

# 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**

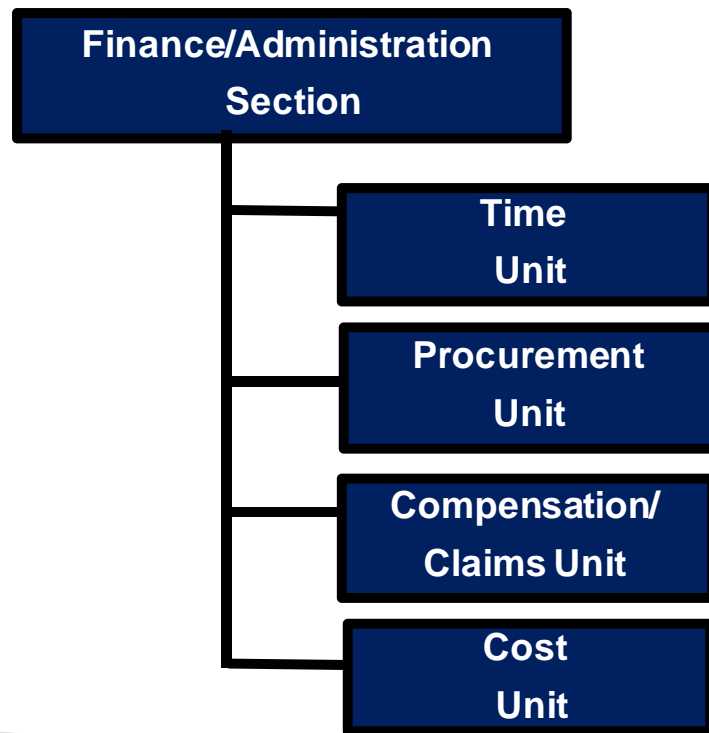
**A Daily Cost report is generated at 10:00 am every day for the purpose of updating the TDEM Chief and Governors office when applicable.**



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# Time Unit Leader (TIME)

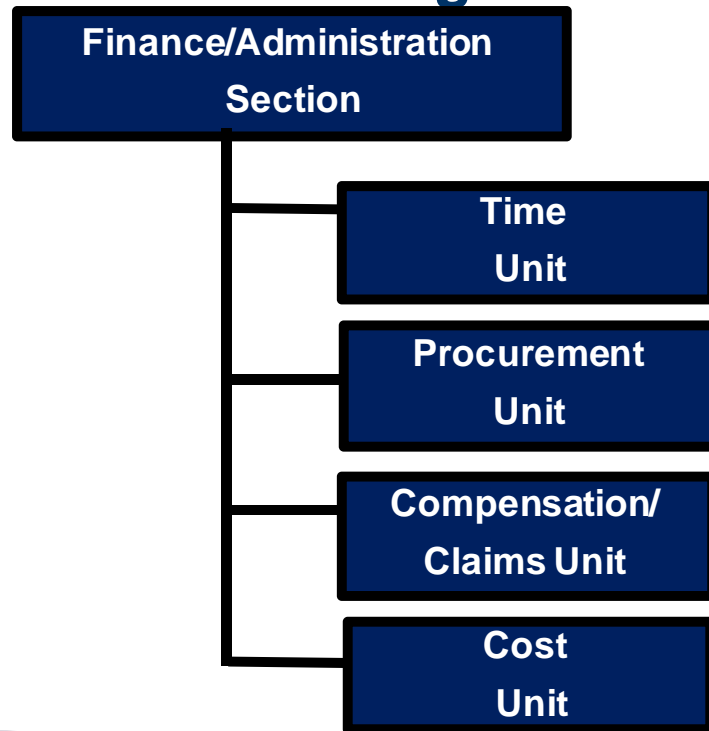
Responsible for equipment and personnel time recording.



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# Procurement Unit Leader (PROC)

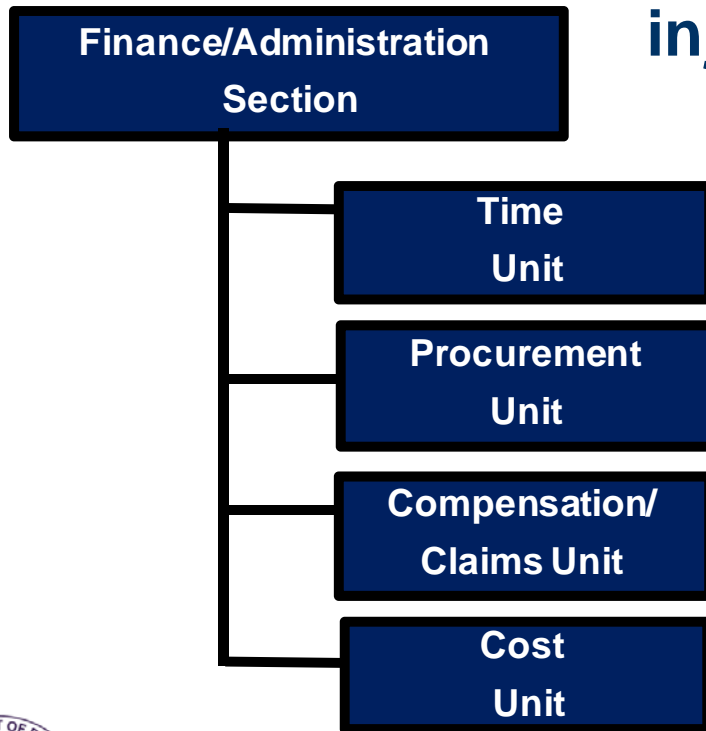
Responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.



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# Compensation/Claims Unit Leader (COMP)

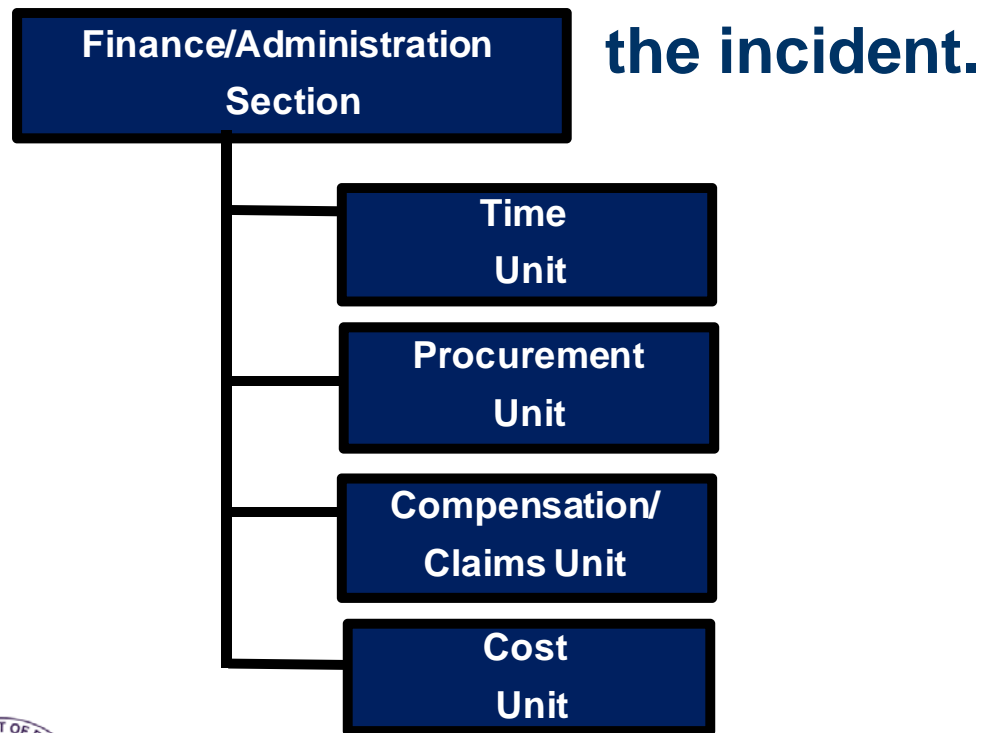
Responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims-related activities (other than injury) for an incident.



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# Cost Unit Leader (COST)

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



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# Team Briefing / Objectives

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



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# Every member on an IMT impacts a Budget

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Incident Commander<ul style="list-style-type: none"><li>– Liaison</li><li>– Safety</li></ul></li><li>• Operations Section</li><li>• Logistics Section<ul style="list-style-type: none"><li>– Service Branch</li><li>– Support Branch</li></ul></li><li>• Plans Section</li></ul> | <ul style="list-style-type: none"><li>• Labor Cost<ul style="list-style-type: none"><li>– Straight Time</li><li>– Overtime</li></ul></li><li>• Equipment Cost<ul style="list-style-type: none"><li>– Mileage</li><li>– Hours</li></ul></li><li>• Travel Cost<ul style="list-style-type: none"><li>– Hotel</li><li>– Per Diem</li></ul></li></ul> |
|--|--|





# Identifying the differences

Are there differences in the expenses to be captured?

Supporting a City/County (MOU)

Vs.

Supporting a City/County (IMT)

Vs.

Supporting a DDC



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# Identifying the impacted Budgets

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Home Agency Budget</li><li>• Impacted City Budget</li><li>• Impacted County Budget</li><li>• Impacted State Budget</li></ul> | <ul style="list-style-type: none"><li>• Labor Cost<ul style="list-style-type: none"><li>– Straight Time</li><li>– Overtime</li></ul></li><li>• Equipment Cost<ul style="list-style-type: none"><li>– Mileage</li><li>– Hours</li></ul></li><li>• Travel Cost<ul style="list-style-type: none"><li>– Hotel</li><li>– Per Diem</li></ul></li></ul> |
|--|--|





# 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**







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# 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



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# 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



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# Documentation comes in many forms

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



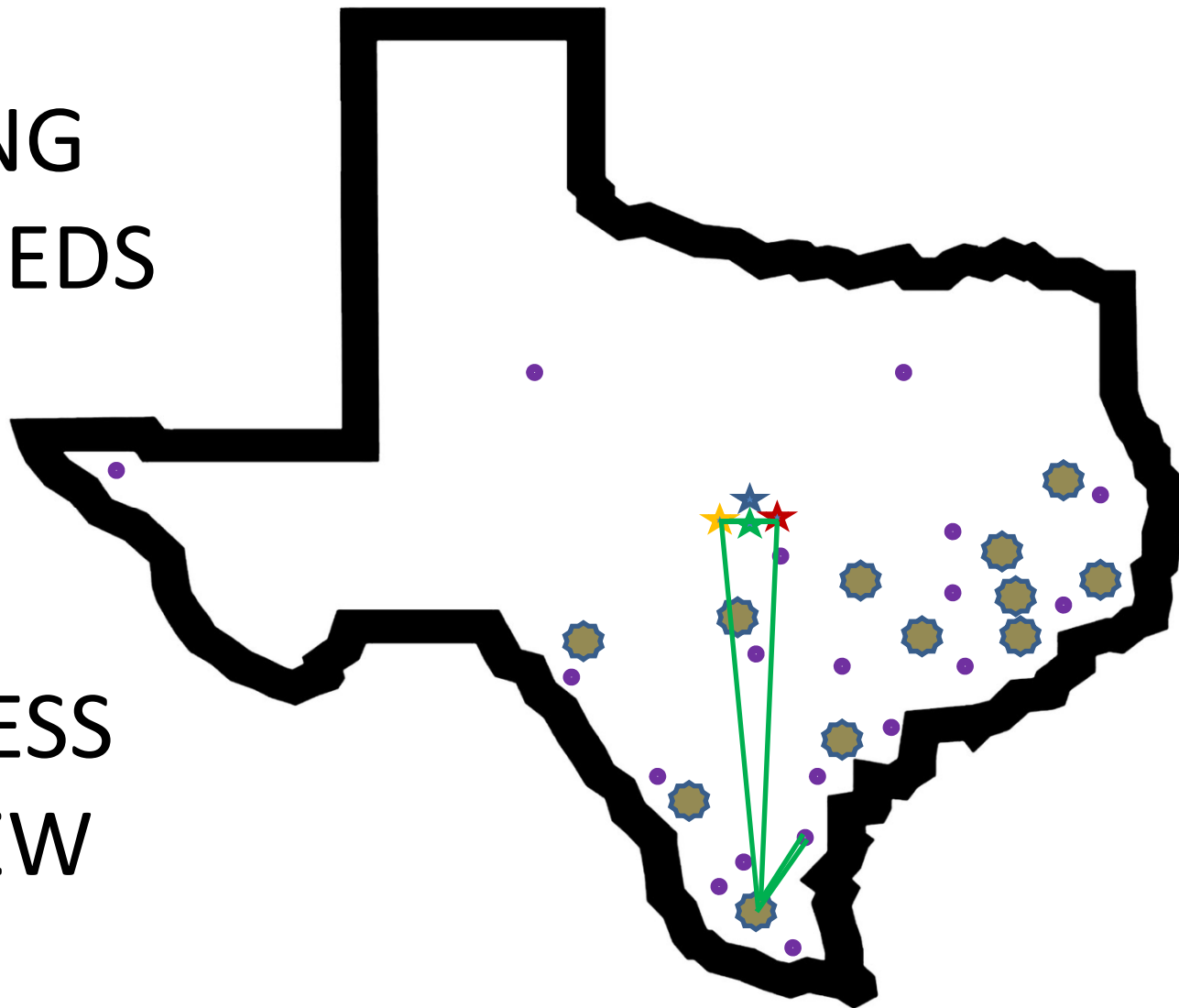
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FILLING  
THE NEEDS



PROCESS  
REVIEW

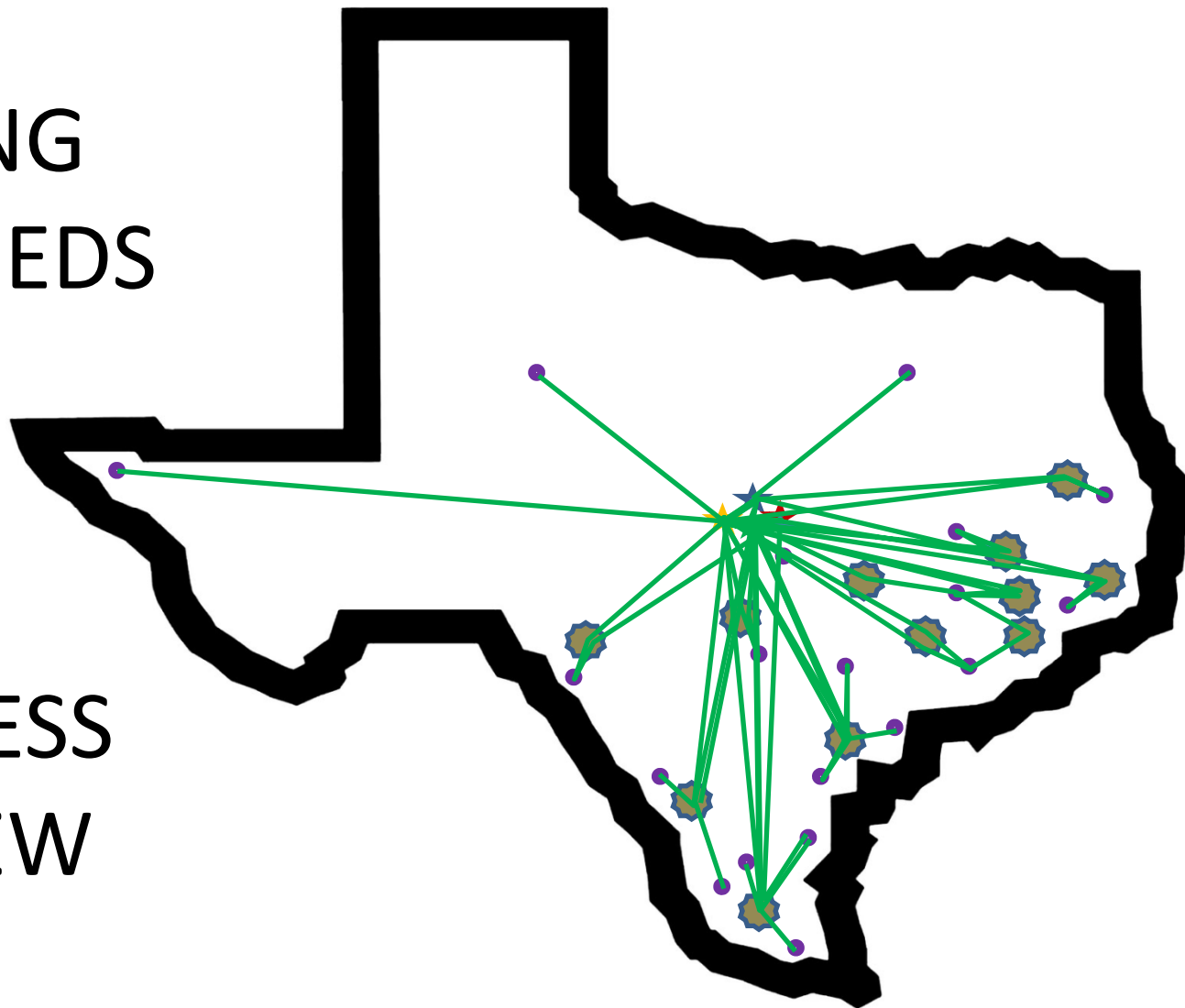


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FILLING  
THE NEEDS



PROCESS  
REVIEW



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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
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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
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSQM	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSQN	DHSES Bldg 7A Albany	Recover
100175	1001	CDW	1	HP LAPTOP 8470P I5-3210M 500GB 4GB W7P (2733059)	CNU242BSR1	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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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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# TEAM MEMBER RESPONSIBILITIES

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- Will the action result in a service or supply?
  - Is there a check-in process
  - Are there any contract deliverables
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  - Is there a demobilization process
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**PROVE IT !!!**



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# 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




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# 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 #: 16-0016-HOU	Initial Request Date / Time: 1/7/2016 17:06:25
Incident Name: TRAINING January 2016	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	
Spell Check	
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: [Frances Aldrich]	Date / Time: 01/07/2016 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

42124LSR <input type="button" value="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

- Database Administration
- Data Administration
- Resources
- Demobilization
- Incident Action Plan
- Time
- Cost
- Custom Reports
- Supply
- Injury/Illness



# TOOLS



## RESOURCES MODULE

Manage Resources

Access Manage Resources From Any Module

Module Tabs (Display based on permissions)

Common Data



# DEMOB MODULE



The Demob module provides additional fields and reports for demob planning, reassignment and release

- Demob Icon
- Resource grid view
- Demob screen
- Default data from check-in

Incident: FROG

Exclude Demobed Exclude Filled Demobed Only

P D N Tentative Poster Available for Release Air Travel Request Check Out Actual Demob Ground Support Resources Selected In Grid

Request Number	Name	Kind Desc	Status	Agency	Home Unit	Jetport	Travel Method	Plans Remarks	Tentative F
0-57	WALLER, DON	STRIKE TEAM LD	C	RUR	WADKCN		ADV		
0-100.1	RUDD, TOM	INCIDENT CMMDI	C	BLM	MTBID	BIL	ADV		
0-100.2	JOHNSTONE, SHI	PUBLIC INFO OFF	C	FS	MTLCF	GTF	ADV		
0-100.3	BONWELL, JOHN	OPS SEC CHF TY	C	BLM	MTLED	BIL	ADV		
0-100.4	LONGFELLOW, P	LIAISON OFFCR	C	MT	MTDES	MSSO	POV		

0-57: WALLER, DON

\* Status: C

Demob City: WINTHROP

Demob State: WA

Jetport:

Travel Method: A/R

Mobilization Date: 05/16/2008

First Work Day: 05/16/2008

Length of Assignment (Days): 14

Demobilization Date: 05/30/2008

Number of Days Left:

Plans Remarks:

Other Quals: Kind Code: Trainee

\* Kind Code: Save Quals

Trainee: Clear

Available for Reassignment:

Tentative Release Date: / /

Tentative Release Time: : :

Return Travel Method: A/R

Remarks:

Dispatch Notified:

Checkout Form Printed:

Name on Picture ID: WALLER, DON

Depart From Jetport: (Local to Incident)

Travel Time from ICP to Airport: (Hours) (Minutes)

Special Instructions:

Air Travel to Dispatch:

Itinerary Received from Dispatch:

Actual Release

Actual Release Date: / /

Actual Time of Departure: : :

Estimated Date of Arrival: / /

Estimated Time of Arrival: : :

Rest Over Night:

Remarks:

Dispatch Notified:

Check it Yes Question

Check it Yes	Question
<input type="checkbox"/>	Is Ground Support transportation needed?
<input type="checkbox"/>	Does this person have a rental car to return?
<input type="checkbox"/>	Does this person have a picture ID?
<input type="checkbox"/>	Does this person have an agency credit card?
<input type="checkbox"/>	Does this person need hotel reservations?

Server: (LOCAL)\NSUITE2 / Database: 2008\_Training / User: tjackson

- Demob action buttons
- Tentative Release data
- Actual Release data



# TIME MODULE

The Time Module allows the user to manage time records, create payment documents and reports

- Time Icon
- Post Time
- Resource grid view

Incident: FROG

Request Number	Name	Status	Kind	Agency	Configuration	Contacted	
C-1	SMOKEY IHC	C	HCT	FS	S/T	<input type="checkbox"/>	
Request Number	Name	Agency	SSN	Accounting Code	Kind	Status	Em
C-1.1	JONES, MARSHA	FS		P1ABCD	CRWB	C	FED
C-1.2	WALTON, MARCL	FS		P1ABCD	FFT1	C	FED
C-1.3	HILLIGOSS, SEAN	FS		P1ABCD	FFT1	C	FED
C-1.4	NESS, SKIP	FS		P1ABCD	FFT1	C	FED
C-1.5	DAVID, IRAMINI	EC		DAVID	FFT1	C	FED

SMOKEY IHC | Checked-In

\* Account Code: P1ABCD \* Date: / / \* Special: \* Start Time: \* Stop Time: Hours: Save

COSTNER, SHELLY | Checked-In

Date	Start	Stop	Special	KindCode	Hours	Acct
05/11/2006	06:00	12:00		FFT2	6	P1ABCD
05/11/2006	12:30	18:00	HP	FFT2	5.5	P1ABCD
05/11/2006	18:30	22:30	HP	FFT2	4	P1ABCD

Crew Members: (19 selected)

LastName	FirstName	Status	EmpCode
COSTNER	SHELLY	CheckedIn	FED
FRANKLIN	SAM	CheckedIn	FED
FRAZER	DAVID	CheckedIn	FED
GARCIA	JOHANNA	CheckedIn	FED
HILLIGOSS	SEAN	CheckedIn	FED
IMAMURA	JASON	CheckedIn	AD
JONES	MARSHA	CheckedIn	FED
LASSO	NORMAN	CheckedIn	FED
LEWIS	ANDREW	CheckedIn	FED
NELSON	ANN	CheckedIn	AD
NESS	SKIP	CheckedIn	FED
PARK	BEN	CheckedIn	FED
PROUT	ROB	CheckedIn	FED
RANDALL	NORA	CheckedIn	FED
RAPP	JOANN	CheckedIn	FED

Server: (LOCAL\LSUITE2 / Database: Training2007 / User: tjackson)

- Print Invoice
- Adjustments
- Post Area





Adds  
Contractors

# Contract Data

Plans | Time - Contracted | Cost

Contractor Name: ABC ENTERPRISES  | Hired Date: 05/20/2007

Agreement Number: 34-IBET-05-223  | Hired Time: :\_:

\* Unique Name or VIN: DOZER TYPE 2 | Gov't Operator:

Description 1: | Gov't Supplies:

Description 2: | Withdrawn:

286 Remarks:

* Rate Type	* UOM	* Rate	Guarantee	Description
Primary	Hourly	\$106.00	\$852.00	

\* Rate Type:  | Guarantee \$:

\* UOM:  | Description:

\* Rate \$:

Add Contract  
Resources

Adds  
Agreements

Add Rate  
Data





# SUPPLY MODULE



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

•Supply Icon

•Resource grid view

•Items available for issue

•Items assigned

Issue To: E-4.4.1 / ADAMS, GERRY      Location

Request #	Resource Name	Last Name	First Name	Agency	Kind Code	Contractor	Status Code	Univer
E-4.4.1	ADAMS, GERRY	ADAMS	GERRY	FS	ENG0	<input type="checkbox"/>	C	
C-11.19	ALEXANDER, MAF	ALEXANDER	MARTIN	FS	FFT2	<input type="checkbox"/>	C	
C-11.21	BALD, ANTHONY	BALD	ANTHONY	FS	FFT1	<input type="checkbox"/>	C	
C-11.2	BANKS, SAM	BANKS	SAM	FS	FFT1	<input type="checkbox"/>	C	
C-11.4	BARAJAS, KELSEY	BARAJAS	KELSEY	FS	FFT1	<input type="checkbox"/>	C	

Item Name: ADAPTER \ 1" NPSH-F.(11 1/2 TPI) TO 1" NH-M(8 TPI)      Items For Issue

NFES #	Item Name	Item Description	Property #	Category	Issue By Unit Of Issue	Ready For Issue Qty	Remarks
000001	GLOVES	LEATHER				0	
000001	DISK	ABRASIVE, 7" X 7,			EACH	5	
000001	DISK	ABRASIVE, 7" X 7,	123456		EACH	-5	
000002	FITTING	HOSE, DOUBLE M		DURABLE (10% LI	EACH	-1	
000003	ADAPTER	1" NPSH-F.(11 1/2		DURABLE (10% LI	EACH	8	
000004	ADAPTER	1" NH-F.(9 TPI) TO		DURABLE (10% LI	EACH	7	
000006	ADAPTER	1 1/2" NH-F, (9 TP		DURABLE (10% LI	EACH	5	
000006	ADAPTER	1 1/2" NH-F, (9 TP	12	DURABLE (10% LI	EACH	20	

Item Issued: ADAPTER \ 1" NPSH-F.(11 1/2 TPI) TO 1" NH-M(8 TPI)      Items Issued

NFES #	Item Name	Item Description	Transaction Qty	Property #	Category	Issue By Unit Of Issue	Remarks
000003	ADAPTER	1" NPSH-F.(11 1/2	1		DURABLE (10% LI	EACH	

•Supply action buttons

•Select a location

•Search for item

•Add/edit item

•Manage issues



# TOOLS

*Texas Interagency Coordination Center*

Home Fire Reporting Fire Departments

LSSIMT AHIMT TIFMAS Staff Fire Activity Hu

*DDC Support Forms*

*All Hazard Incident M*

**ORGANIZATIONAL DOCUMENTS**

- Texas Type 3 Master Plan
- Texas Type 3 Program Overview
- AHIMT Steering Committee
- Texas Regional IMTs
- Memorandum of Understanding
- Business and Mobilization Procedures

**NATIONAL**

- National Resp
- National Incid
- Sy
- NIMS Trai
- Presidential F
- National Pre
- National Prep

**Contracts**

**Equipment**

**Materials**

**Rental**

**FORMS**

- Travel Reimbursement Form
- Sample Crew Time Report (CTR)
- ICS Forms (2010) PDF | Word
- Delegation of Authority Samples
- DDC Support Forms**

**QUALIFICATION**

- Position Specific Task Books
- Texas Type 3 Qualifications Guide
- Qualification Map

**TRAINING**

- At a Glance Documents

**STANDARD OPERATING PROCEDURES**

- Texas Type 3 PIO SOP







# 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. <ul style="list-style-type: none"> <li>○ Mobilize/demobilize orders</li> <li>○ Brief narrative of services and tasks performed</li> <li>○ Contact Information</li> </ul>
2)	Force Account Labor Summary Record (Deployed and Backfill Personnel): <ul style="list-style-type: none"> <li>○ Force Account Labor Summary Sheet - Accounting of each individual's daily hours spent on disaster work.</li> <li>○ Applicant's Benefits Calculation Worksheet – employee benefit information.</li> <li>○ Copy of Overtime policy in effect at time of disaster <input type="checkbox"/></li> <li>○ Payroll database reports; to include all hours worked for periods involved, pay rates for Regular and Overtime hours, by individual employee.</li> <li>○ Time sheets showing all hours worked during the pay periods involved.</li> <li>○ Work Schedules and/or Shift Calendars, if work schedules are other than Mon-Fri, 8hr/day.</li> </ul>
3)	Force Account Equipment Summary Record (equipment owned by applicant) <ul style="list-style-type: none"> <li>○ Description including type, make, model, hp, TIFMAS "E" number, etc.</li> <li>○ Operator for each piece of equipment.</li> <li>○ FEMA cost code</li> <li>○ Daily hours used or mileage (provide maps, fleet logs, etc. to support mileage.)</li> <li>○ Provide a description of what the equipment was used for (attach a separate sheet if necessary.)</li> </ul>





# 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.





# 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



Texas Department of Public Safety  
**DIVISION OF EMERGENCY MANAGEMENT**



# 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](mailto:Shari.Ramirez-MacKay@dps.texas.gov)



Texas Department of Public Safety  
**DIVISION OF EMERGENCY MANAGEMENT**

# Contact Information

- Texas Division of Emergency Management
  - Eric Shuey (Emergency Finance Coordinator)
  - 512-623-0559
  - [Eric.Shuey@dps.texas.gov](mailto:Eric.Shuey@dps.texas.gov)
  
- Texas Forrest Service
  - Jill Lipsey
  - 979-218-3106
  - [Jlipsey@tfs.tamu.edu](mailto:Jlipsey@tfs.tamu.edu)



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