

An IMT's Role in Finance



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Finance Section Chief Requirements

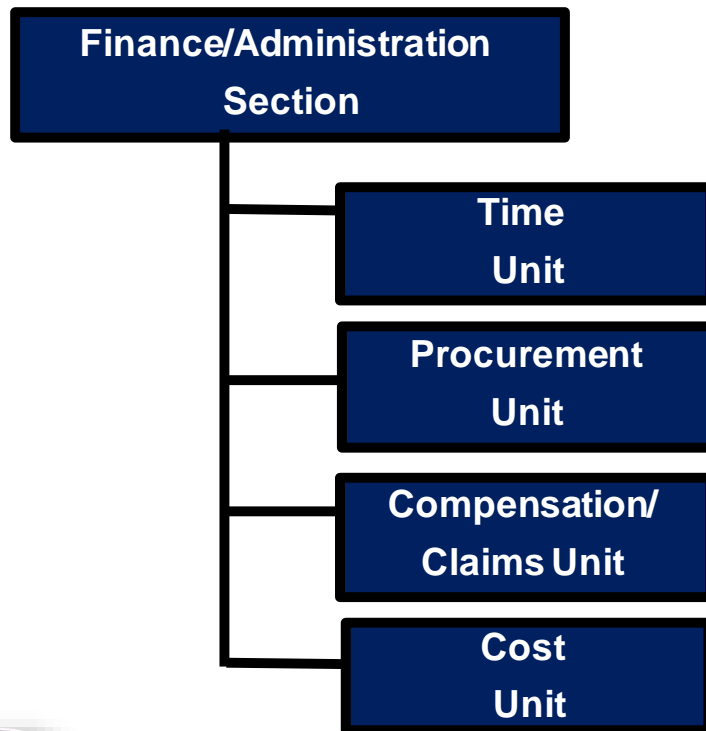
The Finance Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section

A Daily Cost report is generated at 10:00 am every day for the purpose of updating the TDEM Chief and Governors office when applicable.



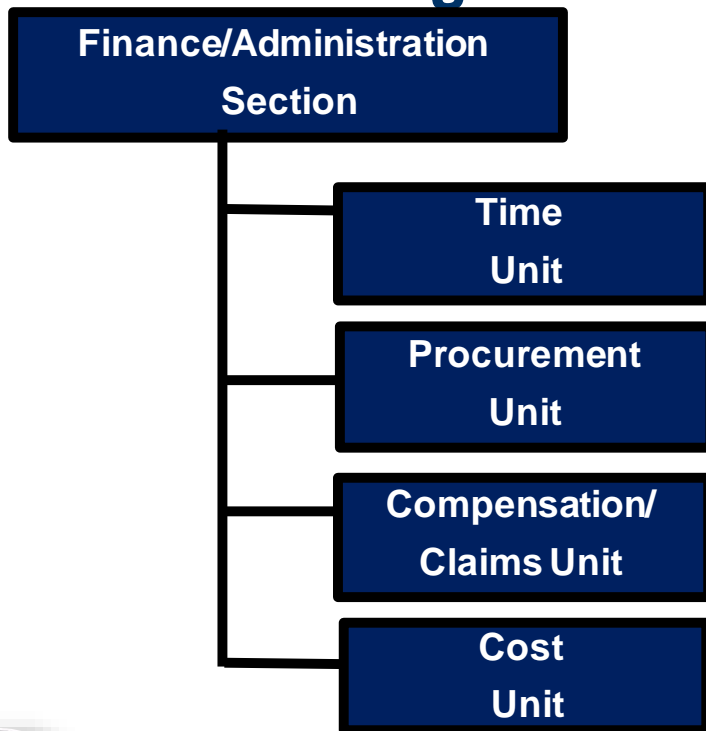
Time Unit Leader (TIME)

Responsible for equipment and personnel time recording.



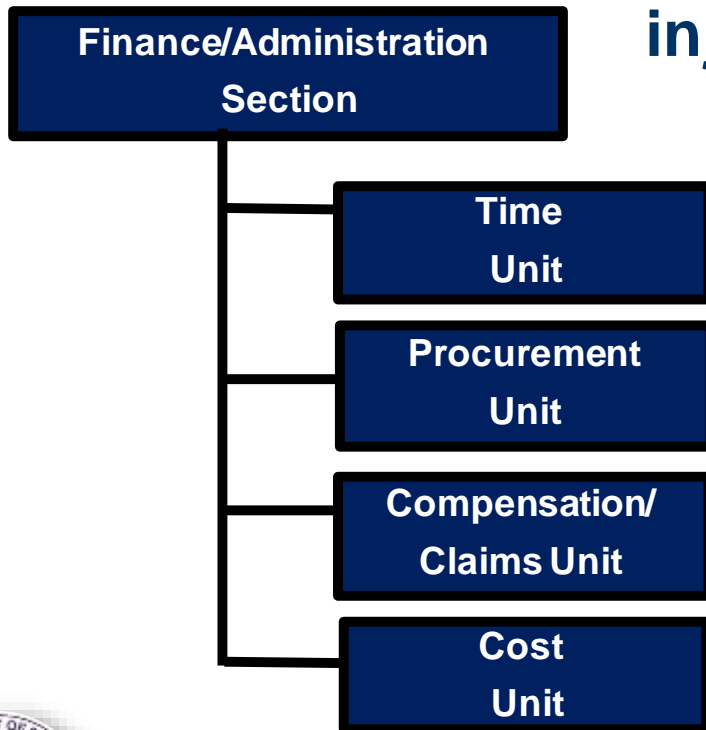
Procurement Unit Leader (PROC)

Responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.



Compensation/Claims Unit Leader (COMP)

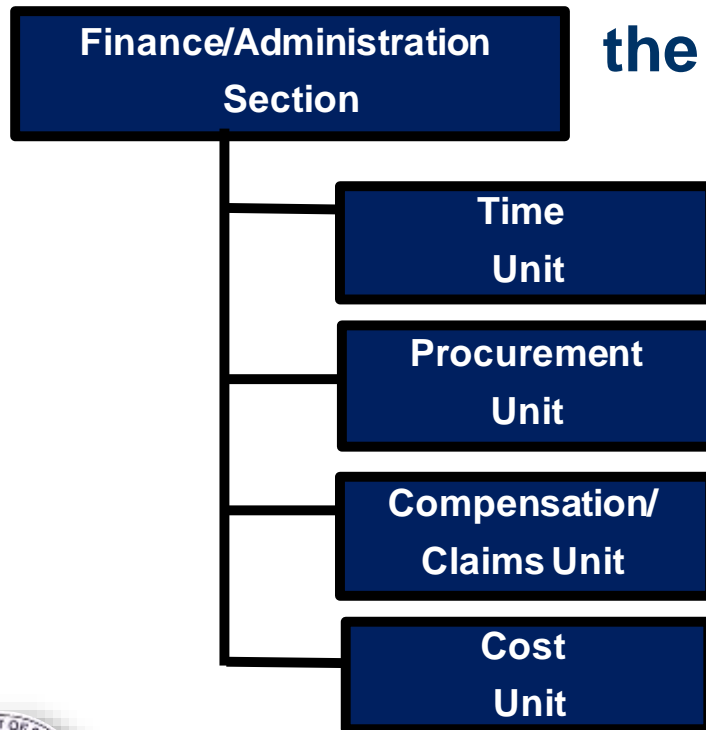
Responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims-related activities (other than injury) for an incident.



Cost Unit Leader (COST)

Responsible for collecting all cost data, performing cost-effectiveness analyses, and providing cost estimates and cost-saving recommendations for

the incident.



Team Briefing / Objectives

- Justify all expenses
- Track all assets
- Document all expenses
- Know the contract deliverables
- Demobilize immediately when not required
- Rent before purchase



Every member on an IMT impacts a Budget

- Incident Commander
 - Liaison
 - Safety
 - Operations Section
 - Logistics Section
 - Service Branch
 - Support Branch
 - Plans Section
- Labor Cost
 - Straight Time
 - Overtime
 - Equipment Cost
 - Mileage
 - Hours
 - Travel Cost
 - Hotel
 - Per Diem



Identifying the differences

Are there differences in the expenses needing to be captured?

Supporting a City/County (MOU)

Vs.

Supporting a City/County (IMT)

Vs.

Supporting a DDC



Identifying the impacted Budgets

- Home Agency Budget
- Impacted City Budget
- Impacted County Budget
- Impacted State Budget
- Labor Cost
 - Straight Time
 - Overtime
- Equipment Cost
 - Mileage
 - Hours
- Travel Cost
 - Hotel
 - Per Diem



BE ~~AT~~ THE AUDITOR

- Incident Command **Auditor**
 - Liaison **Auditor**
 - Safety **Auditor**
- Operations Section **Auditor**
- Logistics Section **Auditor**
 - Service Branch **Auditor**
 - Support Branch **Auditor**
- Plans Section **Auditor**





Document

Document

Document

Document

DOCUMENT



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

TEAM MEMBER RESPONSIBILITIES

- Does the required action have a written justification.
 - Will the justification make sense when it is reviewed in 5 years?
- Was the action approved by the proper administrator?
- Is the action requested specific?
 - Quantity
 - Length of time
 - Purpose
 - Destination
- Will the action result in a service or supply ?
 - Is there a check-in process
 - Are there any contract deliverables
 - Is there a tracking process
 - Is there a demobilization process
- Has each step been documented ?
 - Signatures / Dates



Documentation comes in many forms

- New State of Texas Assistance Request
- STAR
- 213RR
- 213 General Message Form
- Email
- Fax
- Big Chief Tablet Sheet
- Text – message – forward as email and print
- Paper Napkin



Documentation comes in many forms

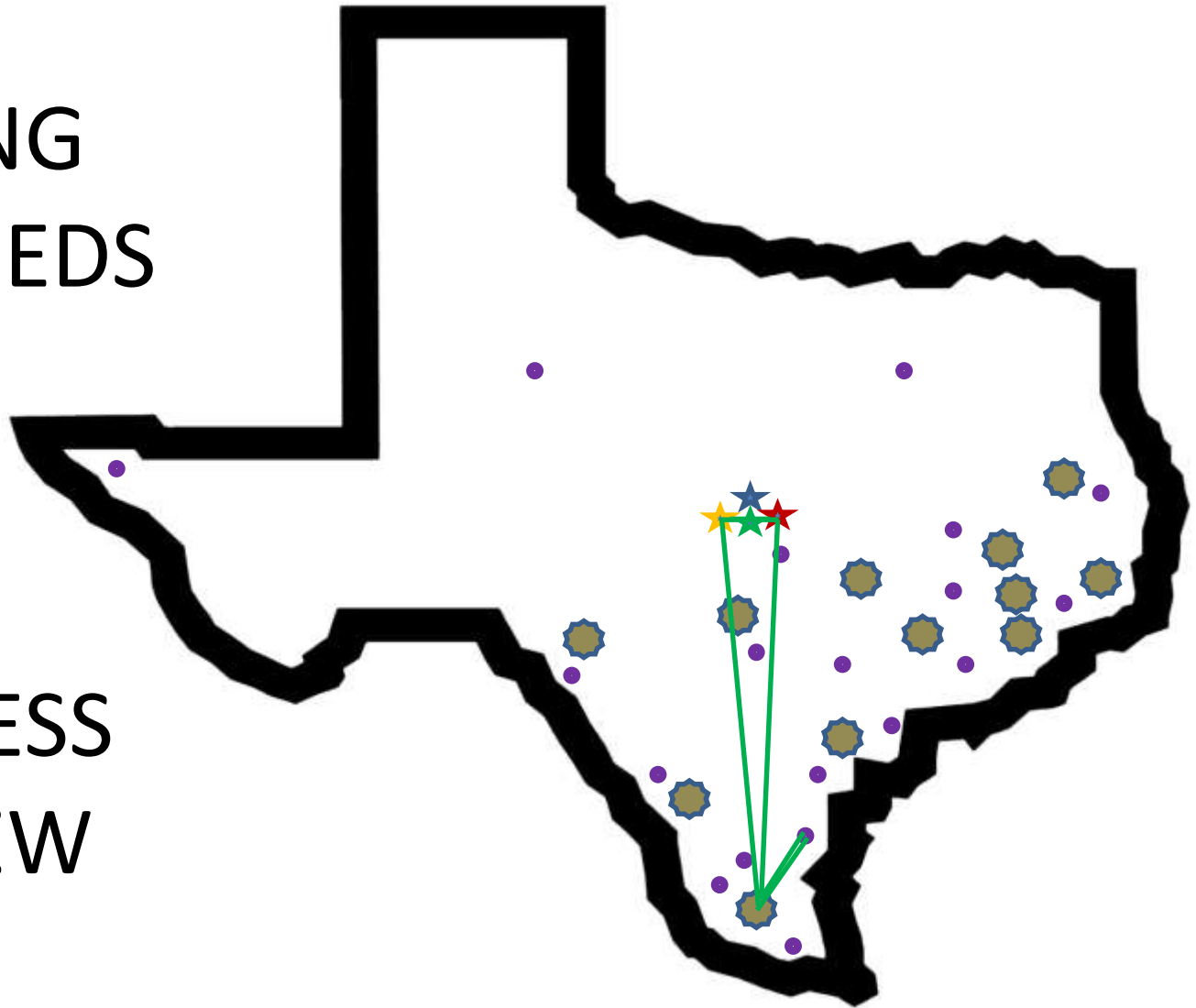
- Delivery / Drop Slip
- Packing Slip
- Bill of Lading
- Check-in
- Service Ticket
- Repair/Maintenance Ticket
- Fuel Receipt
- Invoice
- Demobilization



FILLING THE NEEDS

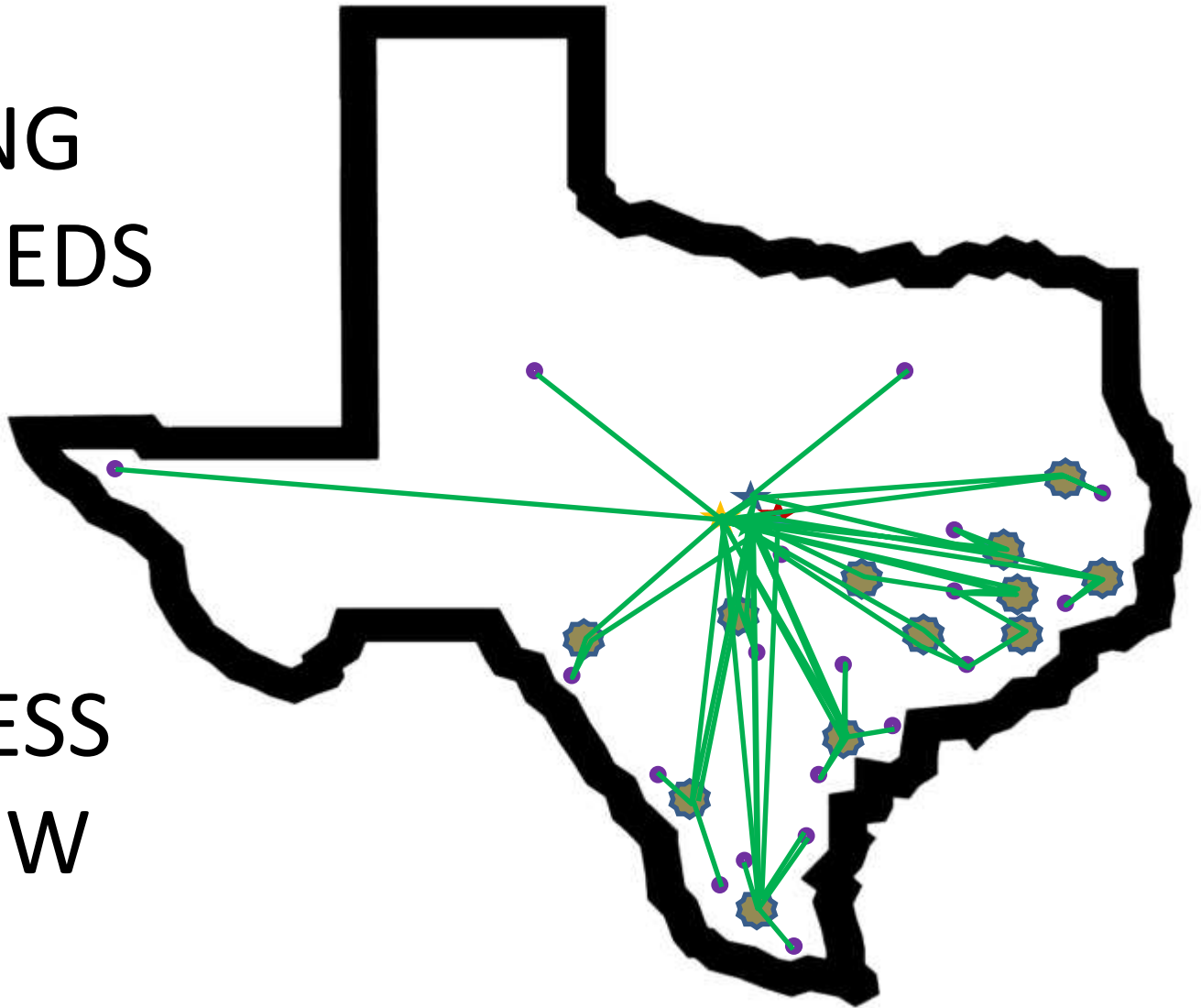


PROCESS REVIEW



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

FILLING THE NEEDS



PROCESS REVIEW



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PROVE IT !!!



Finance Section will provide

Information for the DDC and the requestor can be found here.

- Provider Notes will contain vendor name, contact information and estimated time of delivery
- Attachments will include contract deliverables.

Requestor Information / Approval	
Requested by Position (Name): DDC15-Beaumont (HallJay1507)	
Requestor Phone Number: (409) 284-9381	Requestor Email: jay.hall@dps.texas.gov
Requestor Signature: Larry Allen	Date / Time: 5/11/2012 14:43:10

Assigned To / SOC Notes to Provider	
LOGS - TDCJ Reset Fill 1 Fields	
<div style="border: 1px solid gray; height: 40px;"></div>	
Fill 1 Status: Assigned to Provider	
<u>Agency POC</u>	<u>Able to Fill:</u>
F Name: _____	ETA: 12/31/1899 12:00:00 AM
I Position: _____	Est. Cost: 0
L Phone: _____	Provider Notes: <div style="border: 1px solid gray; height: 40px;"></div>
1 Email: _____	<div style="border: 1px solid gray; width: 100px; height: 20px;"></div> Browse...
Tag as a DEMOB Item Check In Final Destination	



D-LAN#	PO#	VENDOR	QUANTITY	DESCRIPTION	SERIAL NUMBER	DELIVERY ADDRESS	POC#
100354	1008	Admar Supply	1	45 KVA Generator	9200096/029671	DHSES Logistics, Oriskany	
100354	1008	Admar Supply	1	45 KVA Generator	9200104/029790	DHSES Logistics, Oriskany	
100354	1008	Admar Supply	1	70 KVA Generator	20127690	DHSES Logistics, Oriskany	
100354	1008	Admar Supply	1	70 KVA Generator	20127688	DHSES Logistics, Oriskany	
100579	1028	Admar Supply	10	6" Trash Pumps		DHSES Logistics, Citifield, Queens	
102751	1157	ADS Operational Equipment & Logs	8	Fire Vulcan Rechargeable Lights		Nassau County Emergency Operations Ctr.	
100582	1017	Alden Equipment	1	2007 Nissan Forklift MAP1F2A25LV	AP1F2-960495	GSA Warehouse Hoyt Ave Binghamton	
102794	1126	All Hands Fire Equipment	10	Pro-Bar Halligan 30 inch	No Serial Number	Republic Airport 7150 Republic Airport Road East Farmingdale Erik Da	
100744	1041	Annapolis Inflatables	1	Zodiac MKIII Grain Raid 8 Person Rescue Boat	XDCC686CC111	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Zodiac MKIII Grain Raid 8 Person Rescue Boat	XDCC016CC111	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Zodiac MKII Grain Raid 6 Person Rescue Boat	XDCC996BC111	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Zodiac ERB400 6 Person Rescue Boat	AVB57608B212	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Zodiac G470 6 Person Rescue Boat	XDC5534VC808	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Zodiac Minuteman 6 Person Rescue Boat	XDCMIN1JJ213	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Eveinrude 30HP Rescuepro outboard		Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	6	Fuel Bladders	No Serial Number	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Loadrite Trailers	CA013055	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Loadrite Trailers	CA013054	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Loadrite Trailers	CA013054	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Loadrite Trailers	DA002004	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Loadrite Trailers	DA002005	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Loadrite Trailers	CA009460	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Mercury 25 HP tiller rope start	OR135503	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Mercury 25 HP tiller rope start	OR135506	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Mercury 25 HP tiller rope start	OR135508	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Mercury 25 HP tiller rope start	OR135517	Republic Airport, East Farmingdale	
100744	1041	Annapolis Inflatables	1	Mercury 25 HP tiller rope start	OR135520	Republic Airport, East Farmingdale	
101207	1076	Audio-Video Corporation	6	Cisco TelePresence VX actical Portable and Compact Video System		NYS OEM Bldg. 22, Suite 101, 1220 Washington Ave. Albany N	
101207	1076	Audio-Video Corporation	1	Cisco Integrator Package with NPP, Remote Control, Mic, Cable		NYS OEM Bldg. 22, Suite 101, 1220 Washington Ave. Albany N	



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D-LAN#	PO#	VENDOR	QUANTITY	DESCRIPTION	SERIAL NUMBER	DELIVERY ADDRESS	POC#
100175	1001	CDW - 100 qty	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSC6	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BRNX	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BRPK	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BRQ9	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BRRH	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BRRQ	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BRS1	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BS2K	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BS2T	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSDB	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSGO	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSHK	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSJD	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSK4	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSKP	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSMV	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSQB	DHSES Bldg 7A Albany	Recover
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100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSVP	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSWB	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSWX	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSXX	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSYR	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BT03	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BTOP	DHSES Bldg 7A Albany	Recover



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D-LAN#	PO#	VENDOR	QUANTITY	DESCRIPTION	SERIAL NUMBER	DELIVERY ADDRESS	POC#
100386	1030	CDW - 200qty	1	CANON PIXMA IP100 20PPM (1467110)	ACCY91468	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY91483	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY91484	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY91485	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY94789	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY98899	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY98926	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY98929	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY98932	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY98934	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY98935	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY99625	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY99626	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY99628	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY79847	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY79850	DHSES Bldg 22, Suite 101, Albany	
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100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY79852	DHSES Bldg 22, Suite 101, Albany	
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100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY79861	DHSES Bldg 22, Suite 101, Albany	
100386	1030	CDW	1	CANON PIXMA IP100 20PPM (1467110)	ACCY79862	DHSES Bldg 22, Suite 101, Albany	
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D-LAN#	PO#	VENDOR	QUANTITY	DESCRIPTION	SERIAL NUMBER	DELIVERY ADDRESS	POC#
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699384	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699386	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699393	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699380	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699385	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699394	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699389	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699392	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699344	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699339	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699341	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699340	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699343	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699345	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699329	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699342	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699234	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699248	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699247	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699166	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699311	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699316	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699319	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699183	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699187	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699185	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699278	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699277	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	
102423	1092	Jere's Hardware	1	4500 Watt B&S Generator	1017699287	OGS Warehouse 101 Wilshire Blvd. Brentwood NY	



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Finance Section Needs

<p>Live</p> <p>02-27346RR-SOC</p> <p>Update</p> <p>2013 Daily OPS Log</p>	<p>DDC02-Lubbock (ONealColleen6743) 806-548-4344</p> <p>County: LUBBOCK DDC: 02</p>	<p>Item: High Profile Vehicles</p> <p>Qty: 2 (2 Filled / 0 Not Filled)</p> <p>2 Humvees and 2 personnel per unit</p>	<p>Alerts:</p> <p>Waiting on Confirmation of Receipt</p> <p>Status Process Location</p> <p>Processing at SOC</p>	<p>Provider / Resource Disposition</p> <p>Ops TMF (+2 Committed)</p> <p>Ops TMF (Assigned)</p>	<p>Submitted: 2/25/2013 07:27:15</p> <p>Last Update: 02/28/2013 13:40:55</p>	<p>STAR Form</p> <p>Change Log</p>
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Finance Section Needs

F I L L 1	<u>Agency POC</u>	<u>Able to Fill:</u>
	Name: <input type="text"/>	Qty Filled: <input type="text" value="2"/>
	Position: <input type="text"/>	Remaining: <input type="text" value="0"/>
	Phone: <input type="text"/>	ETA: <input type="text" value="02/25/2013"/>
	Email: <input type="text"/>	Est. Cost: <input type="text" value="0"/>
Provider Notes: <input type="text"/> <input type="button" value="Browse..."/>		
<input type="button" value="Tag as a DEMOB Item"/>		<input type="button" value="Check In Final Destination"/>
Authorizing Signature: <input type="text"/>		Date / Time: <input type="text"/>



Finance Section Needs

Straight Bill of Lading **Short Form - Original - Non Negotiable**

CARRIER NAME _____ AT _____ DATE _____
 CARRIER NO. _____ Shipper's Reference _____

Received, subject to the terms and conditions set forth on the back of this Bill of Lading, the property described below, in apparent good order, except as noted hereon and condition of contents of package unknown, packed, crated, and secured as indicated below, with safekeeping the responsibility being undertaken through-out the transit as in writing any person or corporation in possession of the property under the contract agreed to carry to the usual place of delivery at said destination, if via sea coast or to any water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party of any line interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions and prohibitions, whether printed or written, herein contained (as specified in Appendix B to Part 1000) which are hereby accepted by the shipper and accepted for transit and his assign.

Shipper	Consign To	Declared Valuation: \$				
		Freight Charges:				
Bill Prepaid Freight Charges To:	Charges to Be Paid by: Collect on Delivery _____ In Remit COD to:	Route Delivering Carrier Vehicle/Car No.				
		HAZMAT Material Emergency Response Telephone Number:				
Special Instructions:						
# of Units	↑ H/L	Type of Package	Description of Articles, Special Marks, and Exceptions	Weight	Class Or Rate	Subject to Section 7 of the agreement between Shipper and Carrier, if the shipment is to be delivered to the consignee without recourse on the one signer, the consignor shall sign the following statement. The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.



Finance Section Needs

PACKING LIST

© Copyright 1990 UNZ & CO.

Place and Date of Shipment _____ 19 _____

To _____

Gentlemen:

Under your Order No. _____ the material listed below
 was shipped via _____
 To _____

Shipment consists of:		Mark
_____ Cases	_____ Packages	
_____ Crates	_____ Cartons	
_____ Bales	_____ Drums	
_____ Pallets	_____ _____	

*LEGAL WEIGHT IS WEIGHT OF ARTICLE PLUS PAPER, BOX, BOTTLE, ETC., CONTAINING THE ARTICLE AS USUALLY CARRIED IN STOCK.

PACKAGE NUMBER	WEIGHT IN LBS. or KILOS			DIMENSIONS			QUANTITY	CLEARLY STATE CONTENTS OF EACH PACKAGE
	GROSS WEIGHT EACH	LEGAL WEIGHT EACH	NET WEIGHT EACH	HEIGHT	WIDTH	LENGTH		



TOOLS

WebEOC 7.6 Login **intermedix**

User:

Password:

WebEOC® is a registered trademark of [ESi Acquisition, Inc.](#)

Server 1





New TDEM WebEOC Account Request [Here](#)
WEBEOC SUPPORT: [Email](#) or 512-424-5333




Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT



TOOLS







Response Resources 2015 Daily OPS Log    Quick Filter...

Create New Unit Edit Types/Agencies **Unit View** Team View CAD View

Show:  **All Divisions** Total Units: NaN

Div1 Units: NaN Div2 Units: NaN Div3 Units: NaN Div4 Units: NaN Div5 Units: NaN Div6 Units: NaN

Div7 Units: NaN Div8 Units: NaN Div9 Units: NaN All Units   Units Marked As Demob Complete

Division	Callsign	Agency	Unit #	Status 	Crew Members () 	Contact # 	Type	Location 	Details 	Last Updated 
----------	----------	--------	--------	--	--	---	------	--	---	--



TOOLS

Resource Request Update - SOC Desk

Request #: 16-9016-HOU Initial Request Date / Time: 1/7/2015 17:06:25

Incident Name: TRAINING January 2015 Requesting Entity: FORT BEND-16

Is this RR Tied to Another Request? (provide other Request Number)

Other Tracking Numbers:

Requested Item Description

Item Name: field cots

Quantity: 10 Unit: Each

Item Description: (Provide Details)
easy set up cots

Purpose of Request:
for rest area of EOC personnel

When Needed? For How Long?

Delivery Information

Facility Name:

Facility Address:

Facility City: State: TX Facility Zip:

Point of Contact (POC) Name: POC Telephone Number:

POC Email: POC Fax:

Additional Instructions:

Requestor Information / Approval

Requested by Position (Name):
[FE City of Weston Lakes Logistics] (Fran Aldrich)

Requestor Phone Number: Requestor Email: franaldrich@rsn.com

Requestor Signature: Date / Time: 01/07/2015 17:06:25

DDC Approval Section

DDC Authorizing Signature: Date / Time:

Comments:

Show SOC Admin Options

Spell Check Cancel Save Changes

Boards	
ICS 201 Briefing	+ X
ICS 202 Incident Objective	+ X
ICS 203 Organizational Assignments	+ X
ICS 204 Division Assignments	+ X
ICS 205 Radio Communication Plan	+ X
ICS 206 Medical Plan	+ X
ICS 207 Org Chart	+ X
ICS 209 Incident Status Summary	+ X
ICS 211 Incident Check In List	+ X
ICS 213 General Message	+ X
ICS 214 Unit Log	+ X
ICS 215a	+ X
ICS 216 Radio Requirements Worksheets	+ X
ICS 218 Support Vehicle Summary	+ X
ICS 220 Air Operations Plan	+ X
ICS 230 Daily Meeting Schedule	+ X
ICS 221 Demobilization Checkout	+ X
ICS 225 Personnel Perf. Rating	+ X
ICS 201 Incident Briefing	+ X
ICS 202 Incident Objectives	+ X
ICS 203 Organizational Assignment List	+ X
ICS 204 Assignment List	+ X
ICS 205 Incident Radio Communications Plan	+ X
ICS 205A Communications List	+ X



TOOLS

Incident List

Activity List

MAP

Reports



Filters

Folder: ▼

Search

Search

Clear Search

42124LSR

[View](#)

INCIDENT : Irving-area Earthquakes
(Natural/Weather /Earthquake)

*Edited By: MillerSam2944
at 1/21/2015 19:41:21*

Dallas , 1/6/2015 20:28:00

Response:0

Assist:1

Coordination:0

Additional Info: Recent seismic activity with epicenters in the Irving-area have stimulated significant media interest and public inquiry. To date, these earthquakes have been minor in class with the highest magnitude occurrence being a 3.6 on the Richter scale.

Location:Irving, TX
DDC04-Garland

Incident:Daily Operations



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

TOOLS



RESOURCES MODULE

Manage Resources

Access Manage Resources From Any Module

Manage Resource - Edit Mode

Person Contracted * Kind/Position **STAM** STAGING AREA MGR Agency **FS**

* Request Number **0-9** * Last Name **RIVAS** Trainee * Configuration **S**

* Account Code **P1ABCD** * First Name **JOSE** * Status **C** Actual Release Date **/ /**

Unit ID **MTLNF** Actual Release Time **: :**

Plans | **Time - Individual** | Cost

S/T, T/F Parent Mobilization Date **05/19/2008** Plans Remarks

Check-in Date **05/19/2008** First Work Day **/ /**

Check-in Time **10:31** Length of Assignment (Days) **14** Other Quals

Num Personnel **1** Demobilization Date Other 1

Demob City **MISSOULA** Other 2

Demob State **MT** Other 3

Jetport **MSD** Vehicle ID

Travel Method **POV** Original Order/Request Nu

* Kind Code **Kind Code** Trainee Save Quals Clear

Close Add Clear Previous Next Save

Server: (LOCAL)\NSUIT\E2 / Database: 2008_Training / User: tjackson

* Required Items

Module Tabs (Display based on permissions)

Common Data



SUPPLY MODULE



The Supply Module allows the user to issue/return/track items to resources and or *locations*

The screenshot shows the 'Supply' application window with a menu bar (File, Modules, Supply, Filters, Reports, Tools, Help) and a toolbar. The main area is divided into three sections: 'Supply - Issue', 'Items For Issue', and 'Items Issued'. The 'Supply - Issue' section contains a table with columns for Request #, Resource Name, Last Name, First Name, Agency, Kind Code, Contractor, Status Code, and Univer. The 'Items For Issue' section contains a table with columns for NFES #, Item Name, Item Description, Property #, Category, Issue By Unit Of Issue, Ready For Issue Qty, and Remarks. The 'Items Issued' section contains a table with columns for NFES #, Item Name, Item Description, Transaction Qty, Property #, Category, Issue By Unit Of Issue, and Remarks. On the right side, there are several control panels: 'Location' with a dropdown menu and 'UnSelect Resource' button; 'Advanced Search' with a search input field, 'Search Name/Desc' button, and 'Clear Advanced Search' button; and a 'Select Item' button with a 'Quick Issue' button below it. At the bottom right, there are buttons for 'Clear Issue', 'Remove/Change Issue', 'Save Item(s)', and 'Preview / Print Waybill'. The status bar at the bottom indicates 'Server: (LOCAL)\NSUITE2 / Database: 2007_Training / User: tjackson'.

•Supply Icon

•Resource grid view

•Items available for issue

•Items assigned

•Supply action buttons

•Select a location

•Search for item

•Add/edit item

•Manage issues



TOOLS

The screenshot shows the Texas Interagency Coordination Center website. The header features the text "Texas Interagency Coordination Center" in a stylized font. Below the header is a navigation menu with categories like "Home", "Fire Reporting", and "Fire Departments". A secondary menu lists "LSSIMT", "AHIMT", "TIFMAS", "Staff", "Fire Activity", and "Hu". The main content area is titled "All Hazard Incident M" and is divided into several sections: "ORGANIZATIONAL DOCUMENTS", "NATIONAL", "FORMS", "QUALIFICATION", "TRAINING", and "STANDARD OPERATING PROCEDURES". The "FORMS" section includes links for "Travel Reimbursement Form", "Sample Crew Time Report (CTR)", "ICS Forms (2010) PDF | Word", "Delegation of Authority Samples", and "DDC Support Forms". The "DDC Support Forms" link is circled in red. A red box highlights the "DDC Support Forms" section, which lists "Contracts", "Equipment", "Materials", and "Rental". A red arrow points from the "DDC Support Forms" link in the "FORMS" section to the red box.



TOOLS

Texas Standard Incident Reimbursement Field Worksheet																	INCIDENT / EVENT									
APPLICANT																TO										
LOCATION/SITE																STAR Reference Number										
DESCRIPTION OF WORK PERFORMED																PERIOD COVERING										
EQUIPMENT DESCRIPTION <small>Indicate size, capacity, horsepower, make & model, TIPMAS "E" number assignment, feet number, etc.</small>	FEMA EQUIP CODE #	OPERATOR'S NAME	DATES/HOURS USED EACH DAY														Total (Hours or Miles)									
			DATE	2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17				2/18						

CERTIFY THE ABOVE INFORMATION TO BE ACCURATE AND THAT THESE COSTS ARE ELIGIBLE FOR REIMBURSEMENT ACCORDING TO STATE POLICY.


AUTHORIZED SIGNATURE _____ TITLE _____ DATE _____

Equipment Rate Links: <http://www.fema.gov/schedule-equipment-rates> or http://ecc.tamu.edu/Documents/IncidentResponse/TIPMAS/TIPMAS_Business_Deployment_Manual.pdf

NOTES: When vehicles are used for transporting personnel only and perform no emergency work function, reimbursement will be based on mileage. Please change "HRS" to "Miles" under the "Date" column when appropriate.



Finance Section Goals

		REGIONAL EMERGENCY MANAGEMENT TRAVEL AND PERSONNEL REIMBURSEMENT FORM		PPS Number No.		
PART 1 - PAYMENT INFORMATION <i>check One:</i> <input type="checkbox"/> Participating Agency / Employer <input checked="" type="checkbox"/> Individual Member						
Paper No.				PPS Number ID		
Address						
Street		Town/City		State	Zip	
Phone		Phone Number	Email Address			
Social/Case				Rec/Ext	/	
PART 2 - SALARY / BACKFILL / PAYROLL ASSOCIATED COSTS					AMOUNT	
<i>Please attach a completed Payroll Calculation Worksheet as supporting documentation.</i>						
IV REIMBURSEMENT TO AGENCY / EMPLOYER						
Payroll Expenditures for RIMT members during activation					\$ -	
Cost of backfill while RIMT members are activated					\$ -	
Subtotal					\$ -	
III REIMBURSEMENT TO INDIVIDUAL MEMBER					Subtotal	
					-	
PART 3 - TRAVEL / MILEAGE / SUPPLIES					AMOUNT	
<i>List each RIMT Member separately. Please include the Daily Mileage Log, and Daily Supply Log for each individual. Required example is a separate sheet at paper and backfill.</i>						
		TRAVEL <i>Subject to State or Texas Business</i>	LODGING <i>Minimum, Car Rental, or Fuel receipt required</i>	TRANSPORTATION <i>Minimum receipt required</i>	SUPPLIES <i>Minimum receipt required</i>	
\$			\$ -	\$ -		\$ -
\$						\$ -
\$						\$ -
\$						\$ -
\$						\$ -
\$						\$ -
\$						\$ -
\$						\$ -
\$						\$ -
\$						\$ -
Subtotal						\$ -



Finance Section Goals

Texas Division of Emergency Management
STATE OF TEXAS MUTUAL AID PARTNER

REIMBURSEMENT SUBMITTAL DOCUMENTATION CHECKLIST

- 1) In State Mutual Aid Reimbursement Invoice showing amounts claimed for Force Account Labor, Force Account Equipment, Materials, Rented Equipment, Travel, and Contracts.
 - Mobilize/demobilize orders
 - Brief narrative of services and tasks performed
 - Contact Information
- 2) Force Account Labor Summary Record (Deployed and Backfill Personnel):
 - Force Account Labor Summary Sheet - Accounting of each individual's daily hours spent on disaster work.
 - Applicant's Benefits Calculation Worksheet – employee benefit information.
 - Copy of Overtime policy in effect at time of disaster
 - Payroll database reports; to include all hours worked for periods involved, pay rates for Regular and Overtime hours, by individual employee.
 - Time sheets showing all hours worked during the pay periods involved.
 - Work Schedules and/or Shift Calendars, if work schedules are other than Mon-Fri, 8hr/day.
- 3) Force Account Equipment Summary Record (equipment owned by applicant)
 - Description including type, make, model, hp, TIFMAS "E" number, etc.
 - Operator for each piece of equipment.
 - FEMA cost code
 - Daily hours used or mileage (provide maps, fleet logs, etc. to support mileage.)
 - Provide a description of what the equipment was used for (attach a separate sheet if necessary.)



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Finance Section Goals

4)	Materials Summary Record
o	Invoices must include the vendor, purchase date, and provide detailed itemization with per unit cost.
o	Provide a description of what the purchased item was used for.
o	Attach copies of itemized receipts for all claimed expenses (affix small receipts to 8.5"x11" sheets and in order as listed on Materials Summary Record.)
o	Please edit for reimbursement eligibility. Examples of ineligible costs include; alcoholic beverages, tips, and personal hygiene items.
o	If materials were purchased and not used could they have been returned for credit?
o	Contract Services - include proof of competitive bid when applicable, copy of contract, proof of payment.
5)	Travel Summary Record
o	Invoice/Receipt should show: Vendor Transaction Date Amount Food and Beverages Itemized (credit card receipts with only a total are not acceptable) Name of Diner(s)
o	Affix small receipts to 8.5"x11" paper, in employee and date order
o	"Other" costs might include airfare, tolls, parking, etc.
o	Copy of travel policy in effect at time of event, unless following State Travel Guidelines.



Finance Section Goals

6) Rented Equipment Summary Record

- o Invoice/Receipt should show:

- Vendor

- Transaction Dates

- Detailed itemization with per unit cost

- A description of what the equipment was used for (attach a separate sheet if necessary.)

7) Contract Work Summary Record

- o Invoice/Receipt should show:

- Vendor

- Transaction Dates

- Detailed itemization with per unit cost

- A description of what services were provided by contracted parties.

- o Include a copy of the Contract, Memorandum of Understanding, Purchase Orders, or other documents that outline conditions, terms and rates for services.

- o All pre-existing procurement rules must be adhered to.

- o Terms and rates must be reasonable.



Where does your Documentation go?

- What Role are you playing
 - Task as Local IMT assisting City/County Govt under MOU
 - Task as State IMT assisting City/County Govt
 - Task as State IMT assisting DDC



Questions ?



Texas Department of Public Safety
DIVISION OF EMERGENCY MANAGEMENT

Regional Finance Coordinators

- Texas Division of Emergency Management
 - Shari Ramirez-MacKay
 - 512-777-9454
 - Shari.Ramirez-MacKay@dps.texas.gov



Contact Information

- Texas Division of Emergency Management
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 - Stephanie Elledge
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