Unit 4: Interaction and Coordination

STUDENT GUIDE
Objectives

By the end of this unit, students will be able to:

- Identify information to exchange with other incident personnel for effective coordination and interaction.
- Identify information to exchange with incident agency personnel for effective coordination and interaction.
- Describe the Finance/Administration Section Chief’s responsibilities regarding the Planning Meeting, Incident Action Plan (IAP), and Operational Period Briefing.

Methodology

This unit uses lecture, exercises, and discussion. Content from the unit will be tested through a final exam.

Instructors will evaluate students’ initial understanding of the Finance Section Chief position through the facilitation of Exercises 7 and 8. The purpose of Exercise 7 is to provide participants with an opportunity to become more familiar with the Finance Section’s coordination and interaction with the Command and General Staff. The purpose of Exercise 8 is to provide participants with an opportunity to understand the Finance Section Chief’s responsibilities within the Planning Cycle.
Time Plan

A suggested time plan for this unit is shown below. More or less time might be required, based on the experience of the group.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson</td>
<td>2 hours and 15 minutes</td>
</tr>
<tr>
<td>Exercise 7</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Exercise 8</td>
<td>30 minutes</td>
</tr>
<tr>
<td><strong>Total Time</strong></td>
<td><strong>3 hours and 30 minutes</strong></td>
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</tbody>
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Scope Statement

Through this unit, students will learn the importance of proper and effective internal and external communication. Students will gain an understanding of the Finance/Administration Section Chief’s interaction and cooperation with other functions and positions on an incident and entities outside the Incident Management Team (IMT).
This unit is specifically about communication. The first half of the unit relates to communication with members of the IMT. The second half relates to communication and coordination with people outside the IMT and the incident.
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**Topic**  Interaction and Coordination With Personnel

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**Interaction and Coordination With Personnel**

- Coordinate
- Cooperate
- Communicate

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**Key Points**
Incident Commander

The Finance/Administration Section Chief:

- Communicates issues related to incident business management
- Notifies Incident Commander as soon as possible of critical issues

Key Points
Command and General Staff

The Finance/Administration Section Chief:

- Interacts daily during scheduled briefings and meetings or as necessary to receive and provide current information
- Determines level and method of communication appropriate to the complexity of the incident

Key Points
Planning Section

The Finance/Administration Section Chief:

- Provides cost information for ICS Form 209 − Incident Status Summary
- Obtains resource status information
- Provides review and updates cost alternative information for incident planning and analysis

Key Points
Topic: Operations Section

Operations Section

The Finance/Administration Section Chief:
- Provides information on expensive or underutilized equipment
- Exchanges information regarding appropriate expenditures of funds
- Obtains cost information and projections
- Explains spending ceilings

Key Points

Your job as the Finance/Administration Section Chief is to support the Operations Section. You are there to relay information and possibly provide more cost-effective solutions. Cost-effective management does not necessarily equal inefficient operations.
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Topic  Logistics Section

Logistics Section

The Finance/Administration Section Chief:
- Obtains information on facility, support, and property costs
- Provides information on contract costs

Key Points
Public Information Officer

The Finance/Administration Section Chief:
- Provides information on incident cost estimates and projections on the ICS Form 209 – Incident Status Summary

Key Points
Pay and Time

The incident agency advises the Incident Commander of work-rest policies and the Incident Commander implements those policies.

The Finance/Administration Section Chief:

- Establishes time submission requirements and procedures
- Advises other section chiefs as well as the Incident Commander of personnel exceeding work-shift requirements established by the incident agency
- Provides information and answers questions relating to incident time

Key Points

Pay, work, and rest policies are key to estimating personnel costs, as these drive both the number of people needed for an incident and the cost per unit of labor. The Finance/Administration Section Chief must be familiar with contracts in order to provide guidance.
Topic: Contract and Equipment

Contract and Equipment

The Finance/Administration Section Chief:
- Exchanges information with other section chiefs regarding equipment under management of that section
- Establishes equipment submission procedures
- Provides guidance regarding contracts and agreements

Key Points

The type of contracts issues that the Finance/Administration Section Chief needs to be familiar with include delegating authorities and sensitive property.
Topic: Compensation and Claims

Compensation and Claims

The Finance/Administration Section Chief exchanges information with other Section Chiefs regarding injury compensation claims, employee claims, tort claims, and government property claims.

Key Points

Gather claims information as soon as possible—timing is everything.
Demobilization

The Finance/Administration Section Chief:

- Assists in development and approval of Demobilization Plan
- Identifies section resources that are available for release and provides information to the Planning Section
- Identifies underutilized equipment for release or reassignment and notifies appropriate section managing equipment

Key Points

The Finance/Administration Section Chief works with the Logistics and Operations Sections to put together a schedule for demobilization. This is so you can develop a sense of staging and timing.

Team dynamics are a critical part of demobilization. As things start to wind down in the Operations Section, the Finance/Administration Section might be able to pick up some of those personnel. The strength of a team is not that everyone is Type II or III qualified; it's that everyone is there to support each other.
Key Points

Follow directions from the instructor on how to complete this exercise.
Incident Agency Personnel

- The Finance/Administration Section Chief interacts and coordinates with a variety of incident agency personnel.
- Incident complexity determines number and type of agency resources.

Key Points

External communication will occur in numerous ways. Provide examples of incident agency personnel with whom the Finance/Administration Section Chief might need to communicate. Engage students in a discussion of whom they might be interacting with from the incident agency.
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Topic Agency Administrative Representative

Agency Administrative Representative

- Communicates upon arrival at the incident
- **Finance/Administration Section Chief** ensures daily contact to provide updates on issues, concerns, and section's progress
- **Finance/Administration Section Chief and staff participate in** final closeout and provide opportunity to review Incident Finance Package

Key Points
Buying Team

Provides support to the incident and works with administrative staff to ensure equipment, services, and supplies are provided.

Key Points
Meetings and Briefings

- Information exchanged at these meetings is invaluable to the Finance/Administration Section
- Participates in Planning Meetings and Operational Briefings and plays an active role in development of the Incident Action Plan

Key Points
**Planning Meeting**

- The Planning Meeting is held to develop the Incident Action Plan for the next operational period.
- The Incident Action Plan identifies incident objectives, strategy, and tactics, and designates resource assignments.

**Key Points**

The Finance/Administration Section Chief should not experience any surprises during the Planning Meeting.
Topic: Exercise 8

Key Points

Follow directions from the instructor on how to complete this exercise.
Topic: Operational Period Briefing

Operational Period Briefing

The Operational Period Briefing is held at the beginning of each operational period to brief incident personnel. Incident Management Team members:

- Review the Incident Action Plan
- Discuss safety concerns and weather predictions
- Discuss section-specific information

Key Points
Objectives Review

1. What information is important to exchange with other members of the Incident Management Team?
2. What information is important to exchange with incident agency personnel?
3. What are the Finance/Administration Section Chief’s responsibilities in regards to the Planning Meeting, Operational Period Briefing, and Incident Action Plan?

Key Points