## 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







9-1

LOGISTICS

## ICS 205 Communication Plan

1. Incident Name Quagga Mussel Incider		tional Period # 5 (Date / Time) 23-07 / 0630 To:1-25-07 / 0630	COMMUNICATIONS LIST ICS 205A-05
		10.1-25-077.0630	103 2034-03
3. Basic Local Commun	1	1	
Assignment	Name	Method(s) of contact (radio frequent	cy, phone, pager, cell #(s), etc.)
Incident Commander State	Susan Ellis sellis@dfg.ca.gov	916-653-8983 (o) 916-616-6366 (c)	
Incident Commander	Rick Soehren	916-653-0758 (o)	
DWR	rsoehren@water.ca.gov	916-296-9222 (c)	
Incident Commander	Jeffrey_Herod@fws.gov	916-651-0035 (o) 850-319-2824 (c)	
Safety	Bob Ford	916-323-4686 (o)	
	bford@ospr.dfg.ca.gov	916-508-2863 (c)	
Operations Section Chief	Robert Leavit rleavitt@cdfa.ca.gov	916-651-0012 (o) 916-996-6348 (c)	
Operations	Gary Leslie	916-654-0312 (0)	
Border Station Branch	gleslie@cdfa.ca.gov	916-769-8756 (c)	
Operations Lake Mead	Wen Baldwin	702-373-4406 (o)	
Operations	wenbald@earthlink.net Patrick Akers	916-651-0574 (o)	
Detection/Delimitation	pakers@cdfa.ca.gov		
Dive Group Leader	David Osario	831-649-7195 (c)	
Dive Group DFG	dosario@dfg.ca.gov Derek Stein	831-649-2917 Fax 805-568-1227(o)	
POC for Divers	dstein@dfg.ca.gov		
Dive Team	Rebecca Hartman	562-498-8793 (o)	
Dive Team	rhartman@dfg.ca.gov Ron Hoffman	714-231-5099 (o)	
Bite reali	rhoffman@dfg.ca.gov	114 201 0000 (0)	
Dive Team	Sean Hoobler	831-649-2847 (o)	
Dive Team	shoobler@dfg.ca.govc Mark Kibby	310-833-2166 (o)	
Dive reall	mkibby@dfg.ca.gov	510-033-2100 (0)	
Dive Team	Justin Sandvig	949-293-1179 (o)	
Dive Team	jsandvig@dfg.ca.gov Ian Taniguchi	562-889-6719 (c)	
Dive reall	itaniguchi@dfg.ca.gov	302-003-07 13 (C)	
Dive Team	Robin Lewis	619-972-0507 (c)	
Dive Team	rlewis@ospr.dfg.ca.gov Sean Moe	619-322-3989 (c)	
Dive ream	some@ospr.dfg.ca.gov	619-322-3969 (C)	
Operations	Brianne Noble	916-651-1952 (o)	
Survey Group Survey Team	bnoble@water.ca.gov Jonathan Hentz	916-233-5163 (c)	
Survey ream	ihentz@cdfa.ca.gov	916-233-5163 (C)	
Survey Team	David Kratville	916-804-1118 (c)	
	dkratville@cdfa.ca.gov Florence Malv	550.000.4005.(.)	
Survey Team	Florence Maly fmaly@cdfa.ca.gov	559-260-4295 (c)	
Planning Section Chief	Terry Foreman	916-651-0046 (o)	
Dieneira	tforeman@dfg.ca.gov	760-485-2281 (c)	
Planning Situation Unit	Judd Muskatt jmuskat@ospr.dfg.ca.gov	916-651-0045 (o) 916-216-1301 (c)	
Planning	Mark McCaleb	916-651-0044 (o)	
Resource Unit	mmccaleb@ospr.dfg.ca.go	y 916-212-7771 (c)	
Planning Resource Unit	Walter Beer wbeer@dfg.ca.gov	916-358-2847 (o)	
Planning	Angela Salcedo	760-200-9158 (o)	
Resource Unit	asalcedo@dfg.ca.gov		
Planning	Monica Aguirre	916-651-0041 (o)	
Documentation Unit	maquirre@cdfa.ca.gov		
Planning Environmental Unit	JIII Rains		
· · · · ·			
-			
4. Prepared by: (Comm Martin Amezcua	unications Unit)	Date / Time	01-22-07 1153
COMMUNICATIONS LIS	T	June 2000	ICS 205a-OS

## ICS 206 Medical Plan

### ICS – 206 – Medical Plan

Incident: <u>Quagga Mussel</u> Prepared By: <u>Logistics Section @ 1/22/07 1400</u> Operational Period: <u>5. 1/22/07 0800 thru 1/24/07 0800</u>

### **Medical Aid Stations**

Name: <u>Lake Havasu Fire Department</u> Location: <u>Lake Havasu</u> Paramedics On-site: Yes No Phone: (<u>928) 855-1141</u> Radio:

### Transportation (Ground and/or Air Ambulances Services)

Name: <u>River Medical</u> Location: <u>Havasu</u> Paramedics On-site: Yes⊠ No⊡ Phone: (<u>928) 855-4104 (8am-5pm)</u> Radio: \_\_\_\_\_

### Hospitals

 Name:
 Havasu Regional Medical Center

 Location:
 101 Civic Center Lane, Lake Havasu

 Helipad:
 Yes ∑
 No

 Burn Center:
 Yes ∑
 No ∑

 Phone:
 (928) 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**

R	esou	irce F	Requ	est Me	ssag	е		Pur	pose: The 213 uest tactical ar	SRR CO	G ls us -tactica	ied by all al resourc	incident xes.	personne	el to				ICS	-213 RR CG	(2/07)
	1. Inoiden	t Name:						2. (	Date/Time:							3. Recource R	eque	et Number:			
	4. ORDER	Note: U	Jee additio	onal forms whe	n reques	ting dif	Terent rec	ouroe co	ources of suppl	v											
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R eq uesto r																					
	6. Sugges	ted source	(c) of sup	ply - POC pho	ne numbe	r if kno	wn and ci	ultable c	ubtitutes:							8. Requestor F 7. Section Chi					ate/Time: ate/Time:
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Finance	16. Reply/	Commente	s from Fina	ance:												18. Finance Se	otion	i Signature:		0	ate/Time:

Full Instructions on back page. Requestor files in blocks 1-5, except # 3 & # 4, ei (shaded area), signs block 6 (do not forget position), gets appropriate Saction Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, REBL reviews If resource available, signs block 4 and keeps bloc copy. Logistics files in block 4 and k, and block 4 an



AUGUST 2006

## CHAPTER 10

## FINANCE/ADMINISTRATION SECTION

## ORGANIZATION CHART



Reference:

(a) Finance/Administration Section Chief Job Aid

10-1

FINANCE/ADMIN

FINANCE/ADMIN





- 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.

### PERSONNEL COSTS

Facility Name Incident Name Incident Date

> Date Prepared Billing Period

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	Milesge Reimbursoment 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
Rosponse 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 E INCIDENT B	
Example Billing	Billing Period: 07/11 through 08/11
Incident Name: EXAMPLE BILLING Incident Date: 071/1/1 PCA/Index: XXXX/ Reimbursement PCA: Date Prepared: 08/01/11	Responsible Party: Responsible Party Name
MMARY 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
IPORTANT: Please make remittance payable to: California 1 P.O. Box 9 Sacramento	

Incide	ent Name: EXAMPLE BILLI	NG	Respon	sible Part	y: Respo	nsible Party Name	
	lent Date: 07/11/11 CA/Index: XXXX/						
	Prepared: 08/01/11		t Summary	or Invoice	#: Example	le Billing	
UMMARY O	F COSTS INCURRED FOR	THE ABOVE INCIDEN	T:				
Personnel Co	sts						
Name	Classification		Pay	Period	Hours	Hourly Cost	Amount
John Smith	Fish & Game Ward		0	7/11	8.00	\$27.69	\$221.52
John Smith	Fish & Game Ward			7/11	11.00	\$41.53	\$456.83
Julie Smith Julie Smith	Staff Environmental			7/11	10.00	\$53.17	\$531.70
Julie Smith	Staff Environmental	I Scientist	0'	//11	24.00	\$35.46	\$851.04
						Total:	\$2,061.09
Transle							00,001.09
Travel Expe Employee N		Transl Desired				Stan Laborat	
John Smith	аше	Travel Period 07/2011	Per Dier		Airline	Rental Car	Amount
Julie Smith		07/2011	\$34.00 \$34.00		\$120.00	\$52.00	\$206.00
		0//2011	\$34.00		\$120.00	\$52.00	\$206.00
						Total:	\$412.00
Operating Ex	Denses						
Description	penses	Vendor		Dent	ase # or In		
Lodgiing		Best Western		John Sn		voice #	Amount \$100.00
Lodging		Best Western		Julie Sn			\$100.00
						Total:	\$200.00
DFG-Owned	Vehicle Usage Costs						
Vehicle ID #	Vehicle Type	Usage	Period N	lileage Used	l Rate	Basis Per Mile	Amount
RATE	4WD & Special Vehicles	01	/11	125			
				125		\$0.76	\$95.00
				125		\$0.76	\$95.00
				125			
DFG-Owned	Petroleum Chemistry Lab			125		\$0.76	\$95.00
DFG-Owned Lab Analysis		# Samples			is Per Unit	S0.76 Total:	\$95.00 \$95.00
		# Samples 2			is Per Unit \$525.00	S0.76 Total:	\$95.00 \$95.00 Amount
Lab Analysis						S0.76 Total:	\$95.00 \$95.00 Amount \$1,050.00
Lab Analysis						S0.76 Total:	\$95.00 \$95.00 Amount
Lab Analysis S001-11		2				S0.76 Total:	\$95.00 \$95.00 Amount \$1,050.00
Lab Analysis S001-11	#	2	# Unit(s)		\$525.00	S0.76 Total:	\$95.00 \$95.00 Amount \$1,050.00 \$1,050.00
Lab Analysis S001-11 DFG-owned F	# 'acilities, Equipment and Supj	2 plies Quantity	# Unit(s)	Rate/Bas Unit	\$525.00	S0.76 Total: Total: asis Per Unit	\$95.00 \$95.00 Amount \$1,050.00 \$1,050.00 Amount
Lab Analysis S001-11 DFG-owned F Description	# 'acilities, Equipment and Supj	2 plies		Rate/Bas	\$525.00	S0.76 Total: : Total: asis Per Unit \$50.33	\$95.00 \$95.00 Amount \$1,050.00 \$1,050.00 Amount \$100.66
Lab Analysis S001-11 DFG-owned F Description	# 'acilities, Equipment and Supj	2 plies Quantity	# Unit(s)	Rate/Bas Unit	\$525.00	S0.76 Total: Total: asis Per Unit	\$95.00 \$95.00 Amount \$1,050.00 \$1,050.00 Amount
Lab Analysis S001-11 DFG-owned F Description	# 'acilities, Equipment and Supj	2 plies Quantity	# Unit(s)	Rate/Bas Unit	\$525.00	S0.76 Total: : Total: asis Per Unit \$50.33	\$95.00 \$95.00 Amount \$1,050.00 \$1,050.00 Amount \$100.66
Lab Analysis S001-11 DFG-owned F Description	# 'acilities, Equipment and Supj	2 plies Quantity	# Unit(s)	Rate/Bas Unit	\$525.00	S0.76 Total: : Total: asis Per Unit \$50.33	\$95.00 \$95.00 Amount \$1,050.00 \$1,050.00 Amount \$100.66
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Lab Analysis S001-11 DFG-owned F Description	# 'acilities, Equipment and Supj	2 plies Quantity	# Unit(s)	Rate/Bas Unit	\$525.00	S0.76 Total: : Total: asis Per Unit \$50.33	\$95.00 \$95.00 Amount \$1,050.00 \$1,050.00 Amount \$100.66
Lab Analysis S001-11 DFG-owned F Description	# 'acilities, Equipment and Supj	2 plies Quantity	# Unit(s)	Rate/Bas Unit	\$525.00	S0.76 Total: : Total: asis Per Unit \$50.33	\$95.00 \$95.00 Amount \$1,050.00 \$1,050.00 Amount \$100.66
Lab Analysis S001-11 DFG-owned F Description	# 'acilities, Equipment and Supj	2 plies Quantity	# Unit(s)	Rate/Bas Unit	\$525.00	S0.76 Total: : Total: asis Per Unit \$50.33	\$95.00 \$95.00 Amount \$1,050.00 \$1,050.00 Amount \$100.66
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## **Supporting Documentation**

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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

