

Logistics and Finance Overview





LOGISTICS

Logistics Section (LS) is responsible for:

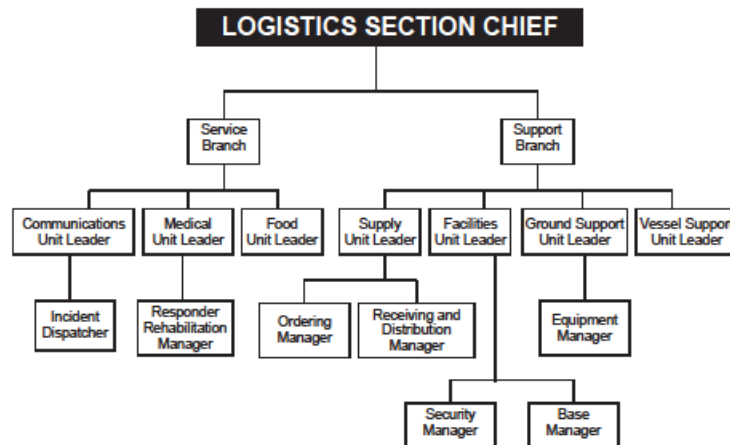
- ◆ Providing support, resources and ALL other services needed to meet the operational objectives of the incident.

The LS is divided into two branches:

- ◆ Support Branch
- ◆ Service Branch

AUGUST 2006

CHAPTER 9
LOGISTICS SECTION
ORGANIZATION CHART



Reference:
(a) Logistics Section Chief Job Aid

ICS 205

Communication Plan

1. Incident Name Quagga Mussel Incident		2. Operational Period # 5 (Date / Time) From: 1-23-07 / 0630 To: 1-25-07 / 0630	COMMUNICATIONS LIST ICS 205A-OS
3. Basic Local Communications Information			
Assignment	Name	Method(s) of contact (radio frequency, phone, pager, cell #(s), etc.)	
Incident Commander	Susan Ellis sellis@dfg.ca.gov	916-653-8983 (o) 916-616-6366 (c)	
Incident Commander	Rick Soehren soehren@water.ca.gov	916-653-0758 (o) 916-296-9222 (c)	
Incident Commander	Jeffrey Herod Jeffrey_Herod@tws.gov	916-651-0035 (o) 850-319-2824 (c)	
Safety	Bob Ford bford@ospf.dfg.ca.gov	916-323-4686 (o) 916-508-2863 (c)	
Operations Section Chief	Robert Lewitt rlawitt@cdfa.ca.gov	916-651-0012 (o) 916-996-6348 (c)	
Operations Border Station Branch	Gary Leslie gleslie@cdfa.ca.gov	916-654-0312 (o) 916-769-8766 (c)	
Operations Lake Mead	Wen Baldwin wenbald@earthlink.net	702-373-4406 (c)	
Operations Detection/Delimitation	Patrick Akers pakers@cdfa.ca.gov	916-651-0574 (o)	
Dive Group Leader	David Osario dosario@dfg.ca.gov	831-649-7195 (c) 831-649-2917 Fax	
Dive Group DFG POC for Divers	Derek Stein dstein@dfg.ca.gov	805-568-1227 (c)	
Dive Team	Rebecca Hartman rhartman@dfg.ca.gov	562-498-8703 (o)	
Dive Team	Ron Hoffman roffman@dfg.ca.gov	714-231-5099 (o)	
Dive Team	Sean Hoobler shoobler@dfg.ca.gov	831-649-2847 (o)	
Dive Team	Mark Kibby mikibby@dfg.ca.gov	310-833-2166 (o)	
Dive Team	Justin Sandvig jsandvig@dfg.ca.gov	949-293-1179 (o)	
Dive Team	Ian Taniguchi itaniguchi@dfg.ca.gov	562-889-6719 (c)	
Dive Team	Robin Lewis rlewis@ospr.dfg.ca.gov	619-972-0507 (c)	
Dive Team	Sean Moe soms@ospr.dfg.ca.gov	619-322-3989 (c)	
Operations Survey Group	Brianne Noble bnoble@water.ca.gov	916-651-1952 (o)	
Survey Team	Jonathan Hertz jhertz@cdfa.ca.gov	916-233-5163 (c)	
Survey Team	David Kratville dkratville@cdfa.ca.gov	916-804-1118 (c)	
Survey Team	Florence Maly fmaly@cdfa.ca.gov	559-260-4295 (c)	
Planning Section Chief	Terry Foreman tforeman@dfg.ca.gov	916-651-0046 (o) 760-485-2281 (c)	
Planning Situation Unit	Judd Muskatt jmuskatt@ospr.dfg.ca.gov	916-651-0045 (o) 916-216-1301 (c)	
Planning Resource Unit	Mark McCabe mmccab@ospr.dfg.ca.gov	916-651-0044 (o) 916-212-7771 (c)	
Planning Resource Unit	Walter Beer wbeer@dfg.ca.gov	916-358-2847 (o)	
Planning Resource Unit	Angela Salcedo asalcedo@dfg.ca.gov	760-200-9158 (o)	
Planning Documentation Unit	Monica Aguirre maquira@cdfa.ca.gov	916-651-0041 (o)	
Planning Environmental Unit	Jim Rains		
4. Prepared by: (Communications Unit) Martin Amezcua			
Date / Time		01-22-07 1153	
COMMUNICATIONS LIST		June 2000 ICS 205A-OS	

ICS 206

Medical Plan

ICS – 206 – Medical Plan

Incident: Quagga Mussel

Prepared By: Logistics Section @ 1/22/07 1400

Operational Period: 5, 1/22/07 0800 thru 1/24/07 0800

Medical Aid Stations

Name: Lake Havasu Fire Department

Location: Lake Havasu

Paramedics On-site: Yes ☒ No ☐

Phone: (928) 855-1141

Radio: _____

Transportation (Ground and/or Air Ambulances Services)

Name: River Medical

Location: Havasu

Paramedics On-site: Yes ☒ No ☐

Phone: (928) 855-4104 (8am-5pm)

Radio: _____

Hospitals

Name: Havasu Regional Medical Center

Location: 101 Civic Center Lane, Lake Havasu

Helipad: Yes ☒ No ☐

Burn Center: Yes ☐ No ☒

Phone: 855-8185

Radio: _____

Name: Yuma Regional Medical Center

Location: 2400 S Avenue A, Yuma AZ

Helipad: Yes ☒ No ☐

Burn Center: Yes ☐ No ☒

Phone: (928) 344-2000

Radio: _____

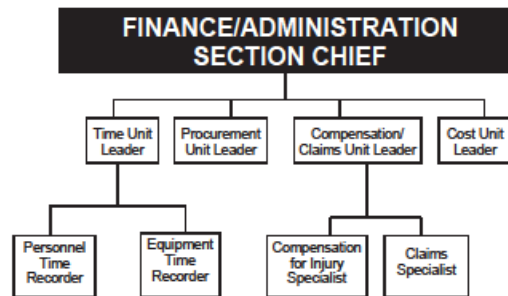
Requisition Form

Resource Request Message				Purpose: The 213RR CG is used by all Incident personnel to request tactical and non-tactical resources.		ICS-213 RR CG (2/97)	
1. Incident Name:				2. Date/Time:		3. Resource Request Number:	
4. ORDER Note: Use additional forms when requesting different resource sources of supply							
Requestor	a. Qty	b. Kind	c. Type	d. Priority U or R	e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.	f. Requested Reporting Location: Date/Time:	g. Order # (LSC)
							h. ETA (LSC)
							i. Cost
6. Suggested source(s) of supply - POC phone number if known and suitable substitutes:					8. Requestor Position and Signature: Date/Time:		
					7. Section Chief/Command Staff Approval: Date/Time:		
					9. RESL Review/Signature: Date/Time:		
8. RESL - check box (a) if request is for tactical or personnel resources. Then note availability in box 8.b or 8.c.		a. <input type="checkbox"/>		b. <input type="checkbox"/> Resources available as noted in block 12			
		c. <input type="checkbox"/> Resources not available					
10. Requisition/Purchase Order #:		11. Supplier Name/Phone/Fax/Email:		13. Logistics Section Signature: Date/Time:			
12. Notes:							
14. Order placed by (check box): <input type="checkbox"/> PUL <input type="checkbox"/> PROC <input type="checkbox"/> OTHER _____							
16. Reply/Comments from Financier:		18. Finance Section Signature: Date/Time:					

Full instructions on back page. Requestor fills in blocks 1-5, except # 3 & 4.g-i (shaded area), signs block 8 (do not forget position), gets appropriate Section Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, RESL reviews if resource available, signs block 9 and keeps blue copy. Logistics fills in block 4.g and h, and blocks 10-13, and keeps orange copy. Orderer (LSC or FSC) fills in block 4.i. Finance fills in blocks 15 - 16 and keeps green copy. Pink copy is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOCL.

AUGUST 2006

CHAPTER 10
FINANCE/ADMINISTRATION SECTION
ORGANIZATION CHART



Reference:

(a) Finance/Administration Section Chief Job Aid



FINANCE

- ◆ State and local agencies participating in response activities should submit their costs directly to the Responsible Party
- ◆ If the Responsible Party refuses to pay costs, State and local agencies may submit their costs through the DFW-OSPR Cost Recovery Unit. This Unit will provide assistance in preparing and documenting costs.
- ◆ National Pollution Fund Center has forms, sample claims, and guidelines

<http://www.uscg.mil/npfc/claims>



SAMPLE Marine Oil Spill Cost Recovery Procedures -- Spill Response--Cost Estimate

Recommended tracking costs. There may be additional cost that can be reimbursed.
For further information and forms, please refer to Annex C, Operational Administration, Appendix I,
Spill Funding Procedures of the National Contingency Plan.

Facility Name _____
Incident Name _____
Incident Date _____

Date Prepared _____
Billing Period _____

PERSONNEL COSTS

Date	Employee	Hourly Rate	Hours	Subtotal Personnel Costs	Subtotal Travel & Per Diem
2/18/2010	Responder	\$59.01	12	\$708.12	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
Total Costs				\$708.12	\$0.00

TRAVEL EXPENSES COSTS

Mileage	Mileage Reimbursement Rate	Total Cost of Mileage	Hotel, Air, Per Diem	Fuel Costs	Subtotal Cost
25	\$0.50	\$12.50	\$500.00	\$0.00	\$512.50
		\$0.00			\$0.00
		\$0.00			\$0.00
		\$0.00			\$0.00
		\$0.00			\$0.00
Total Costs		\$12.50	\$500.00	\$0.00	\$512.50

RESPONSE EQUIPMENT AND DISPOSAL COSTS

Item	Quantity	Rate per unit	Subtotal Costs
Response Equipment			
Disposal Cost			
Other: _____			
Other: _____			

TOTALS

Estimate Grand Total	\$
PERSONNEL COSTS	
TRAVEL EXPENSES COSTS	
RESPONSE EQUIPMENT & DISPOSAL COSTS	
TOTAL	

SAMPLE

Example Billing Document



DEPARTMENT OF FISH AND GAME INCIDENT BILLING

Example Billing

Billing Period: 07/11 through 08/11

Incident Name: EXAMPLE BILLING

Responsible Party: Responsible Party Name

Incident Date: 07/11/11

PCA/Index: XXXX/

Reimbursement PCA:

Date Prepared: 08/01/11

SUMMARY OF COSTS INCURRED FOR THE ABOVE INCIDENT:

Personnel Costs	\$2,061.09
Travel Expenses	\$412.00
Operating Expenses	\$200.00
DFG-Owned Vehicle Usage Cost	\$95.00
DFG-Owned Petroleum Chemistry Lab	\$1,050.00
DFG-Owned Facilities, Equipment, and Supplies	\$100.66
Administration Costs	\$371.53
TOTAL	\$4,290.28

IMPORTANT: Please make remittance payable to: California Dept. of Fish and Game
P.O. Box 944209
Sacramento, CA 94244-2090

Thursday, March 14, 2013

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Incident Name: EXAMPLE BILLING

Responsible Party: Responsible Party Name

Incident Date: 07/11/11

PCA/Index: XXXX/

Reimbursement PCA:

Date Prepared: 08/01/11

Cost Summary or Invoice #: Example Billing

SUMMARY OF COSTS INCURRED FOR THE ABOVE INCIDENT:

Personnel Costs					
Name	Classification	Pay Period	Hours	Hourly Cost	Amount
John Smith	Fish & Game Warden	07/11	8.00	\$27.69	\$221.52
John Smith	Fish & Game Warden	07/11	11.00	\$41.53	\$456.83
Julie Smith	Staff Environmental Scientist	07/11	10.00	\$53.17	\$531.70
Julie Smith	Staff Environmental Scientist	07/11	24.00	\$35.46	\$851.04
Total:					\$2,061.09

Travel Expenses					
Employee Name	Travel Period	Per Diem	Airline	Rental Car	Amount
John Smith	07/2011	\$34.00	\$120.00	\$52.00	\$206.00
Julie Smith	07/2011	\$34.00	\$120.00	\$52.00	\$206.00
Total:					\$412.00

Operating Expenses			
Description	Vendor	Purchase # or Invoice #	Amount
Lodging	Best Western	John Smith	\$100.00
Lodging	Best Western	Julie Smith	\$100.00
Total:			\$200.00

DFG-Owned Vehicle Usage Costs				
Vehicle ID #	Vehicle Type	Usage Period	Mileage Used	Rate/Basis Per Mile
RATE	4WD & Special Vehicles	07/11	125	\$0.76
Total:				\$95.00

DFG-Owned Petroleum Chemistry Lab			
Lab Analysis #	# Samples	Rate/Basis Per Unit	Amount
S001-11	2	\$525.00	\$1,050.00
Total:			\$1,050.00

DFG-owned Facilities, Equipment and Supplies				
Description	Quantity	# Unit(s)	Unit	Rate/Basis Per Unit
RESPONSE GO KIT	2	1	Per Day	\$50.33
Total:				\$100.66

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Supporting Documentation

- ▶ Air Travel Receipt
- ▶ Lodging Receipt
- ▶ Mileage Log
- ▶ Rental Car Receipt
- ▶ Employee Salary Rate Sheet
- ▶ Equipment Rate Sheet
- ▶ Copy of Incident Sign in Sheet



THIRD PARTY CLAIMS

- **Third party claims for economic losses associated with a marine oil spill will be referred directly to the Responsible Party (RP)**
- **If no RP is identified, third party claims may be submitted to the National Pollution Fund Center or to the OSPR Administrator if the claim is less than \$50K**



Questions

