

	<b>OFFICE OF STATE FIRE MARSHAL</b> <i>INCIDENT MANAGEMENT TEAMS</i> <b>STANDARD OPERATING GUIDELINES</b>	<b>Number: IMT-I-5002</b> <b>Adoption Date:</b> April 2021 <b>Author:</b> Finance Section <b>Review/Revision Date:</b>
OSFM Approved: <i>Mariana Ruiz Temple</i> Date <u>4/2/21</u> Mariana Ruiz-Temple, State Fire Marshal		<i>Travis Medema</i> Date <u>4/6/21</u> Travis Medema, Chief Deputy State Fire Marshal
<p><b>SUBJECT:</b> Finance Section incident close-out procedures</p> <p><b>OBJECTIVE:</b> Outline necessary tasks and best practices for the Finance Section Chief to effectively close-out an incident from the IMT perspective</p>		

## I. SCOPE

This SOG provides guidance relevant to Finance Section Chiefs (FSCs) working as part of an Incident Management Team (IMT) mobilized by the Oregon Office of State Fire Marshal (OSFM). This SOG does not define tasks to be completed during demobilization of individual task forces, but instead focuses on demobilization of the IMT itself.

## II. TEAM DEMOB

The Incident Commander may decide to conduct their Team After Action Review off-site and provide meals. In this case, it will be the responsibility of logistics and finance to collaborate in finding a venue and providing the meal. All purchasing requirements and standards remain the same; the cost of the venue must be reasonable, and the meals must be at or below per diem prior to any service charges. Finance should keep a meal roster for this meeting, just as they would at an incident. No alcohol may be purchased using state funding and no personnel who are 'on the clock' may consume alcohol.

The FSC is often one of the last team members to leave an incident. Prior to FSC demobilizing:

- Provide all documentation to the Planning Section to be placed in the Doc Box.
- Ensure all demobilizing personnel have gotten fuel prior to closing the fuel account.
- Close any open accounts or purchase orders. Gather W-9 from vendor if OSFM/OSP does not have one on file, and ensure vendors have your



contact information to provide invoices. Collect any invoices that are prepared and pay whatever invoices you can.

- Agree to final amounts with vendors and cost-share partners; document anticipated amounts that cannot be paid prior to departure.
- Agree to final amount for camp cost reimbursement. Final amount should be clearly documented rather than calling it the final estimate.

### **III. FINANCE DOCUMENTATION PACKAGE**

The final documentation package from the FSC should be provided to IMT Program staff within seven days of demobilization from an incident.

The documentation package must include a summary to accompany all finance documents relevant to the incident. The format of the summary document is not critical, but the following information should be provided:

- Final total estimated cost of the incident.
- Information about any cost share agreements including the name of the other agency, the type of costs the agreement covers, and final amount due or owed.
- An account of actual monies spent to date.
- An account of purchase orders issued: names of vendors, final amount due or paid, and other relevant information.
- An account of claims, including the name of the property owner and what was damaged.
- Any out of the ordinary situations or events that impact the finance aspect of the incident or might come up in the future.
- Any other pertinent information that may be helpful to the person who will be reconciling the finance records and completing all of the incident documentation.

The documentation package should include all finance documentation relevant to the incident and ideally lines up with the summary as much as possible.

IMT program staff will need access to the cost estimate spreadsheet; please ensure it is in the electronic Doc Box or otherwise provided electronically.

Should there be any SPOTS card charges, provide a copy of your complete SPOTS card log to the IMT program.

