



Finance and Logistics

Teller County Emergency Operations Plan - Annex J

November 18, 2021

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INTRODUCTION

The following Annex provides an overview of the need for Finance & Logistical management in the event of a large-scale emergency or disaster in Teller County. Finance and Logistical representatives are responsible for the proper procurement receipt of materials, equipment, personnel (“resources”) to be used to support the response, recovery or mitigation to save lives and property.

The resources provided before, during, and after a disaster/emergency shall be properly accounted for by the Department or Division Managers and requests for additional resource needs shall be ordered through a single point ordering system. The Emergency Operations Center (EOC) provides a location for Logistics representatives to receive and place orders for the emergency or disaster and will be used for the single point ordering system.

SCOPE

Teller County shall use a hybrid system of combining the EOC with Emergency Support Functions (ESF’s) to manage any incident or event.

CONCEPT OF OPERATIONS

GENERAL

During and after emergency/disaster events normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Suspension guidance will be issued at the direction of the County Administrator. Additionally, if certain emergency costs can be documented, certain reimbursements from State and Federal sources may be possible.

POLICIES

It is the policy of Teller County that:

1. All departments/agencies shall assure the safety of cash, checks, accounts receivable, and assist in the protection of other valuable documents/ records.
2. All departments/agencies shall designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing jurisdictional emergency purchasing procedures (Reference Teller County Disaster Emergency Policies).
3. During the emergency operations, nonessential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.
4. Each department/agency shall keep an updated inventory of its personnel, facilities, and equipment resources as part of their SOPs.
5. No Division, Department or employee of Teller County shall request via Social Media or any form of media donations, gifts, materials, supplies or manpower unless the request has been approved by the Sheriff, the Director of Emergency Management or the Logistics

Section Chief (LSC) and all aspects of such a request has been vetted for the proper support to manage the donations that may be received.

ADMINISTRATION

1. During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Departments/agencies, in consultation with the County Administrator, are authorized to take necessary and prudent actions in response to disaster/emergency incidents.
2. Normal procedures, which do not interfere with timely accomplishment of emergency tasks, will continue to be used. Those emergency administrative procedures which depart from “business-as-usual” will be described in detail in department/agency SOPs.
3. Departments/agencies are responsible for keeping records of the name, arrival time, duration of utilization, departure time, duties performed and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.

FINANCE

The Finance Section tracks, records and reports all costs, claims, injuries, time of employees/contractors/volunteers and equipment or resources used during a disaster or emergency. Every person and piece of equipment (or resource) is required to appropriately check in to an event, emergency or disaster even if they are not charging for, or expecting any type of re-imburement. Volunteer personnel or equipment use should be tracked and recorded as the value of these donations may be able to be applied to the costs of local government services provided should a State or Federal disaster or emergency declaration be issued. The four major units under Finance are, Cost, Procurement, Time and Compensation/Claims.

1. Local government purchasing personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of departments/agencies.
2. A complete and accurate record of all purchases, a complete record of all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased in support of the emergency response shall be maintained.
3. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Departments/agencies will identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: Logs, formal records and file copies of all expenditures, receipts, personnel time sheets.
4. A separate Emergency Operations Center (EOC) “Finance Section” may be formed to handle the monetary and financial functions during large emergencies, or disasters. (See the Teller County EOC Position Checklists Manual for details.)
5. Jurisdictions **may** qualify for reimbursement of certain emergency costs from State and Federal disaster recovery programs. Jurisdictions may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that jurisdictions within the Teller community and its

citizens will receive. All departments/agencies are expected to include requirements for emergency fiscal record keeping in their SOPs.

LOGISTICS

The Logistics Section orders and confirms the receipt of **ALL** resources, equipment, materials and supplies to be used during an event, disaster or emergency. Every effort shall be made to minimize duplicate orders and orders that are improperly requested. All orders shall be requested using a recognized 213 or 213RR form and shall be complete with a date & time the resource is needed or required, where and/or whom the resource is to be delivered to, who is responsible for requesting and who is placing the order, and the exact type and/or use of the resource. The six major units under Logistics are Supply, Ground Support, Facilities, Food, Communications and Medical.

1. Departments/agencies responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC Logistics Section becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. The Logistics Section will also provide services and equipment maintenance beyond the integral capabilities of elements of the emergency organization. Scarce resources will be allocated according to established priorities and objectives of the EOC.
2. Logistics will be needed to support the field operations, the EOC operations, and disaster victims.
3. All departments/agencies are expected to maintain an inventory of all non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset will not be eligible for reimbursement.

INSURANCE

Local governments, agencies shall maintain insurances for property, Workers' Compensation, general and automotive liability. Insurance coverage information will be required by the Federal government in the post disaster phase as per 44 CFR "subpart i", Information on insurance needs to be available following a disaster. Further, local jurisdictions and departments are responsible to maintain adequate levels of insurance.

ATTACHMENT A PERSONNEL

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