

Mandatory meetings the FSC or Deputy FSC should attend:

- ▶ Operations Meeting
- ▶ Command and General Staff Meeting
- ▶ Planning Meeting
- ▶ Conference call with host / lead regional finance
- ▶ Conduct a Finance Section Briefing for the Unit Leaders within the Finance Section

Notes: Coordinate with the Operations Section Chief (OPS) to allow FSC or Deputy FSC to attend tactics meeting.

Although the Tactics meeting is not mandatory, it is recommended so that the FSC can determine if the budget can or cannot support the plan. This information will prepare the FSC for the Planning Meeting.

Types of Cost Documents

These cost documents can be received from EPA and other Federal agencies (IA) or from State agencies (cooperative agreements)

- ▶ Time Sheets/Payroll
- ▶ Travel/transportation vouchers
- ▶ Commercial payments
- ▶ Miscellaneous payments
- ▶ Cooperative agreements
- ▶ Contracts
- ▶ Interagency agreements
- ▶ Supplies and equipment
- ▶ Indirect costs
- ▶ Administrative costs (IA)

Travel Authorization (TA)

- ▶ All EPA TAs are funded at the Host / Home Regional Office for employee being deployed
- ▶ All responding personnel should provide a copy of the TA during incident check-in
- ▶ TIME, COST, and RESL must have documentation to validate:
 - Authorization to be deployed
 - Receipt of resources
 - Time of travel
 - Estimated cost

Information to track final cost

Criteria for Successful Operations

- ▶ Consider working conditions
- ▶ Coordinate with other sections, especially Logistics
- ▶ Eliminate duplication of effort
- ▶ Advise personnel on what work requires FSC and unit leader approval
- ▶ Set realistic time lines for products
- ▶ Get the right specialist, in the right place, at the right time