



Finance / Administration Section Chief	
Responsibilities:	<p>The Finance / Administration Section Chief provides overall administrative and financial services to sites and the EOC, including financial and cost analysis, billing, accounting, filing, and invoice preparation. Unless delegated to Finance / Admin Section staff, the Section Chief is responsible for the following:</p> <ol style="list-style-type: none"> 1. Record Personnel Time – Collect and process on-duty time for all EOC personnel, including volunteers and agency representatives. Ensure uninterrupted payroll for all employees. 2. Coordinate Purchasing – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts. 3. Coordinate Compensation and Claims – Process workers' compensation claims within a reasonable time. 4. Record Costs – Maintain financial records for response and recovery throughout the event. Keep the EOC Director, Management Team, and Elected Officials aware of the current fiscal situation. 5. Manage the Finance / Admin Section – Establish the appropriate Finance / Admin Section Units and continuously monitor organizational effectiveness.
Reports To:	EOC Director
Getting Started:	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain the PEP Task Number, if available, from the EOC Director. Advise all personnel, contractors, service providers, and volunteers that they should track their time and costs, and include the PEP Task Number and date on each document they produce. <input type="checkbox"/> Follow the Generic "Getting Started" Checklist. <input type="checkbox"/> Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place. This Section will need a computer (e.g., laptop), spreadsheet program (e.g., Excel), and several small solar calculators to manage financial records. <input type="checkbox"/> Based on the situation, activate Units within Section, as needed, and designate Unit Coordinators for each element: <ul style="list-style-type: none"> • Time Unit • Purchasing Unit • Compensation and Claims Unit • Cost Unit



Finance / Administration Section Chief

Main Checklist:

1. Record Personnel Time

- Record Time Sheets – Collect and record on-duty time for all EOC personnel, including volunteers and District representatives. Note: Use the same time sheet forms used in non-emergency times, if possible.
- Forward Time and Expenses for Processing – Forward timesheets and expense forms to the appropriate municipal office for prompt processing for District employees.

2. Coordinate Purchasing

- Determine Spending Limits – In consultation with EOC Director determine spending limits, if any, for Logistics, Operations and Management Staff.
- Lead EOC in Financial Procedures – Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures.
- Prepare EAFs – To confirm assumptions about eligibility for provincial financial assistance, submit Expenditure Authorization Forms (EOC Form 530) to the PEOC on behalf of the EOC Director and with his or her signature.
- Pay for Acquisitions – Organize and control any acquisitions required in emergency operations. Process purchase orders and develop contracts in a timely manner.

3. Coordinate Compensation and Claims

- Process WCB Claims – Ensure that workers' compensation claims resulting from the response are processed within a reasonable time.
- Document Potential Legal Claims – Document any claims or threats of claims from disaster victims.

4. Record Costs

- Develop Cost Record System – Maintain all financial records throughout the event or disaster.
- Inform EOC Group on Response Costs – Keep the EOC Director, Management Team, Section Chiefs, and Elected Officials aware of the current fiscal situation and other related matters, on an ongoing basis.
- Submit Cost Summaries to PEOC – Ensure that all documentation and local government financial assistance paperwork is accurately maintained and submitted to PEP.
- Maintain Cost Status Board – Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.



Finance / Administration Section Chief	
	<p>5. Manage the Finance / Admin Section</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Set Up Section</u> – Ensure that the Finance / Admin Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards. <input type="checkbox"/> <u>Ensure Appropriate Personnel</u> – Request additional personnel for the section as necessary to maintain 24-hour staffing capabilities, as necessary. <input type="checkbox"/> <u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required. <input type="checkbox"/> <u>Participate in Action Planning Meetings</u> – Collect objectives from each activated Finance / Admin Branch prior to each Action Planning meeting. Participate in Action Planning Meetings, using EOC Briefing Format (Form EOC 401A). <input type="checkbox"/> <u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with other EOC Sections.
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic Before Leaving Checklist.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"> • Expenditure Authorization • Daily Expense Reports • Tracking Response Costs <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (EOC Form 414) • Internal Message (EOC Form 416) • Expenditure Authorization Form (EOC Form 530) • EOC Daily Expenditures (EOC Form 532) • Expenditures - Event Totals (EOC Form 534) • Payroll Timesheets • Request for Resources or Assistance (EOC Form 514)



Expenditure Authorization		Finance/Adm in Section
Objective	To confirm if the Province will reimburse specific response expenses.	
Responsible Position	The EOC Finance / Admin Section Chief, working with the EOC Director and the Logistics Section Chief, prepares the proper documentation requesting expenditure authorization from the Province.	
Guidelines	<p>Prepare and submit one or more Expenditure Authorization Forms (EAF) to the PREOC. Use <u>EOC Form 530</u>, which includes step-by-step instructions.</p> <p>The EOC need not submit an EAF for every expenditure. The EOC Director may approve expenditure items that are clearly eligible for financial assistance. Refer to the “Tracking Response Cost” protocol for guidance on eligibility.</p> <p>However, the EOC Director may wish to confirm questionable expenditures, especially high-cost items that the municipality may not be able to absorb.</p> <p>It is most critical to explain the reason for each expenditure category, and there is room for this on the EAF.</p> <p>If circumstances require an increase in the estimate, the EOC should prepare an addendum to the EAF and seek authorization through the PREOC.</p> <p>One additional record would help the EOC manage response expenses within the limits of authorization. The Finance / Admin Section of the EOC should prepare a spreadsheet that tracks actual costs in each of the approved categories and compares it with the approved EAF budget.</p> <p>This spreadsheet serves two purposes: 1) It logs the approved EAFs, and 2) It provides an overview of expenditures to date for the EOC and PREOC.</p>	
Follow-up Tasks	Once an EAF has been authorized by the PREOC, the EOC is assured the province will reimburse to the dollar limit identified for eligible items , as long as the proper documentation is provided with the claim.	



Daily Expense Reports

Finance/Admin Section

Introduction	Decision-makers in the EOC and among the Policy Group will want to make response decisions with full knowledge of the daily and cumulative costs to date. Likewise, the PREOC will monitor EOC costs that the province may be expected to reimburse.
Objective	To assemble estimates of daily and cumulative response costs authorized through the EOC, and to communicate this information to key decision-makers.
Responsible Position	EOC Finance / Admin Section Chief
Daily Amounts	<p>The Finance / Admin Section Chief prepares a daily expense report and submits it to the EOC Director and the PREOC Finance / Admin Section. The Daily Expense Report (EOC Form 532) is recommended for this purpose.</p> <p>Additional tips on preparing the daily expense report include:</p> <ul style="list-style-type: none"> • Enter each expense item to a daily expenditure spreadsheet. • Make a photocopy of each invoice and relevant paper work and file the invoice with its Expenditure Authorization Form, if there is one. • Send original invoices to the municipal Treasurer for payment. <p>The Finance / Admin Section Chief advises all personnel, contractors, service providers, and volunteers to track time and costs, and include the PEP Task Number, time, and date on each document.</p>
Overtime for Paid Staff	<p>The EOC Finance / Admin Section Chief should also maintain a daily overtime spreadsheet to estimate overtime payments. Consider these tips on procedures:</p> <ul style="list-style-type: none"> • Log the information (i.e., classification, pay rate, type of work schedule) into a daily overtime master spreadsheet for each EOC staff member, regardless of source agency. • Ensure all EOC staff complete and submit a daily timesheet. • Each EOC Section Chief submits the completed timesheet for each shift at the end of their shifts. • Enter all staff time to the “master” spreadsheet template provided. Calculate the cost of overtime (daily) for each employee. • For missing timesheet information, use the EOC Check In/Check Out Sheet to obtain information or obtain the staffing schedules.
Event Totals	With the daily totals, the Finance / Admin Section Chief records the total cost amount committed to the entire event to date. The Expenditures Event Totals (EOC Form 534) serves this purpose.



Tracking Response Costs

Finance/Admin Section

Introduction	Under the <i>Emergency Program Act</i> and the <i>Compensation and Disaster Financial Assistance Regulation</i> , the District may be able to receive financial assistance for eligible emergency response costs incurred during an emergency.
EOC Steps	<p>The Finance / Admin Section at the EOC undertakes four activities to assist with later claims for response costs, including:</p> <ol style="list-style-type: none"> 1. Obtain a PEP Task Number – The EOC Director has likely obtained the PEP Task Number for the event. Advise all personnel, contractors, service providers, and volunteers that they should track their time and costs, and include the PEP Task Number and date on each document they produce. 2. Document Rationale for Response Expenditures – The Finance / Admin Section ensures documentation is prepared that verifies several aspects of each cost item: <ul style="list-style-type: none"> • The cost amount of the item • The date the materials or service was used • Evidence of the purpose of the goods or services <p>Provide clear receipts and invoices, and reference any supporting documentation. The Finance / Admin Section, working with Logistics, records the purpose for each response expenditure at the time of commitment.</p> 3. Submit Expenditure Authorization Forms – When required, the Finance / Admin Section Chief may check assumptions about response cost eligibility, especially when dealing with large cost items. Prepare and submit an Expenditure Authorization Form (EOC Form 530) to the PREOC to confirm eligibility of response costs. If circumstances later require an increase in the estimate, the Finance / Admin Section Chief should prepare an addendum using Form 530 and seek authorization from the PREOC. 4. Submit Daily Expense Reports – The Finance / Admin Section prepares a daily expense report and submits it to the PREOC, using EOC Form 532. Additional tips include: <ul style="list-style-type: none"> • Enter each expense item in a daily expenditure spreadsheet. • Make a photocopy of each invoice and relevant paper work and file the invoice. • Send originals to the District financial officer for payment. <p>With the daily totals, the Finance / Admin Section also records the total cost amount committed to the entire event to date, using EOC Form 534.</p> <p>If multiple governments are working together in a coordinated response (e.g., the District and Capital Regional District), each requires a separate financial tracking system for response claims.</p>



Tracking Response Costs

Finance/Ad
min Section

<p>Response Cost Eligibility</p>	<p>Response means all efforts to save lives, reduce suffering, protect property, and other immediate objectives to reduce threats from emergencies. Response may begin before impact if early information warns of an imminent event, and may continue as long as the event is in progress or the imminent threat exists.</p> <p>Eligibility criteria include the following:</p> <p>Type of Event – Most disasters caused by natural hazards may be considered for financial assistance, including floods, severe winter storms, landslides, mudslides, and wildfire.</p> <p>Event Size or Magnitude – The province may not provide financial assistance for small events that generate few costs. Minor floods or snow storms, for example, would not automatically trigger provincial assistance for response costs. If in doubt, contact PEP for advice.</p> <p>Contract and Equipment Rates – There are limits on the service contracts and equipment rental rates eligible for financial assistance from the province. These rates are published in the “Blue Book - Equipment Rental Rate Guide,” available from: http://www.roadbuilders.bc.ca/bluebook_index.htm</p> <p>Verify the eligibility of rates outside this range with PEP.</p> <p>Nature of Expenditure – Only response expenses and staff time over and above normal day-to-day costs are eligible for assistance. Eligibility pertains to response costs for efforts needed to preserve public safety related to a specific event, including:</p> <ul style="list-style-type: none"> • Site Costs • Emergency Operation Centre Costs • Emergency Social Service Costs <p>Other non-event objectives, such as promoting tourism to protect the local economy, are not eligible. Eligible costs for response actions at the site of an emergency may include those listed in the attached table.</p> <p>For more on eligible and ineligible response expenses, refer to Schedule 5 of the <i>C & DFA Regulation</i>, and Part 3 of the Regulation, which can be viewed at the PEP website (www.pep.bc.ca) under the Emergency Management tab.</p>
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Examples of Eligible and Ineligible Response Costs (This table presents examples only and is not comprehensive. Refer to the C&DFA Reg. for exact wording.)		
Response Item	Eligible	Not Eligible
Animal Evacuation and Rescue	<ul style="list-style-type: none"> Shelter and feeding for livestock, including the restoration of facilities used for those purposes 	<ul style="list-style-type: none"> Evacuation and rescue costs for pets, backyard, hobby, or commercial animals
Assets	<ul style="list-style-type: none"> Assets under \$100 (e.g., white boards) Assets over \$100 where PEP approves purchase and retains the asset (e.g., communications equipment) Capital assets if justified by cost efficiencies of purchase over rental or lease options, or if rentals are not available 	<ul style="list-style-type: none"> Assets over \$100 retained by District
Backfilling Positions	<ul style="list-style-type: none"> Backfilling positions to temporarily cover full-time staff coordinating emergency response 	<ul style="list-style-type: none"> Regular wages / benefits of employees Compensatory time off (CTO) or banked time of permanent employees
Civil Litigation	<ul style="list-style-type: none"> Response costs not reimbursed through civil litigation award 	<ul style="list-style-type: none"> Assistance with response costs may be withheld pending outcome of proceedings, or amount must be refunded
Clean-up	<ul style="list-style-type: none"> Clean-up necessary to ensure public safety or is essential for public works 	<ul style="list-style-type: none"> Clean-up that is not essential to public safety or for public works
Damaged Equipment	<ul style="list-style-type: none"> Any equipment damaged while undertaking eligible response activities may be considered as a recovery cost item 	<ul style="list-style-type: none"> Equipment damaged by events other than the emergency or disaster incident
Debris Removal	<ul style="list-style-type: none"> Costs of debris removal necessary to ensure public safety or essential for public works Necessary clearance from channels, streams, intakes and outfalls of sewers & storm drains, water supply reservoirs 	<ul style="list-style-type: none"> Debris removal that is not essential to public safety or for public works
Emergency Operations Centre	<ul style="list-style-type: none"> Facility rental for service as the EOC, if other than District facility EOC assets under \$100 (e.g., white boards) Equipment rental Costs of feeding EOC staff during an emergency Contractors serving in support capacities EOC materials and supplies Telephone and data services, including installation and operation while EOC is active 	<ul style="list-style-type: none"> EOC assets over \$100, except where PEP regions retain the asset (e.g., computers) Telephone or data services in place prior to EOC activation, and emergency installs that are not removed upon EOC deactivation Costs to conduct an after-action debrief



Examples of Eligible and Ineligible Response Costs (This table presents examples only and is not comprehensive. Refer to the C&DFA Reg. for exact wording.)		
Response Item	Eligible	Not Eligible
Emergency Response Measures	<ul style="list-style-type: none"> Establishment, operation of special communication facilities Establishment of registration, inquiry services, emergency control headquarters Determining the areas and extent of the disaster Human rescue, transportation, and emergency health activities Food, clothing, and shelter for evacuees (suppliers are reimbursed through PEP) Medical care to casualties and transportation, moving patients or casualties, their return following the disaster Protective health and sanitation facilities Removal of hazardous materials, chattels, assets, and related storage and transportation costs Protection of publicly-owned institutions, utilities including equipment, materials, and labour Shelter and feeding for livestock, including the restoration of facilities used for those purposes 	<ul style="list-style-type: none"> Normal operating costs of government owned equipment Purchase of special, additional equipment to fight the disaster Costs incurred as a result of a disaster that are recovered from agencies such as the Canadian Disaster Relief Fund or from disaster fund raising drives
Emergency Social Services	<ul style="list-style-type: none"> Facility rental if serving as a reception centre Materials, supplies required to operate reception centres Transportation of evacuees, including those in need of medical care, to reception centre or other lodging 	<ul style="list-style-type: none"> Transportation of evacuees returning to evacuated areas after All Clear
Environmental Protection	<ul style="list-style-type: none"> Actions needed during response to protect potable water supplies, essential public lands, and health-related air quality 	<ul style="list-style-type: none"> Response activities intended to protect other environments
Equipment	<ul style="list-style-type: none"> Equipment over \$100 where PEP approves purchase and retains the equipment (e.g., radios) Capital assets if justified by cost efficiencies of purchase over rental or lease options, or if rentals are not available 	<ul style="list-style-type: none"> Equipment over \$100, except where PEP regions retain the equipment (e.g., photocopy machines) Normal operating costs or usage charges of District-owned equipment Purchase of special, additional equipment
Equipment Rental	<ul style="list-style-type: none"> Equipment needed during response to support objectives Costs of rented equipment in feeding staff during an event 	<ul style="list-style-type: none"> Equipment rented to conduct normal operations Rental equipment rates that exceed <i>BC Equipment Rental Rates Guide</i>
Evacuation	<ul style="list-style-type: none"> Shelter, feeding for livestock and restoration of the facilities used for those purposes 	<ul style="list-style-type: none"> Food, shelter, clothing for persons evacuated (suppliers are reimbursed through PEP) Evacuation costs before an Evacuation Order is issued or after an All Clear has been declared (e.g., costs of transporting evacuees)
Facility Rental	<ul style="list-style-type: none"> Rental of non-City community hall or facility Incremental janitorial and utilities Facility damage due to occupation 	<ul style="list-style-type: none"> Hall, facility rental to own community(self) or loss of use charges



Examples of Eligible and Ineligible Response Costs (This table presents examples only and is not comprehensive. Refer to the C&DFA Reg. for exact wording.)		
Response Item	Eligible	Not Eligible
Fire Services	<ul style="list-style-type: none"> Costs of special fire protection of District facilities (e.g., external sprinklers) not otherwise reimbursed Use of fire vehicles outside District jurisdiction under conditions of PEP Policy Bulletin 00-11 	<ul style="list-style-type: none"> Costs of fire protection of private facilities Fire service charges reimbursed through the Office of the Fire Commissioner
Fuel, Oil, Lubricants	<ul style="list-style-type: none"> Incremental costs related to the response efforts during the event 	<ul style="list-style-type: none"> Normal consumption of fuel, oil, lubricants for non-emergency activities
Fundraising	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Expenses that are recovered from agencies, such as Canadian Disaster Relief Fund, or from disaster fundraising drives
Goods and Services Tax	<ul style="list-style-type: none"> GST for the portion not recoverable by GST rebate. All local government bodies are eligible, except municipalities. 	<ul style="list-style-type: none"> GST that is recoverable by rebate GST paid by municipalities
Inventory	<ul style="list-style-type: none"> Supplies related to the response operations in support of public safety 	<ul style="list-style-type: none"> Stockpiling of inventory by the District
Materials	<ul style="list-style-type: none"> Materials needed during response to protect public Costs of materials in feeding response personnel 	<ul style="list-style-type: none"> Materials used to conduct normal operations
Medical Care, Health Services	<ul style="list-style-type: none"> Medical care to casualties, moving patients, and their return following the disaster Protective health and sanitation facilities 	<ul style="list-style-type: none"> Normal medical care and health service operational costs Purchase of special, additional medical or health care equipment to assist response
Office Supplies	<ul style="list-style-type: none"> Related to the operation of special communication facilities, emergency control headquarters, reception centres 	<ul style="list-style-type: none"> Stockpiling of office supplies by the District
Overtime Wages	<ul style="list-style-type: none"> Incremental costs related to the event, plus benefits 	<ul style="list-style-type: none"> Overtime wages that cannot be attributed to event Regular wages, benefits of employees Base operating costs, such as salaries or regular wages of employees, Compensatory Time Off (CTO) or banked overtime Excessive overtime rate payments
Police Services	<ul style="list-style-type: none"> Costs of police protection and security to enhance public safety, e.g., patrols of hazardous areas, evacuated areas Evacuation costs and resources when evacuation order in place 	<ul style="list-style-type: none"> Costs of police protection of private facilities Mutual aid charges
Preventative Works and Mitigation	<ul style="list-style-type: none"> Protection of publicly-owned institutions and utilities from the current threat, including equipment, materials, and labour 	<ul style="list-style-type: none"> Works undertaken as preventative measures to guard against future disasters without prior approval from PEP Damage to District facilities if prior assistance was not used for the preventative work as required
Provincial Sales Tax	<ul style="list-style-type: none"> All PST 	<ul style="list-style-type: none"> Not Applicable



Examples of Eligible and Ineligible Response Costs (This table presents examples only and is not comprehensive. Refer to the C&DFA Reg. for exact wording.)		
Response Item	Eligible	Not Eligible
Public Works	<ul style="list-style-type: none"> Emergency repairs to public works required to support response objectives 	<ul style="list-style-type: none"> Repair or replacement of public works may be eligible under recovery Costs to enhance public works to better than pre-disaster condition
Resources	<ul style="list-style-type: none"> Resources (personnel, equipment, materials) needed during response to protect public safety 	<ul style="list-style-type: none"> Costs related to the use of public-owned resources
Scalping of Gravel Beds	<ul style="list-style-type: none"> Scalping when there is an unusually heavy disaster-related deposition, and then only the cost of removing the deposition 	<ul style="list-style-type: none"> All other scalping of gravel beds
Search and Rescue	<ul style="list-style-type: none"> Rescue, transportation, emergency health arrangements 	<ul style="list-style-type: none"> SAR services not related to the event
Service Contracts	<ul style="list-style-type: none"> Contracts directly related to the response efforts 	<ul style="list-style-type: none"> Contracts not related to the event
Staffing Expenses	<ul style="list-style-type: none"> Paid overtime costs and benefits Feeding emergency response staff during an event that would not usually be provided 	<ul style="list-style-type: none"> Regular wages, benefits of employees Base operating costs, such as salaries or regular wages of employees, Compensatory Time Off (CTO) or banked overtime
Supplies	<ul style="list-style-type: none"> Supplies from local government stores consumed in response 	<ul style="list-style-type: none"> Stockpiling costs, materials, equipment or other costs related to these activities
Telephone Charges	<ul style="list-style-type: none"> All telephone charges if rented or leased for event Airtime charges only if not rented for event (volunteer or staff private phone) 	<ul style="list-style-type: none"> Telephone charges and equipment used for normal operations
Temporary Wages	<ul style="list-style-type: none"> Costs of backfilling a regular position with a temporary employee due to incident 	<ul style="list-style-type: none"> Base salaries or regular wages of regular employees
Travel	<ul style="list-style-type: none"> Incremental costs related to the event 	<ul style="list-style-type: none"> Travel costs that cannot be attributed to event
Tree Pruning, Removal	<ul style="list-style-type: none"> Pruning or removal of trees that constitute an imminent threat to public safety 	<ul style="list-style-type: none"> Landscaping not essential to the public welfare
Vehicle Repairs	<ul style="list-style-type: none"> Not Applicable 	<ul style="list-style-type: none"> Cost of maintaining vehicles used in response, including extraordinary maintenance attributable to emergency conditions (e.g., smoke, dust, surface debris) Cost of repairing or replacing vehicles lost or damaged in event
Volunteer Expenses	<ul style="list-style-type: none"> Volunteer expenses that are attributable to the event (e.g., mileage, hourly rate, meal reimbursement, phone charges) 	<ul style="list-style-type: none"> Volunteer expenses that cannot be attributed to event Loss of volunteer personal equipment (e.g., eyeglasses, clothing, computer equipment) reimbursed directly from PEP under Policy Bulletin 00.02. Volunteer may submit claim.
Wages	<ul style="list-style-type: none"> Paid overtime costs and benefits 	<ul style="list-style-type: none"> Regular wages, benefits of employees Base operating costs, such as salaries or regular wages of employees, Compensatory Time Off (CTO) or banked overtime



Time Unit Coordinator	
Responsibilities:	<p>The Time Unit Coordinator tracks, records, and reports all on-duty time for personnel, including hired and contracted individuals working during the event or disaster.</p> <ol style="list-style-type: none"> 1. Establish Time Unit Procedures – Determine procedures for recording EOC personnel time, and establish a file for each EOC employee, volunteer, and agency representative. 2. Collect Time Reports – Gather and / or update time reports from all EOC personnel, and ensure accuracy of records. 3. Submit Time Records to District Treasurer – Submit personnel time records, travel expense claims and other related forms for employees to the District Treasurer.
Reports To:	EOC Finance / Admin Section Chief
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Establish Time Unit Procedures <ul style="list-style-type: none"> <input type="checkbox"/> <u>Develop Time-Keeping Method</u> – Determine methods for recording EOC personnel time, working with the Finance / Admin Section Chief. Use your jurisdiction's regular payroll time sheets, where possible. <input type="checkbox"/> <u>Create Employee Records</u> – Establish a file for each employee or volunteer to maintain a fiscal record for as long as the person is assigned to the EOC. Refer to completed PEP Registration forms (see EOC 512) from the Personnel Unit for the identity of all EOC personnel. <input type="checkbox"/> <u>Advise Supervisors about Personnel Records</u>– Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them. 2. Collect Time Reports <ul style="list-style-type: none"> <input type="checkbox"/> <u>Assemble Time Records</u> – Initiate, gather, or update time reports from all EOC personnel, including volunteers and agency representatives assigned to each shift. <input type="checkbox"/> <u>Verify Time Records</u> – Check time records to ensure they are accurate and prepared according to policy. <input type="checkbox"/> <u>Track Overtime Costs</u> – Maintain a daily overtime spreadsheet to estimate overtime payments for municipal staff. Log the information (i.e., casual or full-time employee, pay rate, type of work, regular hours per day, days per week) into a daily overtime master spreadsheet so that overtime is evident.



Time Unit Coordinator	
	<p><input type="checkbox"/> <u>Collect Overtime Records</u> – Ensure all municipal staff daily complete a timesheet called the “daily salary spreadsheet.” Submit the completed timesheet for each shift, or staff members may submit individual timesheets at the end of their shifts. For missing timesheet information, consult the EOC’s “Check In/Check Out Sheet” (EOC Form 511) or obtain the staffing schedules from EOC supervisors.</p> <p>3. Submit Time Records to SRLD Treasurer</p> <p><input type="checkbox"/> <u>Submit Staff Records for Payment</u> – Submit personnel time records, travel expense claims and other related forms for employees to the District Treasurer.</p>
Before Leaving:	<p><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.</p>
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none">• Payroll Timesheets• Position Log (Form EOC 414)



Purchasing Unit Coordinator	
Responsibilities:	<p>The Purchasing Unit Coordinator provides administrative services pertaining to all matters involving purchase, hire, contract, rental and leases of resources through the EOC.</p> <ol style="list-style-type: none"> 1. Establish Purchasing Procedures – Determine Purchasing policies and procedures for your jurisdiction, including the approved processes for contracting. 2. Coordinate Contracts – Oversee the development and maintenance of all contracts initiated through the EOC for purchase, lease, or rent of acquired resources. 3. Submit Purchasing Records to Cost Unit – Forward costs and payment schedules to Cost Unit for processing of all EOC contracts.
Reports To:	EOC Finance / Admin Section Chief
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Establish Purchasing Procedures <ul style="list-style-type: none"> <input type="checkbox"/> <u>Confirm Purchasing Authorization</u> – Review emergency purchasing procedures and policies of the municipality, including the identity of EOC personnel authorized to commit the District to a contract. <input type="checkbox"/> <u>Advise EOC Personnel on Purchasing Procedures</u> – Ensure that all EOC personnel know the approved processes for purchasing, including contracting procedures. <input type="checkbox"/> <u>Obtain Contact Forms</u> – Obtain approved contract forms for use in all EOC purchasing. 2. Coordinate Contracts <ul style="list-style-type: none"> <input type="checkbox"/> <u>Review Contracts</u> – Review all EOC contracts to ensure they identify the scope of work, specific site locations, and any requirements for insurance. Verify contract costs with pre-established vendor contracts and/or agreements, or consult the Blue Book for accepted provincial rates for equipment. <input type="checkbox"/> <u>Negotiate Contracts</u> – Negotiate rental and lease rates not already established, or purchase price with vendors as required. Coordinate with Supply Unit and Operations Section on all matters involving the need to purchase, hire, contract, rent or lease. Obtain concurrence from the Finance/Administration Section Chief. <input type="checkbox"/> <u>Report Unethical Business Practices</u> – Report vendors engaged in unethical business practices, such as inflated prices or rental rates for their merchandise or equipment during disasters, to the EOC Director and PREOC, if established.



Purchasing Unit Coordinator	
	3. Submit Purchasing Records to Cost Unit <input type="checkbox"/> <u>Forward Contracts for Payment</u> – Forward costs and payment schedules to District Treasurer for processing of all EOC contracts.
Before Leaving:	<input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<u>Aids</u> <u>Forms</u> <ul style="list-style-type: none">• Position Log (Form EOC 414)



Compensation and Claims Unit Coordinator	
Responsibilities:	<p>The Compensation and Claims Unit Coordinator oversees the investigation of injuries and claims arising from damage to property and/or equipment. Responsible for maintaining a file of injuries and illnesses associated with the event or disaster including results of investigations.</p> <ol style="list-style-type: none"> 1. Manage Equipment Loss or Damage Claims – Coordinate investigation and resolution of claims of equipment loss or damage due to response activities. 2. Manage Injury Claims –Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required timeframe. 3. Manage Private Property Loss or Damage Claims – Record all claims of public property loss or damage, and explore options for loss control and mitigation of hazards. 4. Submit Claim Summaries to Cost Unit – Forward summary of claim estimates to Cost Unit for processing.
Reports To:	EOC Finance / Admin Section Chief
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Manage Equipment Loss or Damage Claims <ul style="list-style-type: none"> <input type="checkbox"/> <u>Receive Equipment Claim Information</u> – Receive and record claims of loss or damage to response equipment operating on behalf of the EOC or jurisdiction. Consult with the Risk Management Officer on all claims of equipment loss or damage. <input type="checkbox"/> <u>Gather Information</u> – Investigate equipment damage claims to determine cause and application under the contract, taking photographs where appropriate to document damage. Obtain copies of relevant contracts from the Purchasing Unit Coordinator. <input type="checkbox"/> <u>Track Equipment Damage Claims</u> – Maintain a chronological log of equipment damage claims reported during the event.



Compensation and Claims Unit Coordinator

	<p>2. Manage Injury Claims</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Receive Injury Claims</u> – Receive and record all reports of injuries associated with the response effort. Establish a separate file for each reported incident. <input type="checkbox"/> <u>Investigate Injury Claims</u> – Where injuries occur to District employees or EOC volunteers, ensure all injury claims are investigated as soon as possible. <input type="checkbox"/> <u>Prepare WCB Forms</u> – Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required timeframe. <input type="checkbox"/> <u>Track Injury Claims</u> – Maintain a chronological log of injuries and illnesses reported during the event. <p>3. Manage Private Property Loss or Damage Claims</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Receive Damage Claims</u> – Receive and record all reports of private property loss or damage claims associated with the incident, working with the Damage Assessment prepared by the EOC Situation Unit. Consult with the Risk Management Officer on all claims of public property loss or damage, and explore options for loss control and mitigation of hazards. <input type="checkbox"/> <u>Investigate Damage Claims</u> – Ensure all private property claims are investigated as soon as possible. <input type="checkbox"/> <u>Track Damage Claims</u> – Maintain a chronological log of private property damage reported during the event. <p>4. Submit Claim Summaries to Cost Unit</p> <ul style="list-style-type: none"> <input type="checkbox"/> Forward summary of claim estimates to Cost Unit for processing.
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414)



Cost Accounting Unit Coordinator	
Responsibilities:	<p>The Cost Accounting Unit Coordinator collects all cost data, performs cost effectiveness analyses, develops cost estimates, and makes cost-saving recommendations.</p> <ol style="list-style-type: none"> 1. Acquire Cost Data – Collect cost documentation daily from sites and EOC sections. 2. Create and Maintain Cost Records – Prepare and maintain a cumulative cost report for the event or disaster, accounting for all costs and losses incurred by the local government. 3. Coordinate Financial Assistance for Jurisdiction – Coordinate all financial assistance efforts with agencies offering emergency response support.
Reports To:	EOC Finance / Admin Section Chief
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Acquire Cost Data <ul style="list-style-type: none"> <input type="checkbox"/> <u>Advise EOC Sections on Cost Records</u> – Ensure that each EOC Section is documenting response cost information from the onset of the event. Advise staff of Disaster Financial Assistance rules and the importance of documentation. <input type="checkbox"/> <u>Assemble Cost Records</u> – Collect cost documentation daily at the end of each shift. Assist Incident Commander(s) and Branch Coordinators in obtaining cumulative cost totals for the event on a daily basis. <input type="checkbox"/> <u>Summarize Costs</u> – Compute costs for use of equipment owned, rented, donated or obtained through aid, working with the Purchasing Unit. Meet with the Documentation Unit Coordinator and review EOC position logs, journals, all status reports and Action Plans to determine additional financial assistance items that may have been overlooked. 2. Create and Maintain Cost Records <ul style="list-style-type: none"> <input type="checkbox"/> <u>Prepare Daily Expense Reports</u> – Prepare and maintain a daily expense report (using EOC Form 532) for the event or disaster, accounting for all costs and losses incurred by the local government. Submit the Daily Expense Report to the PREOC. <input type="checkbox"/> <u>Maintain Cumulate Costs</u> – Prepare and maintain a cost report to provide cumulative analyses, summaries, and total emergency related expenditures for the local jurisdiction. <input type="checkbox"/> <u>Organize Cost Records</u> – Organize and prepare records for final audit.



Cost Accounting Unit Coordinator	
	<p>3. Coordinate Financial Assistance for District</p> <ul style="list-style-type: none"><input type="checkbox"/> <u>Confirm PEP Task Number</u> – Ensure that PEP has provided a task number for the incident.<input type="checkbox"/> <u>Identify Sources of Financial Assistance</u> – Coordinate all financial assistance with agencies offering emergency response support. Contact the PEP Recovery Office for assistance and guidance.<input type="checkbox"/> <u>Assemble Cost Records</u> – Working with the EOC Documentation Unit, organize and prepare cost records for submission to PEP and other provincial organizations.
Before Leaving:	<input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none">• Position Log (Form EOC 414)