Back to Top", "Help", "Comments or Suggestions", "Document Viewers", and "Conditions of Use | Privacy Policy". The taskbar at the bottom shows the Start button and several open applications, with the system clock displaying 4:43 PM.

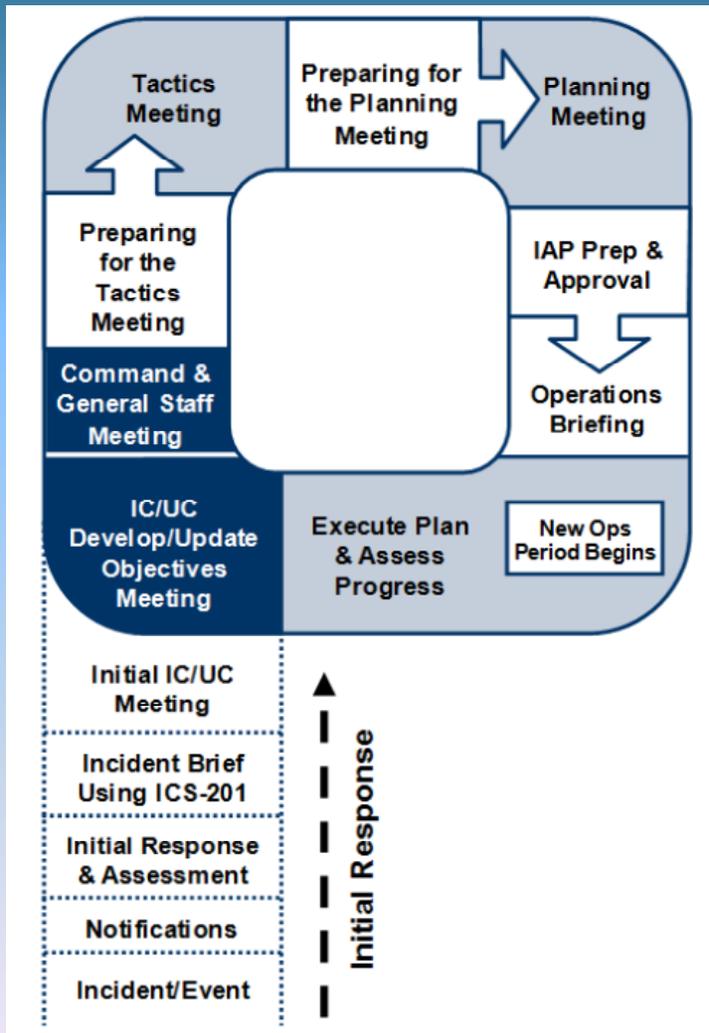
<http://cdec.water.ca.gov/>

Planning Cycle



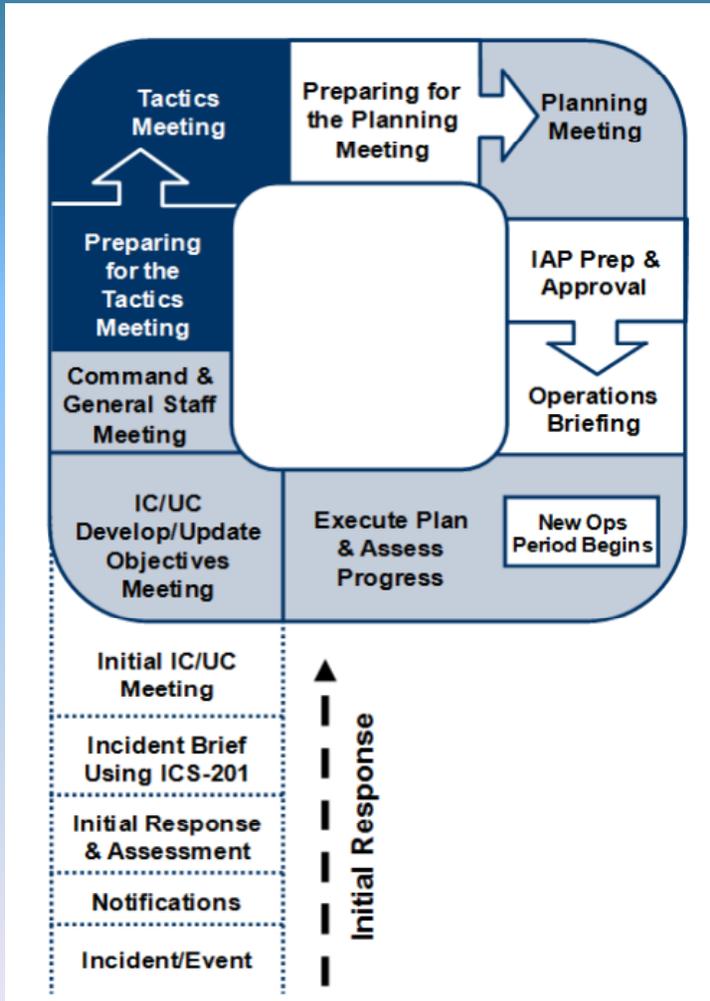
- ❑ Initial Response & Assessment
- ❑ Incident Brief Using ICS-201
- ❑ Initial IC/UC Meeting

Planning Cycle



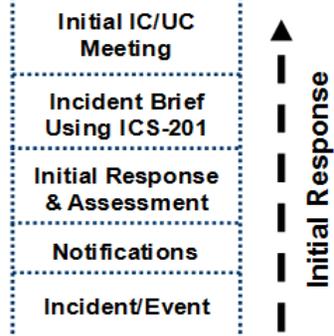
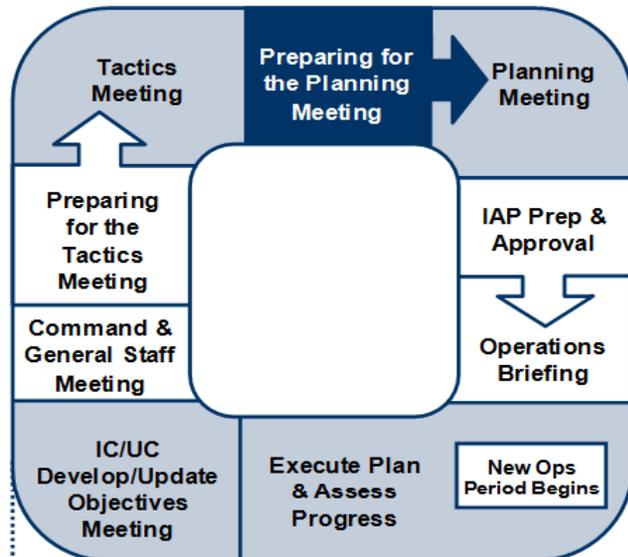
- ❑ IC/UC Develop/Update Objectives Meeting
- ❑ Command & General Staff Meeting

Planning Cycle



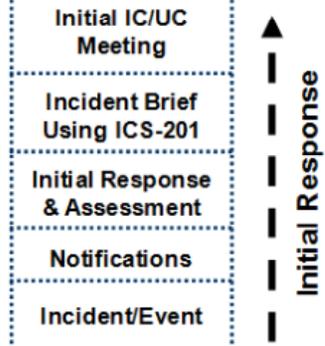
- ❑ Preparing for Tactics Meeting
- ❑ Tactics Meeting

Planning Cycle



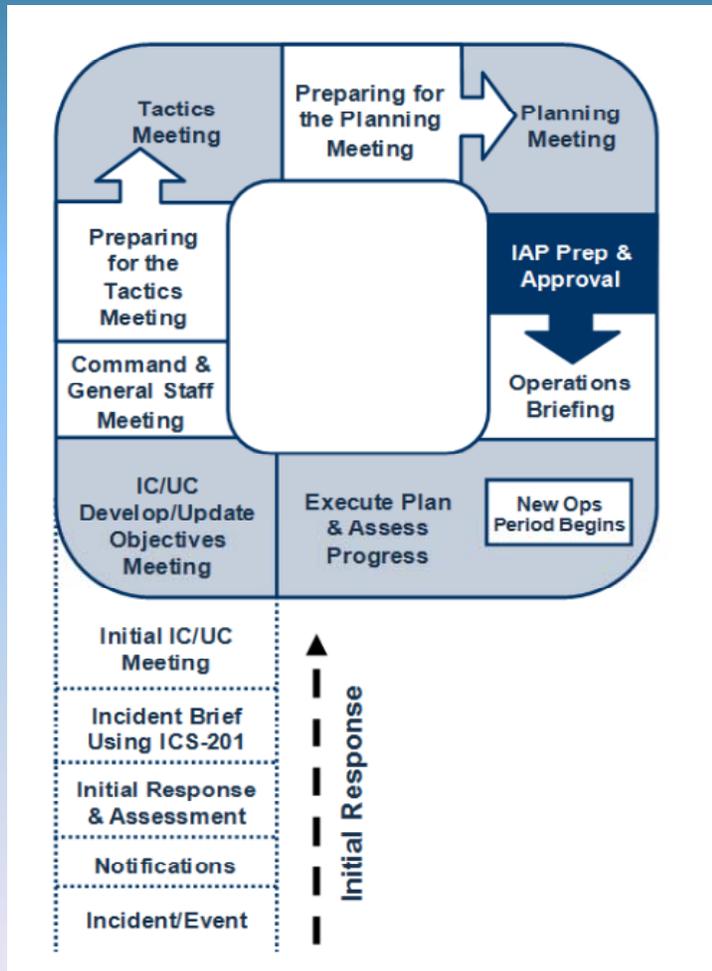
□ Prepare for the Planning Meeting

Planning Cycle



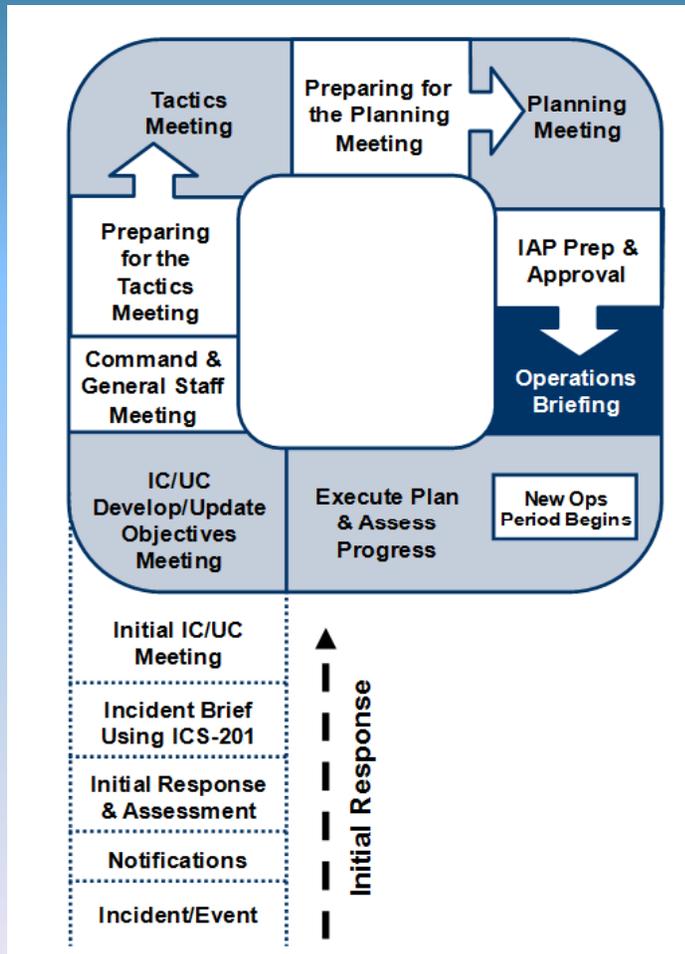
□ Planning Meeting

Planning Cycle



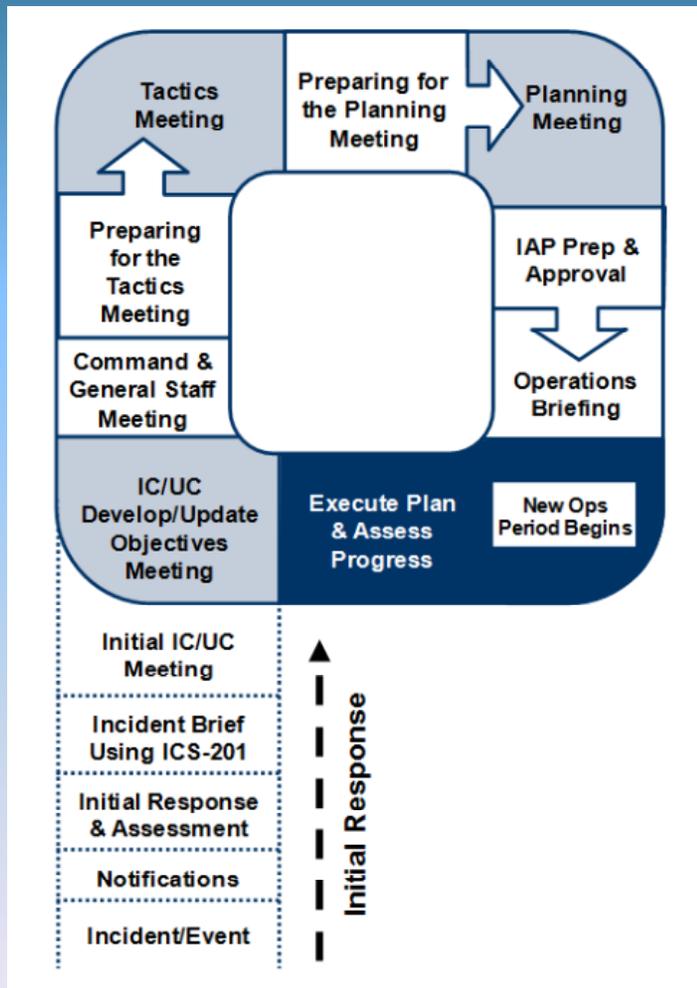
□ IAP Prep & Approval

Planning Cycle



□ Operations Briefing

Planning Cycle



- ❑ New Ops Period Begins
- ❑ Execute Plan & Assess Progress

IAP/AP Template and submittal requirements

Checklist

- The **Incident Briefing** is documented on four separate pages of ICS-201, which includes a map or sketch of the total area of operations, a summary of potential health and safety hazards, the current and planned objectives, actions and tactics for resolution, a current organization chart and a resource summary.
- Prepared by the initial Incident Commander.

IAP/AP Template and submittal requirements

- The **Incident Objectives** ICS-202
 - Check list of the forms that are included in the current IAP.
 - Developed and/or updated by the Planning Section following each Command and General Staff meeting.

IAP/AP Template and submittal requirements

- The **Organization Assignment List** ICS-203
 - Identifies the staff assigned on the current operational period (shift).
 - Prepared by the Resources Unit under the direction of the Planning Section Chief.

IAP/AP Template and submittal requirements

- The **Assignment List** ICS-204
 - written documentation of work and reporting assignments.
 - It is prepared by the Resources Unit with guidance from the Operations Section Chief.
- The **Communications List** ICS-205A
 - Prepared by the Communications Unit, will show all current methods of contact for key staff within the incident.

IAP/AP Template and submittal requirements

- The **Medical Plan** ICS-206
 - Prepared by the Safety Officer
- The **Safety Message Plan** ICS-208
 - Prepared by the Safety Officer to identify specific safety hazards or specific precautions during the current operational period.

Planning - GIS Support

- Melody Baldwin – Our GIS extraordinaire

ICT Operations Function

- ❑ Operation Introductions

Don Rasmussen

ICT Operations Function

- Flood Fighting
- Flood Fight Specialists/ Assistance during deployment

Rick Burnett

ICT Operations Function

- ❑ Geotechnical Resources
- ❑ Geotechnical Teams and procedures to work for and with the ICTs

Don Rasmussen

ICT Operations Function – Construction

- ❑ Emergency Construction
- ❑ Emergency Construction Contracting Procedures and ICT Operations
- ❑ DOE Integration into ICTs during a mobilization

Jeanne Kuttel

DIVISION OF ENGINEERING'S ROLE IN EMERGENCIES

Jeanne Kuttel, Principal Engineer
Geotechnical Services Branch
Division of Engineering

DOE's role

- DOE has many wonderful staff and can provide support in many ways. Two key ways are:
 - Technical support for levee assessments
 - Geotechnical Engineers
 - Construction Expertise
 - Construction Contracts
 - Includes the Emergency Contracting process

Technical Support

- Jeanne Kuttel is DOE's point of contact during flood emergencies. Cell (916) 764-4205 Office (916) 653-7336
- FOC typically calls Jeanne requesting technical support (usually Geotechnical Engineers) to go out and assess levee distress.
- Jeanne staffs the request and tracks the assignment.
- Have also staffed administrative roles, note takers, etc.

DOE staff assigned to an Incident

- In some cases, DOE staff may be assigned to an incident. In that case, Jeanne will coordinate with FOC and the IC to get staff to the designated location and work with DOE managers to communicate the need for their staff on the special assignment.

When flood fighting is not enough...

Construction Contracts

- DOE is the only Division in DWR with authority to issue a C-Contract.
- Typical C-Contracts: To get authority to advertise, open bids, award and give the selected low bid contractor notice to begin work typically takes 6 months.
- During “emergencies”, DWR has the ability to forego normal contract procedures and invoke PCC 10122.

PCC 10122

- 10122 is a tool that allows directors of five Departments to let emergency contracts and informal contracts.
- Departments are:
 - CALTRANS
 - DWR
 - General Services
 - Corrections
 - Boating & Waterways
- 10122 – Only applicable to Contracts under the State Contracts Act.

TOPICS OF DISCUSSION

- Definitions
- PCC Section 10122 revealed
- DWR's Process
- Emergency Examples
- Urgency Examples
- Cautions

Definitions from PCC

1101. "Public works contract," as used in this part, means an agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

1102. "Emergency," as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

10105. (a) As used in this chapter, "project" includes the erection, construction, alteration, repair, or improvement of any state structure, building, road, or other state improvement of any kind that will exceed a total cost calculated pursuant to subdivision (b).

- Subdivision (b) Cost Limit - \$270,000 (8/2012)

Normal process

10120. Before entering into any contract for a project, the department shall prepare full, complete, and accurate plans and specifications and estimates of cost, giving such directions as will enable any competent mechanic or other builder to carry them out.

10121. The original draft or a certified copy of the plans, specifications, and estimates of cost shall be filed permanently in the office of the department before further action is taken.

Informal process

10122. Work on all projects shall be done under contract awarded to the lowest responsible bidder pursuant to this part, except that it may be done by day's labor under the direction of the department, by contract upon informal bids, or by a combination thereof:

(a) In case of emergency due to the failure or threat of failure of any bridge or other highway structure

(b) In case of emergency due to the failure or threat of failure of any dam, reservoir, aqueduct, or other water facility or facility appurtenant thereto.

(c) In case of emergency due to damage to a state-owned building or any other state-owned real property or improvements located thereon, by an act of God, including but not limited to damage by storm, flood, fire or earthquake, for work and remedial measures which are required immediately.

(d) At any time after the approval of plans, specifications and estimates of cost, if the director deems the advertising or award of a contract, the acceptance of any bid, or the acceptance of any further bids after the rejection of all submitted bids, is not in the best interests of the state.

DWR's Process- Part I

- **Emergencies are all different – Regardless, need some sort of formal declaration.**
- **The SWP Deputy Director has the Delegated Authority**
- **Considerations**
 - Degree of emergency
 - Safety
 - Legal
 - Real Estate
 - Environmental and regulatory requirements
 - Possible bidders
- **A written 10122 finding is required historically signed by the Deputy Director**
- **Delegation Order #61 (Feb 1, 2010) now delegates 10122 decision to Chief, Division of Engineering.**

DWR's Process- Part II

- Time & Materials Contract – DOE has a template requiring minimum level of detail.
- Follow up - Contract, Bonds, Environmental Checks, and Funding is required.
- If time for bidding, two to five contractors are called out on site to bid markups.
- Emergency work should end when the immediate threat is gone.

BEST INTERESTS OF THE STATE - “Urgent Contracts”

- Urgent contracts short circuit some of the advertising and notice requirements to allow an expedited bid.
- Can be used when bids are too high and we do not have time to redo using normal time process.
- Recently been used to do change orders beyond the scope of the original contract.

EXAMPLES - EMERGENCIES

- Jones Tract – June 2004
- Aqueduct Seepage - Milepost 4.25 Repair
- Oroville - Boat Sank in the Reservoir - Emerg. Underwater Services Spec No. 98-02 & 98-03
- Spillway Repair at Oroville Reservoir after 1997 Floods - FEMA reimbursement
- Boating Hazard - Pile Removal at Woodsen Bridge - Sacramento River

EXAMPLES - BEST INTERESTS OF THE STATE

- Urgent - Purchase & Install Stator Coils for our Pumping Plants -
- Furnish Valves on South Bay Aqueduct constrained by outages in the pipeline (#01-18)
- Byron Road Bridge Repair #02-14
- Urgent Roof Replacement – Plant Maintenance Shop – Oroville
- Pipe Encasement under SR 60

CAUTIONS on using 10122

- USE IT BUT DO NOT MISUSE IT
- Poor planning is NOT an emergency or an urgency
- CALTRANS uses this authority selectively
- You need a 10122 Finding signed by the Deputy Director – Chief, Engineering Division
- Emergency Contracts shall end when the immediate threat is gone.

When a State Contract is not enough...

Public Law 84-99

- The State of CA (DWR) can throw up the white flag request assistance from the US Army Corps of Engineers under PL 84-99.
- More on that from Bill Croyle

ICT Logistics Function

- Intro to Logistics
- Flood Fight Materials
- Flood Fight Technology Update
- Supply (non-flood fight materials)
- Food and Shelter (ICPs and FOC)
- ICP Facilities, pre-designated and portable
- Food and Shelter

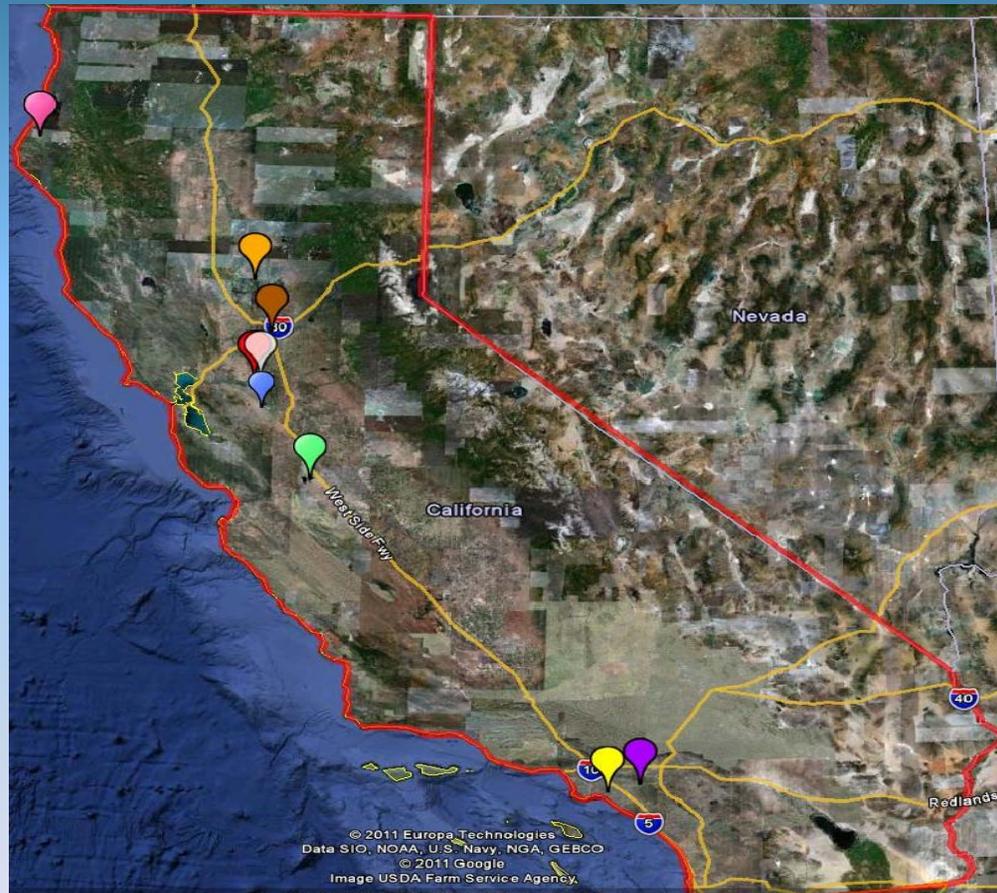
Greg Vaughn/ Andy Cutlip

Flood Fight Materials

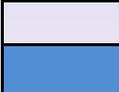
- Types of typical Flood Fight Materials
 - Sandbags
 - Plastic
 - Twine
 - Wooden stakes
 - Tie-down buttons



Flood Fight Materials



	<i>Eureka</i>
	<i>Sutter Yard</i>
	<i>Sacramento Yard</i>

	<i>Brannan Island</i>
	<i>Twitchell Island</i>
	<i>Delta Field Division</i>

	<i>San Luis</i>
	<i>Los Alamitos</i>
	<i>Yorba Linda</i>

Flood Fight Materials

- Storage
 - Sea Containers and Roll-off Containers
 - Warehouses



Flood Fight Materials

- Flood Fight Materials New Technology
 - Muscle Wall
 - Trapbags



Non-Flood Fight Materials

- Raingear
- Shovels
- Generators
- Flares
- Flashlights
- Stationary
- Etc....



ICT and FOC Logistics

ICT Logistics and FOC Logistics must work closely to address resource needs.

- OPERATIONS – Can work as a liaison between ICT's and FOC Logistics teams.
- PLANS/INTEL – Tracks and reports all resources.
- LOGISTICS – Fulfills resource requests.

ICP Facilities, pre-designated and portable

- **Facilities Unit**

- Responsible for the layout and developing of the incident facilities, including the ICP
- Provides for maintenance and sanitation facilities for incident personnel at incident facilities and in the field
- Determine requirements for incident command post and provide security services.

ICP Facilities

❑ Pre-designated ICP Facilities

- Local Fair grounds
- Local Community Halls
- School halls (when not in session)
- Other local facilities



ICP Facilities

❑ Food and Shelter

- Food (EPG)

- Local food vendors
- Catering Services
- Delivery Services



ICP Facilities

❑ Food and Shelter

● Portable Shelter

- EZ-up tents
- Large Tent Facilities
- Portable bathroom facilities
- Portable Offices



ICT Logistics Function

- Communication Updates
- ECCTs,
- Radios, Sat Phones, other Support, HAM (show and tell)

Sarah Okumu

Communications Updates

- ❑ Communication between ICT and FOC open
- ❑ Emergency Command Communications Trailer(ECCTs)
 - ❖ Three
- Supported by a satellite communications provider
- Support various communication devices



Communications Updates

- ❑ Various types of satellite communication devices
 - Voice Over Internet Phones (VoIPs)
 - Satellite phones
 - BGAN System
 - Radios, Ham Radios
 - Cell phones

Communications Updates

- Voice Over Internet phones



Communications Updates

- Iridium Satellite Phones



Communications Updates

❑ Broadband Global Area Network (BGAN)

- BGAN systems – portable satellite system

- Used for data transfer, local

Phone calls

- 4 per trailer

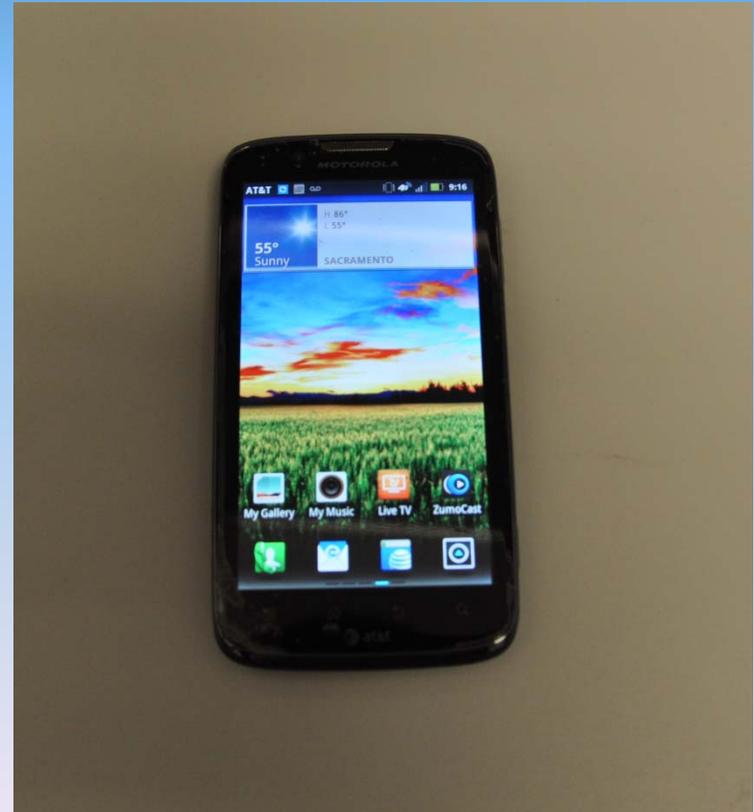


Communications Updates

Radios



Cell phones



Communications Updates

□ ECCT drills

- Every 6 weeks
 - 2 teams at a time – Communications Unit - 2 per team
- Data transfer
 - To FOC server
 - From FOC server
 - Record speeds
- Communication capabilities
 - Tests using communication devices – phones, radios

BREAK

15 minutes

ICT Finance/Administration Function

- Time and Expenses
- Procurement

Megan Walton

Finance/Admin Function

- Deployment (go-kits/bags)
- Check-in/receive initial briefing
- Prepare ICS form 214 (Activity Log)



Finance/Admin Function

- Obtain funding and/or cost object information
- Review/submit timesheets and TECs
- Manage all financial aspects of an incident



Finance/Admin Function

- Assist Logistics in resource procurement
- Participate in AP meetings/preparing the IAP
- Ensuring appropriate documentation is given to Documentation Unit (Planning Section)
- Prepare DWR Form 208 (ER Daily Timesheet)

DWR FORM 208

State of California

DEPARTMENT OF WATER RESOURCES

California Natural Resources Agency

EMERGENCY RESPONSE DAILY TIME SHEET

NAME (Last, First, Middle Initial)	PERSONNEL NUMBER	POSITION FUNDING SOURCE <input type="checkbox"/> GF <input type="checkbox"/> SWP <input type="checkbox"/> Special Fund	DATE
CLASSIFICATION	CLASSIFICATION CODE	ORGANIZATION	
MONTHLY SALARY	WORK WEEK (2, E, OR 8)	ALTERNATE WORK SCHEDULE	DAY OFF
ORGANIZATION COST CENTER NUMBER	BARGAINING UNIT NUMBER	WORK PHONE NUMBER	

LOCATION	ACTIVITY	INTERNAL ORDER NUMBER	TIME (Military)		
			FROM	TO	HOURS

REPORT TOTAL NUMBER OF "STRAIGHT TIME" AND "OVERTIME" HOURS		TOTAL HOURS
Time Sheet Processed by DFM Finance Administration	STRAIGHT TIME	
Initial/Date	OVERTIME	

DESCRIPTION OF ACTIVITY if you used a vehicle for this event, please fill in the information below:

Equipment Number: _____

Vehicle Owner: DWR DGS Private

Type of Vehicle: _____ ½ ton ¾ ton 1 ton

Vehicle License Number: _____

Beginning Mileage: _____ Ending Mileage: _____ Total Miles: _____

EMPLOYEE NAME (Print Name - First, Middle Initial, Last)	EMPLOYEE SIGNATURE	DATE
APPROVED BY ON-SITE "IC" (Print Name and Title)	APPROVAL SIGNATURE	DATE
APPROVED BY APPROPRIATE CHIEF/DIRECTOR (Print Name and Title)	APPROVAL SIGNATURE	DATE

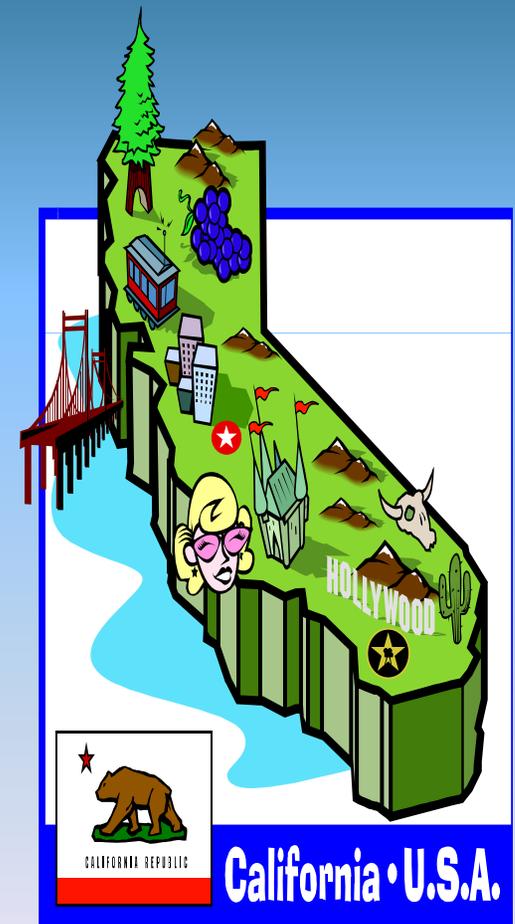
QUESTION

Who knows what funding is available for DWR to initially use in an emergency (whether a declaration occurs or not)?

A: General Fund and/or Flood Emergency Fund

Funding

- Track all expenses by County for incidents
- Federal Information Processing Standard (FIPS) Codes for all 58 counties
 - 067 = Sacramento, 019 = Fresno
- Use Q cost object numbers to track expenses in an incident



EXAMPLE – MARCH 2011 LAKE COUNTY INCIDENT

Requested 3/25/11

Distributed to staff: N/A yet (as of 3/25/11 6pm)

FC No: 3860301004000300

Fund No: 0001532011

Sacramento FOC	Sacramento Field	Fresno Field	Madera Field
Q3711FOCA999	Q3711FOCA067	Q3711FOCA019	Q3711FOCA039
Q3711FOCB999	Q3711FOCB067	Q3711FOCB019	Q3711FOCB039
Q3711FOCC999	Q3711FOCC067	Q3711FOCC019	Q3711FOCC039
Q3711FOCD999	Q3711FOCD067	Q3711FOCD019	Q3711FOCD039
Q3711FOCE999	Q3711FOCE067	Q3711FOCE019	Q3711FOCE039
Q3711FOCF999	Q3711FOCF067	Q3711FOCF019	Q3711FOCF039

Finance/Admin Positions

- Section Chief
 - Deputy Section Chief
- Timekeeping Unit
 - (Personnel Time Recorder and Equipment Time Recorder)
- Procurement Unit
- Cost Unit
- Compensation & Claims Unit



QUESTION

What kind of skills/background do you think a Finance/Admin Chief or a Section support person should have?

- 1). Budgets
- 2). Contracts
- 3). Purchasing
- 4). Other?

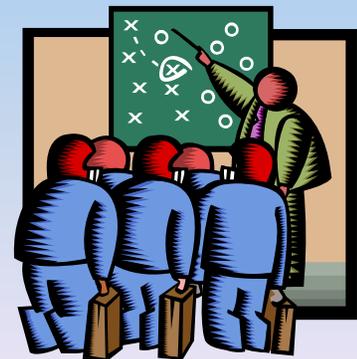
Finance/Admin - Section Chief

- Keep the IC/Director informed
- Activate & staff units within the Section as needed
- Ensure Flood Operations Center Information System (FOCIS) is operational
- Ensure operations do not exceed budget authority as established by the FOC Director

Finance/Admin - Section Chief (cont.)

- Ensure Action Plan objectives for the Section are accomplished
- Participate in all Action Planning meetings
- Ensure Section completes all required forms & reports

Deputy Section Chief supports Section Chief and Section Staff, where appropriate



Finance/Admin - Section Chief (cont.)

CONTACTS

- DFM's Administrative & Program Analysis Branch
- Payables Office/Travel Unit Supervisor
- Budgets Office Supervisor
 - Also Funds Management Section Supervisor
- Contract Services Office Supervisor
 - Also DOE A&E contracts
- Purchasing Services Office Supervisor



Finance/Admin - Timekeeping

- Bring/obtain personnel rosters
- Track, record and report on-duty time for personnel working during the emergency
- Ensure that all timesheets are collected from FOC personnel and from field personnel
- Review all timesheets for completion and accuracy

QUESTION

Why is it important to have accurate record-keeping for an incident?

A: Overall response documentation, proper pay, reimbursement, accurate After Action Report information, etc.

Finance/Admin – Procurement Unit

- Delegated purchasing authority limits
- Matters involving the need to exceed established purchase order limits
- Coordinate vendor contracts not on previously approved vendor lists



Finance/Admin – Cost Unit

- Collect and record all cost data for the incident
- Track and provide cost summaries when needed
- Also provide cost estimates and projections when needed

Finance/Admin – Compensation & Claims Unit

- Oversee investigation of injuries and property or equipment damage claims
- Review and process worker compensation claims
- Maintain a file of injuries and illnesses
- Coordinate with Safety Officer





DISCUSSION



How do you think FOC F/A staff
and ICT F/A staff should
communicate?



NEXT STEPS

Questions?