

Welcome to the CLU-IN Internet Seminar

Cost Unit Leader

Sponsored by: Office of Emergency Management
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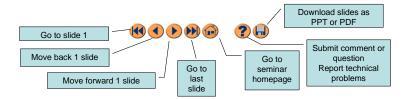
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Housekeeping

- Please mute your phone lines, Do NOT put this call on hold
 press *6 to mute #6 to unmute your lines at anytime
- Q&A
- · Turn off any pop-up blockers
- Move through slides using # links on left or buttons



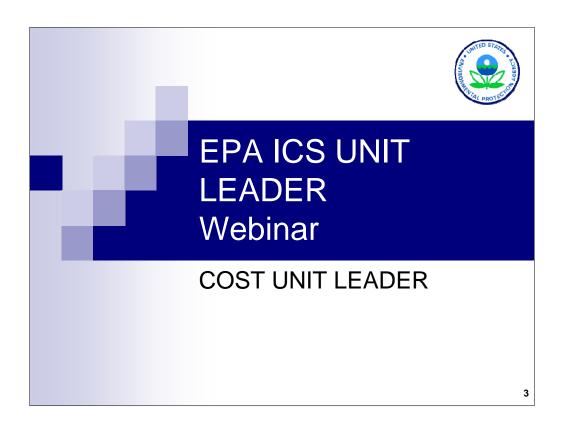
- · This event is being recorded
- Archives accessed for free http://cluin.org/live/archive/

Although I'm sure that some of you have these rules memorized from previous CLU-IN events, let's run through them quickly for our new participants.

Please mute your phone lines during the seminar to minimize disruption and background noise. If you do not have a mute button, press *6 to mute #6 to unmute your lines at anytime. Also, please do NOT put this call on hold as this may bring delightful, but unwanted background music over the lines and interupt the seminar.

You should note that throughout the seminar, we will ask for your feedback. You do not need to wait for Q&A breaks to ask questions or provide comments. To submit comments/questions and report technical problems, please use the ? Icon at the top of your screen. You can move forward/backward in the slides by using the single arrow buttons (left moves back 1 slide, right moves advances 1 slide). The double arrowed buttons will take you to 1st and last slides respectively. You may also advance to any slide using the numbered links that appear on the left side of your screen. The button with a house icon will take you back to main seminar page which displays our agenda, speaker information, links to the slides and additional resources. Lastly, the button with a computer disc can be used to download and save today's presentation materials.

With that, please move to slide 3.



It is suggested that before participated in this webinar that the participants obtain a copy or download the following:

COST Job Aid IMH, at a minimum chapters 3 & 12





- To familiarize the students with the responsibilities of the Cost Unit Leader.
- To familiarize the students with the Cost Unit Leader Job Aid, and the Cost Unit Leader Section of the IMH (Incident Management Handbook).
- Gain the knowledge needed to perform as Cost Unit Leader in an Incident Management Team during an incident.

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Review the objectives





PRESENTERS

- Cynthia Brown, experience Finance Section Chief/Cost Unit Leader
- Jim Miller, experienced Finance Section Chief/Cost Unit Leader
- John Anderson, experienced Finance Section Chief/Cost Unit Leader

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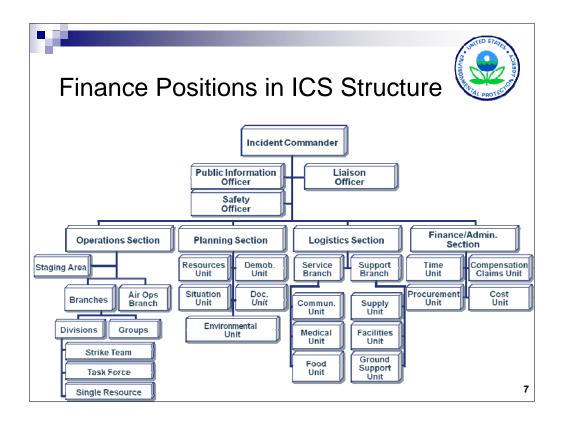
Cost Unit Leader Position Description



The Cost Unit Leader (COST) is responsible for collecting all cost data, performing cost-effectiveness analysis, and providing cost estimates and cost saving recommendations.

(

Review definition, this definition is from page 12-3 of the EPA Incident Management Handbook (IMH)



Review Org Chart, point out the Command (IC, PIO, SO, and LNO) and General Staff (OpS, PSC, LSC, and FSC) positions.





Training Required

- Independent Study (IS) 100
- IS 200
- EPA ICS- 300
- EPA ICS 400
- IS 700
- IS 800



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- IS 100, an Introduction to Incident Command can be taken on the FEMA website, http://www.training.fema.gov/IS/
- IS 200, Single Resources and Initial Action Incidents can be taken on the FEMA website, http://www.training.fema.gov/IS/
- EPA ICS 300, is a classroom class that can be taken through your region
- EPA iCS 400, is a classroom class that can be taken through your region
- IS 700, NIMS An Introduction, can be taken on the FEMA website, http://www.training.fema.gov/IS/
- IS 800, National Response Framework, An Introduction can be taken on the FEMA website, http://www.training.fema.gov/IS/

NOTE, when FEMA Updates a course they add a letter to it so 100a is just an updated version of 100, as of Feb 2009 the most current version of the FEMA courses are; 100a, 200a, 700a, and 800b. If students took a previous version they do not need to take the new one. The courses on the FEMA website will be the most current version and the course that should be taken if not previously taken.

IS-810, Emergency Support Function (ESF) #10 – Oil and Hazardous Materials is recommended but not required and can be taken on the FEMA website, http://www.training.fema.gov/IS/





Experience & Knowledge

Have a good working knowledge of

- □Agency financial accounting
- □Reporting systems
- □Spreadsheets
- □Ability to analyze cost data

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Have a good working knowledge of agency financial accounting, reporting systems, spreadsheets, and ability to analyze cost data.





Experience & Knowledge

 Have a detailed knowledge of accounting principals as applied to contractor costs accounting and control

 Have a good working knowledge of Excel for spreadsheets and pie charts

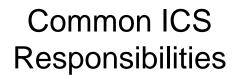


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Qualifications con't

Have a detailed knowledge of accounting principals as applied to contractor costs accounting and control.

Have a good working knowledge of Excel for spreadsheets and pie charts





- Receive assignment, including:
 - ☐ Job assignment (Cost Unit Leader)
 - □ Reporting location
 - □ Reporting time
 - □ Travel instructions
 - □ Any special communications instructions
 - □ Review EPA Incident Management Handbook

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NOTE: Point out that the next 4 slides cover the common responsibilities for all personnel in an ICS organization, and can be found on pages 3-1 through 3-3 of the EPA Incident Management Handbook (IMH)

Receive assignment from your agency, including:

§ Job assignment (e.g., Operations Section

Chief, Technical Specialist)

- § Reporting location
- § Reporting time
- § Travel instructions **Before you deploy you should have a funded TA from the Host region**
- § Any special communications instructions (e.g., radio frequency)
- § Review EPA Incident Management Handbook for what your responsibilities will be. Should also review the job aid.



Common ICS Responsibilities



- Check in at designated location
- Receive briefing
- Acquire work materials
- Maintain accountability for assigned personnel



Participate in meetings as appropriate

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Upon arrival at the incident, check in at the designated check-in location. Check-in may be found at any of the following locations:

- § Incident Command Post (ICP)
- § Base or Camps
- § Staging Areas
- § Area Command Post
- § Regional Emergency Operations Center (REOC)

Note: If you are instructed to report directly to a field assignment, check in with your immediate supervisor.

Receive briefing from immediate supervisor, and receive general incident orientation briefing (if available);

Acquire work materials;

Supervisors shall maintain accountability for their assigned personnel with regard to exact location(s), and personal safety and welfare at all times, especially when working in or around neident operations;

Participate in Incident Management Team (IMT) meetings and briefings as appropriate;



Common ICS Responsibilities



- Comply with safety procedures
- Organize and brief assigned staff
- Know communication methods
- Use clear text
- Complete assigned forms and reports
- Maintain all assigned equipment

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Ensure compliance with all safety practices and procedures. Report unsafe conditions to the Safety Officer (SO);

Supervisors are responsible for organizing and briefing staff;

Know your assigned communication methods and procedures for your area of responsibility and ensure that communication equipment is operating properly;

Use clear text (no codes) and ICS terminology in all radio communications;

Complete forms and reports required of the assigned position and ensure proper disposition of incident documentation as directed by the Documentation Unit;

Ensure all equipment is operational prior to each work period;



Common ICS Responsibilities



- Return all assigned equipment at end of use
- Complete Demobilization Check-Out process
- Brief staff on Demobilization
- Brief incoming and outgoing staff
- Maintain unit Log (ICS 214)

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Return all assigned equipment to appropriate location;

Complete Demobilization Check-Out process before returning to home office;

Respond to demobilization orders and brief staff regarding demobilization;

At shift changes, brief incoming staff or receive briefing from outgoing staff; and

Maintain Unit/Activity Log (ICS Form 214).



Unit Leader Responsibilities



- Determine resource needs, order, replenish, know status of orders
- Determine current status of unit activities
- Assign duties to unit staff
- Implement safety and security measures
- Supervise demobilization of unit
- Direct volunteer inquiries to Resource <u>Unit</u> Leader
- Understand the 213 RR process

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NOTE: This slide is generic unit leader responsibilities found on pages 3-3 through 3-4 of the IMH

UNIT LEADER RESPONSIBILITIES – In ICS, a number of the Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. Common ICS responsibilities have not been repeated.

Determine resource needs, order additional staff as appropriate, and replenish supplies via the Supply Unit Leader;

Determine current status of unit activities; Confirm dispatch and estimated time of arrival of ordered staff and supplies;

Assign specific duties to staff and supervise staff in unit;

Develop and implement accountability, safety, and security measures for personnel and resources;

Supervise demobilization of unit, including storage of supplies;

Direct volunteer inquiries to Resources Unit;



Cost Unit Leader Responsibilities



- Obtain briefing from FSC
- Determine resource needs within Unit
- Coordinate with <u>the host region and</u> <u>headquarters</u> on cost-reporting procedures
- Obtain and record all cost data
- Prepare incident cost summaries

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NOTE: The next 3 slides cover the TIME responsibilities as found on pages 12-3 and 12-4 of the IMH

The COST is responsible for collecting all cost data, performing cost-effectiveness analysis, and provideing cost estimates and cost-saving recommendations for the incident. The major responsibilities of the TIME are:

Obtain briefing from FSC;

Determine resource needs within the Unit;

Coordinate with company/agency headquarters on cost–reporting procedures

Obtain and record all cost data

Prepare incident cost summaries



Cost Unit Leader Responsibilities



- Prepare resource-use cost estimates for Planning
- Make recommendations for cost-savings to FSC
- Maintain cumulative incident cost records
- Ensure that all cost documents are accurately prepared

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Prepare resource-use cost estimates for Planning (e.g., burn rate/forcast)

Make recommendations for cost-savings to FSC

Maintain cumulative incident cost records

Ensure that all cost documents are accurately prepared



Cost Unit Leader Responsibilities



- Complete all paperwork before demobilization
- Provide reports to FSC
- Maintain Unit/Activity Log (ICS Form 214)



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Complete all cost/financial logs/records prior to demobilization 9 e.g. purchase card logs)

Provide reports to FSC

Maintain Unit/Activity Log (ICS Form 214)



Key Responsibilities & Products



It is very important that the COST keep updated costs (utilized vs. budgeted) of both intramural and extramural expenses that will be used to:

- Develop the financial status report for the situation report (sitrep)
- Support the IAP for the next operational period
- Determine if additional funding should be requested

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Note: this information was provided by Mr. John Anderson (Reg 7) when asked what are the most important aspects of the COST.

It's not spelled out this clearly in the Job Aid

It is very important that the Cost Unit Leader keep updated costs (utilized vs. budgeted) of both intramural (intramural costs are time sheets, travel costs, etc.) and extramural (extramural costs are contractor costs, etc.) expenses that will be used:

Develop the situation report (sitrep)

Support the IAP for the next operational period.

Determine if additional funding should be requested



Key Responsibilities & Products



- Cost tracking
- Ensuring account codes are set up and made available when needed for documentation such as the Mission Assignment Account Code Summary
- Assuring the FSC is kept abreast of current financial issues and expenditures

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These COST Key Responsibilities are from the Job Aid and include:

Cost tracking

Ensuring account codes are set up and made available to appropriate staff such as the Mission Assignment Account Code Summary

> The Mission Assignment Account Code Summary is an excel sheet of all the account codes which is updated periodically and sent to everybody that may request resources.

People who were at Katrina laughed about this sheet being so important for all to see it was posted on the bathroom walls

Assuring the FSC is kept abreast of current financial issue and expenditures



Key Responsibilities & **Products**



Coordinate with Field Accountants (FACCs) deployed to various locations.



Con't from Job Aid



General Tasks



The following is a general task list that should be completed as soon as possible after arriving to an incident:

- Complete boiler plate reports as well as determining other needed reports unique to the event
- Obtain briefing from FSC about special concerns and fiscal limitations

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The following is a general task list that should be completed as soon as possible after arriving to an incident (given is Check-in at the Incident Command Post)

Complete boiler plate reports as well as determining other needed report unique to the event

Obtain briefing from FSC (these were borrowed from the FCO Job Aid, but apply to the COST

Size and complexity of incident

Expectations of the FSC or IC

Incident objectives

Agencies/organizations/stakeholders involved

incident activities/situation

Special concerns and Fiscal Limitations





General Tasks

- Keep FSC updated on significant daily events
- Establish work area
- Make contacts with personnel that have information needed
- Maintain written documentation on unit activities and issues

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TIME Task checklist

Update and brief FSC regarding significant events of the day

Establish work area

Make contacts with people who will be providing information

Provide written documentation to incoming replacement regarding all outstanding issues related to the unit.



COST Daily Duties



Daily duties of the COST include:

- Comply with requirements of the IMT (sign in/out, etc.)
- Refer to IAP for upcoming operating period to:
- Update required daily reports
 - □ Compare T-cards to IAP staffing levels to current sign-in sheet (ISC Form 211)
 - ☐ Prepare payroll cost projections
 - Prepare daily cost reports and transmit to Planning Section for Situation Report (Sitrep)
 - ☐ Send Regional Emergency Operations Center (REOC) daily cost reports and discuss burn rate

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Daily duties of the COST include:

Comply with requirements of the IMT (sign in/out, etc.)

Refer to IAP for upcoming operating period to:

Update required daily reports

Compare T-cards to IAP staffing levels to current sign-in sheet (ISC Form 211)

Prepare payroll cost projections

Prepare daily cost reports and transmit to Planning Section for Situation Report (Sitrep)

Send Regional Emergency Operations Center (REOC) daily cost reports and discuss burn rate



COST Daily Duties



- Disseminate information to <u>unit personnel</u> on a daily basis
- Brief FSC on significant issues
- Refer to ICS-215 <u>for</u> project number of contractors and EPA personnel during operating period

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COST daily duties con't

Disseminate information to subordinates on a daily basis Brief FSC on significant issues

Refer to ICS 215 to project number of contractors and EPA personnel during operating period.



COST Paperwork



ICS Forms utilized by COST:

- □ ICS 204 Assignment List
- □ ICS Form 210 Status Change
- □ ICS Form 211 Check-in Info
- □ ICS Form 213RR Resource Order
- □ ICS Form 214 Daily Activity
- □ ICS Form 220 Demob Form

COST:

- Must obtain resource name, unit, time on-scene, hours worked per day, demob time, date from Time Unit Leader.
- Adds personnel and equipment resources to master database and computes cost information, validates ceiling, and provides estimated burn-rate to IC.

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ICS Forms utilized by COST:

ICS 204 Assignment List

ICS Form 210 Status Change

ICS Form 211 Check-in Info

ICS Form 213RR Resource Order

ICS Form 214 Daily Activity

ICS Form 219 Daily Accountability

ICS Form 220 Demob Form

COST:

Must obtain resource name, unit, time on-scene, hours worked per day, demob time, date from Time Unit Leader.

Adds personnel and equipment resources to master database and computes cost information, validates ceiling, and provides estimated burn-rate to IC.



Incident Ceiling Management



The COST or Funds Certifying Official (FUND) is responsible for ensuring adequate funding.

This will require knowing the funding source(s) and the amount of funds available in each source.

- Monitor burn-rate
- Request ceiling adjustment as required

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The Cost Unit Leader or Funds Certifying Official is responsible for ensuring adequate funding.

This will require knowing the funding source(s) and funds available in each source.

Monitor burn-rate

Request ceiling adjustment as required



Financial Summary Report



The summary report should be:

- Understandable
- Accurate
- Consistent
- Capture all costs
- Audit proof

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The summary report should be:

Understandable

Accurate

Consistent

Capture all cost

Audit proof



Financial Summary Report



The summary report should answer:

- Who?
- What?
- Where?
- When?
- Why?
- How much?

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The summary report should answer:

Who?

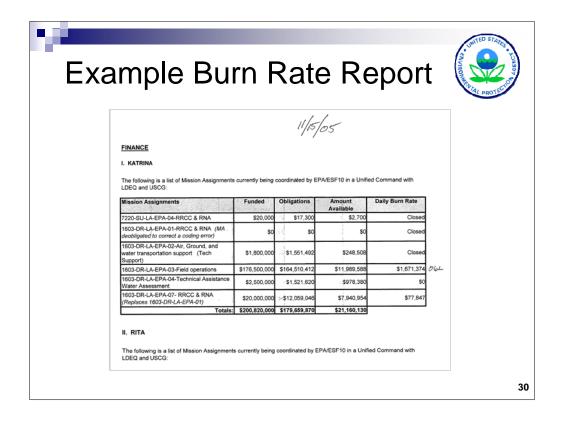
What?

Where?

When?

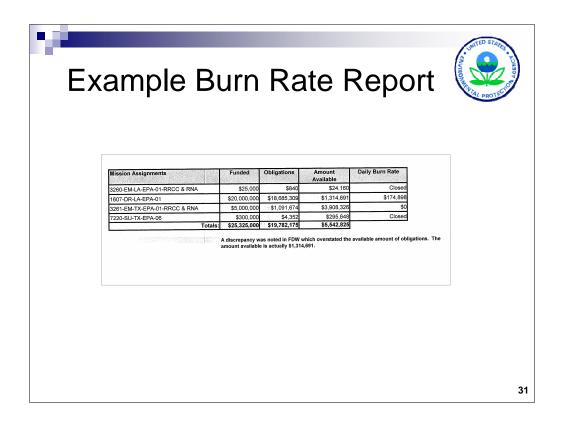
Why?

How much?



This shows an example of a burn rate report provided by John Anderson.

This shows the Katrina Mission Assignments with the amount funded, obligated, available, and the daily burn rate.



This shows an example of a burn rate report provided by John Anderson.

This shows the second page of the Burn Rate Report and shows the Rita Mission Assignments with the amount funded, obligated, available, and the daily burn rate.



COST Ceiling Management



The following slides show examples of EPA Ceiling management forms:

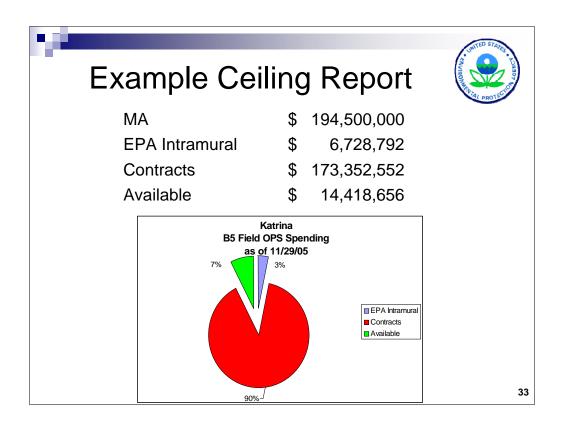
- Some ICs and <u>managers</u> like seeing pie charts of costs <u>because</u> it helps them visualize <u>Mission Assignment</u> cost situation
- There are various formats

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The following slides show examples of EPA Ceiling management forms:

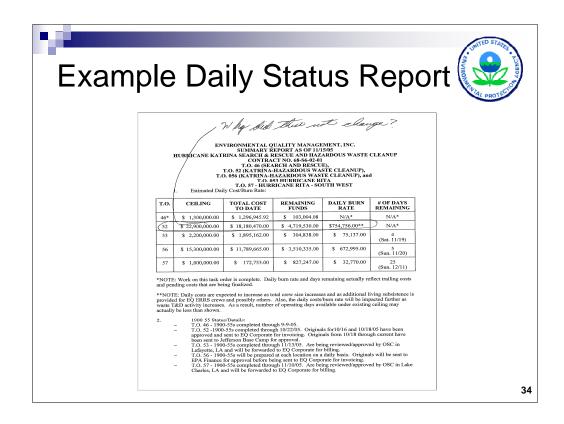
Some ICs and managers like seeing pie charts of costs because it helps them visualize Mission Assignment cost situation

There are various formats

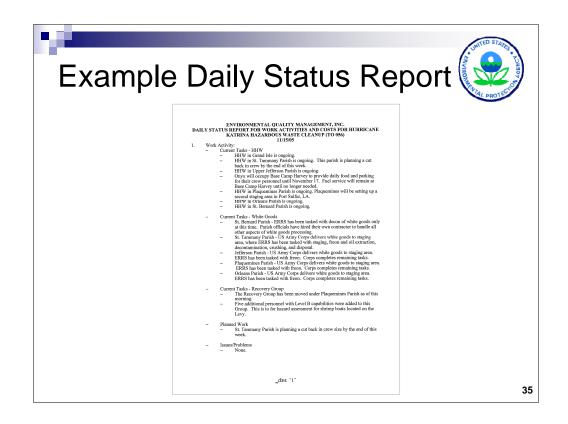


Another example of a Ceiling Report for Katrina.

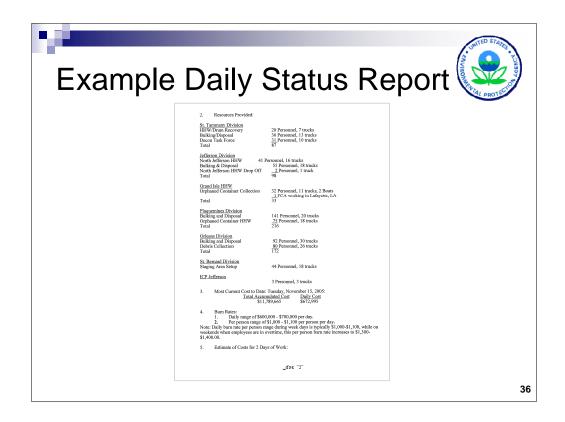
This report was generated because some people would rather see a "pie" chart than a list of numbers



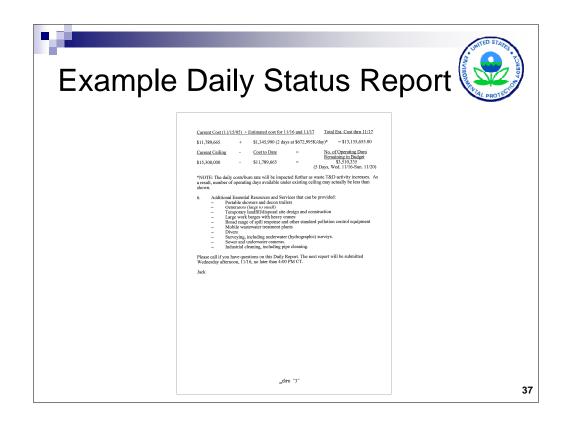
Example Financial report shown on this and the next three slides



Example Financial report



Example Financial report



Example Financial report



EPA Financial Systems



Provides costs information such as payroll (on a two-week delay) and travel expenditures.

These cost information are used for calculating the burn rate.

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EPA Financial Systems

Provides costs information such as payroll (on a two-week delay) and travel expenditures.

These cost information are used for calculating the burn rate.



Removal Cost Management System (RCMS)



RCMS has three modules

- Cost tracking module
- Cost projection module
- Invoicing module

Note: Additional training on RCMS is recommended.

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RCMS is a windows based program that produces daily 1900-55s, provides an easy to use "query" feature, allows the export to HTML spreadsheet.

RCMS has three modules:

Cost tracking module Cost projection module Invoicing module

Note: additional training on RCMS is recommended



RCMS



RCMS is organized by:

- Personnel table
- Equipment table
- Other field cost table

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RCMS is organized by:

Personnel table Equipment table

Other field cost table



Cost Documentation



All agencies require costs to be documented

- EPA costs may be tracked using RCMS
 - □Intramural costs
 - □Extramural costs
- US Coast Guard costs are tracked using Form CG-5136
 - □Direct costs
 - ■Indirect costs

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All agencies required costs to be documented

EPA costs may be tracked using RCMS

Intramural costs

Extramural costs

US Coast Guard costs are tracked using form CG-5136

Direct costs

Indirect costs

A scanned version of the National Pollution Funds Center Job Aid for completing the electronic version of the CG-5136 is posted on the Finance Section Chief Tool Box on epaosc.net.



Purpose of Cost Documentation



- Cost Recovery/Reimbursement
- Fiduciary responsibility
- Audit trail

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Cost Recovery
Fiduciary responsibility
Audit trail

EPA Documents related to costs, funding and procurement

- Time Sheets IAW Section 5(d) of OCFO Financial Emergency Management, Costing for Emergency Mission Assignments Policy
- Travel/transportation vouchers
- Commercial payments
- Miscellaneous payments
- Cooperative agreements
- Contracts
- Interagency agreements

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Time Sheets – OCFO document is available on epaosc.net on the NIMS Integration Team website

Travel/transportation vouchers

Commercial payments

Miscellaneous payments – we kept a log of bankcard purchases to help with cost tracking

Cooperative agreements

Contacts

Interagency agreements



Cost Categories



These cost documents can be received from other federal agencies (IAG) or from State agencies (cooperative agreements)

- Payroll
- Travel/transportation vouchers
- Contractor services
- Construction (in-house)
- Supplies and equipment
- Indirect costs
- Administrative/Contract Support (IA)

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Interagency Agreements (IAG) costs documents are similar to the EPS but have different Administrative costs

These cost documents can be received from other federal agencies (IAG) or from State agencies (cooperative agreements)

Payroll

Travel/transportation vouchers

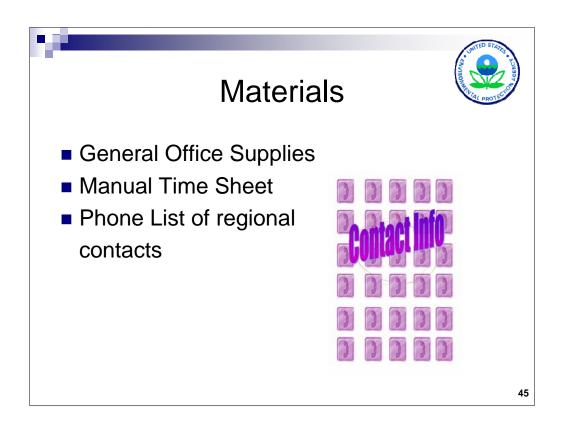
Contractor services

Construction (in-house)

Supplies and equipment

Indirect costs

Administrative IAG costs







Materials

- Access to appropriate financial systems (Financial Data Warehouse (FDW))
- Access to materials and supplies necessary for the Field Accountant (FACC) and other <u>personnel</u> to carry out their assigned duties
- Go Kit

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Reference Documents

- EPA Financial Systems
- <u>National Response Framework</u>



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References

- EPA NIMS Integration Team (NIT) website including IMH and ICS forms epaosc.net/NIMSIntegrationTeam
- National Incident Management System (NIMS) Document www.fema.gov/emergency/nims

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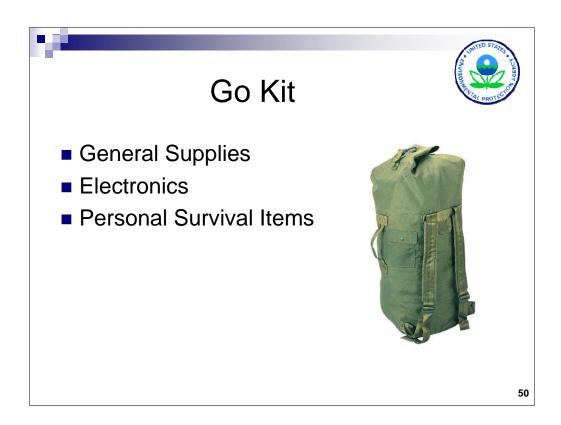




Cost References

- Reference current boiler plate reports already developed to simplify data entry
- Phone list of financial contacts and other pertinent contacts
- Agency financial link http://oasint.rtpnc.epa.gov/agcyintr/pkg_iwe bi.show_terms_keys?p_topic=FINANCIAL&p_ loc=

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There are three general categories of items in a GO KIT

General Supplies

Electronics

Personal Survival Items

NOTE: The next 4 slides list specifics in these categories. This is not meant to be and all inclusive list, and will vary from person to person and from incident to incident



- Rolling storage bin
- Government ID
- General office supplies
- General field supplies
- Bottled water
- Incident Management Handbook (IMH)
- Job Aid
- Forms

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Go Kit - Electronics

- USB thumb drive
- Cell/Satellite phone
- Computers with back up battery
- Blackberrys
- Chargers
- "GETS"card
- Printer/scanner/copier/fax

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Reviw bullets





Go Kit – Electronics cont.

- Remote access token
- Batteries
- Calculators
- DC converters
- Excel Spread Sheet Time Sheet

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Note that there is a lot of personal discretion in this category.





- http://www.epaosc.org/site/doc_list.aspx? site_id=963
- Job Aids
- Desktop Procedures



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Tool Box is for finance section chief but has information pertinent to all finance units. Tool box is found on EPAOSC.NET webpage under headquarters.



Resources & Feedback

- To view a complete list of resources for this seminar, please visit the <u>Additional Resources</u>
- Please complete the <u>Feedback Form</u> to help ensure events like this are offered in the future



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