



# HUTTO FIRE RESCUE

## WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #3

### STANDARD OPERATING PROCEDURES



<p>STANDARD OPERATING PROCEDURE - Administration</p> <p><b>#1-4.6 (Revised)</b></p> <p>ISSUE DATE: October 1, 2021 EFFECTIVE: October 1, 2021</p>	<p>RESCINDS: #1-4.6: Disaster Finance (2015)</p>
<p>SUBJECT:</p> <p><b>DISASTER FINANCE POLICY</b></p>	<p>AUTHORIZED BY:</p> <p>Williamson County ESD #3 Board of Commissioners</p>
<p>REFERENCE / AUTHORITY: Fair Labor Standards Act Federal Emergency Management Agency Texas Division of Emergency Management</p>	<p>APPLIES TO:</p> <p><input checked="" type="checkbox"/> Full Time Uniformed Staff <input checked="" type="checkbox"/> Volunteer Uniformed Staff <input checked="" type="checkbox"/> Civilian Staff <input checked="" type="checkbox"/> ESD Commissioners</p>
<p>TFCA BEST PRACTICES: Chapter (s) : Item (s) :</p> 	<p>CPSE / CFAI ACCREDITATION:</p> 

### PURPOSE

Establish a fiduciary policy for Hutto Fire Rescue/Williamson County Emergency Services District #3 (Hutto Fire Rescue) for the day-to-day accounting practices, procurement methods, and financial operations during a Disaster Event so as to improve the level of financial preparedness and coordination to ensure economic stability after the disaster.

### BACKGROUND

Hutto Fire Rescue is at risk from a number of hazards which could require extraordinary response by local government and have the potential for causing extensive property damage. The fiscal impacts of such events or disasters could be devastating to the Hutto Fire Rescue budget and overwhelm the ability of Hutto Fire Rescue to respond and recover. Therefore in order to best position Hutto Fire Rescue for recovery, an accurate measurement of the true cost of the response to the emergency event as well as accurate and timely property damage assessments is required. This policy shall be implemented in the event of certain catastrophic events including, but not limited to: hurricanes, tornados, and other Acts of God,

nuclear, chemical and biological emergencies, terrorist attack(s), or any other emergency declared by a federal, state, or local authority.

## **POLICY**

### **DEFINITIONS**

**Disaster**: an event that causes great human suffering and widespread destruction which often necessitates outside assistance to full recovery, and is declared by a federal, state, or local authority.

### **GENERAL**

- A. The *Stafford Act* authorizes federal disaster assistance to individuals and to government entities in the aftermath of a major emergency
- B. The Texas Division of Emergency Management (TDEM) administers or coordinates most disaster assistance programs in the State of Texas.
- C. This *Disaster Finance Policy* is to ensure that Hutto Fire Rescue tracks, calculates, and justifies all costs of a disaster as required by the *Stafford Act*.
- D. This *Disaster Finance Policy* was developed following a series of TDEM Disaster Finance Workshops.

### **IMPLEMENTATION**

- A. The Hutto Fire Rescue *Disaster Finance Policy* and all of its provisions shall be activated by order of the Fire Chief or his/her designee and is in effect and supersedes normal Hutto Fire Rescue finance policies and administrative procedures.
- B. Hutto Fire Rescue has adopted and trained personnel on the National Incident Management System (NIMS), and implemented all of the NIMS procedures and protocols. This allows Hutto Fire Rescue to effectively work with mutual aid and auto aid partners, and state and federal agencies during any type of incident response.
  - 1. When the Hutto Fire Rescue *Disaster Finance Policy* is implemented, the Fire Department Administrator shall serve as the Finance Section Chief (FSC) as needed (see SOP *Incident Management System*).
    - a. The Fire Chief or his/her designee, along with the Incident Commander, will activate the FSC position as needed.

- b. The need for additional Incident Management positions within the Finance/Administration Section shall be identified and implemented by the Finance Section Chief and/or the Incident Commander.
- C. The Hutto Fire Rescue *Disaster Finance Policy* shall be discontinued for a specific event or disaster upon order of the Fire Chief or his/her designee with Hutto Fire Rescue finance policies and administrative procedures returning to normal.

**EMERGENCY PROCUREMENT**

- A. The Hutto Fire Rescue *Disaster Finance Policy* supersedes normal purchasing and procurement policies during the time of the disaster.
- B. It shall be the responsibility of the Shift Commanders to make certain that no emergency purchase is made or requested unless reasonable and necessary and directly related to the emergency event.
- C. Purchases
  - 1. Daily Event Threshold
    - a. Purchases below a daily event threshold of \$1,000 may be made by the Shift Commanders. They are responsible for staying within these limits. They should also check with the FSC to see if the item needed is already elsewhere in the inventory of Hutto Fire Rescue.
    - b. Members should not attempt to circumvent the FSC for purchases. When possible, three quotes should be obtained and documented. Receipts for these purchases are to be turned in to the FSC at the end of each shift.
      - i. The FSC should assure that the account number and the disaster project are identified on each receipt.
  - 2. All purchases above the threshold are to be submitted to the FSC for their approval before the purchase is made using an ICS 213-HFR form (Attachment 1).
- D. Rentals
  - 1. Equipment rentals will be treated in the same manner as purchases.

2. Each Shift Commander is responsible for maintaining a log of the member assigned to operate any rented equipment.
3. When necessary, the FSC or his/her designee will make the decision to purchase a piece of equipment instead of renting it.

E. Meals

1. Meal purchases must be approved by the FSC.
2. All meal purchases must be reasonable and necessary in both quantity and price.
3. Those who may partake in meals are members of Hutto Fire Rescue and any temporary personnel authorized by the Shift Commander and the FSC.

**PROCEDURE**

A. Making a Purchase

1. The FSC shall obtain at least three quotes from prospective vendors on all single item purchase exceeding \$500. Quotes must be documented using an ICS 213-HFR form and a *HFR Supplier Justification* form (Attachment 2). If an online query is made, a "print screen" will suffice. Telephone quotes should be documented with the date and time. The rationale behind the decision of which vendor to use must be noted.
2. Hutto Fire Rescue should utilize vendors within the Hutto Community when possible.
3. Quantity discounts should be sought.

B. Method of Payment

1. The FSC shall make purchases using the open accounts of Hutto Fire Rescue when purchasing from vendors.
2. Where there is no open account, the FSC can authorize the use of purchasing cards.
  - a. All purchasing card payments shall be recorded on the *Purchasing Card Issuance Usage Summary Log* (Attachment 3).

C. Tracking

1. Purchases should be coded to the normal general ledger account. The assigned disaster name should also be used.
2. The FSC will maintain a list of emergency event purchases made for each operational period on the *Purchase Order Daily Log* (Attachment 4).
3. The FSC shall assure that all purchase made in support of the event are recorded on an ICS 213-HFR form.

**DISASTER PAYROLL POLICY**

- A. Hutto Fire Rescue has established a *Disaster Payroll Policy* to capture the total cost of compensating employees for response, mitigation, and recovery activities during a disaster event (see *SOP Disaster Payroll Policy*).
- B. When implemented, the Fire Chief or his/her designee and the FSC shall notify all employees the policy is in effect.
- C. For purposes of accurately tracking the cost of the event, timesheets will be completed as for normal payroll periods with the exception of utilization the disaster name on the timesheets.

**SHIFT COMMANDER RESPONSIBILITIES**

- A. To support the tracking of all emergency costs, a *Daily Disaster Finance Report* (Attachment 5) will be required from each Shift Commander with personnel assigned to work the emergency event.
  1. The purpose of the report is to accurately track the personnel, equipment, and supplies utilized for the event and to provide a calculation to TDEM. This assists Hutto Fire Rescue's ability to receive any available state or federal disaster relief funds.
- B. Shift Commanders are responsible for sending the *Daily Disaster Finance Report* to the FSC by 2200 hours each day the policy is in effect. The reporting period is for the most recent 24-hour period from 1800 hours to 1800 hours.
- C. Shift Commanders shall report time worked by members, separating regular hours from overtime hours. It is also necessary to track where members work. If members work outside their normal job duties, describe their duties as required by the emergency event.

- D. For equipment that is both rented and owned by Hutto Fire Rescue, the Shift Commander shall note the employee(s) who used the equipment. This includes the hours it was used, whether it was used in a capacity outside of its normal use, and how it was used.
- E. Shift Commanders are responsible for logging any personnel claims using the *Personnel Claims Tracking Log* (Attachment 6) and/or equipment claims using the *Property Claims Tracking Log* (Attachment 7) as part of their daily reporting.
- F. Shift Commanders shall follow the *Daily Event Threshold* when making all purchases.

**DAILY BURN RATE CALCULATION**

- A. The FSC will provide the *Daily Burn Rate* (Attachment 8) to the Fire Chief or his/her designee by 0800 hours each day the *Disaster Finance Policy* is in effect.
  - 1. The *Daily Burn Rate* is an Excel Spreadsheet located on the Hutto Fire Rescue server.
- B. The Fire Chief or his/her designee will review the *Daily Burn Rate* and forward the information to the President of the Board of Commissioners for the Williamson County Emergency Services District #3.
- C. The Fire Chief or his/her designee shall forward the *Daily Burn Rate* to the Williamson County Emergency Manager and TDEM by 1000 hours each day the *Disaster Finance Policy* is in effect.

**RECORDS RETENTION**

- A. All records related to disaster finance operations by Hutto Fire Rescue created as an activation of this policy shall be retained in perpetuity.

**GENERAL MESSAGE**

TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:

**MESSAGE:**



SIGNATURE:	POSITION:
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**REPLY:**

Large empty rectangular area for the reply message.

DATE:	TIME:	SIGNATURE/POSITION:
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# HFR Supplier Justification Form

For all purchases for a period of emergency as defined by the Hutto Fire Rescue *Disaster Finance Policy*, a Supplier Justification Form must be completed, signed, and attached to an approved Purchasing Requisition. All purchases must be routed through the Purchasing Unit – *no matter what amount*.

**SECTION A – LOWEST COMPETITIVE BID** - Record all oral or written quotations below and for audit purposes, please attach copies of all bids/quotations when submitting your purchasing requisition

SUPPLIER A	TOTAL PRICE	\$
SUPPLIER B	TOTAL PRICE	\$
SUPPLIER C	TOTAL PRICE	\$

**SECTION B - NONCOMPETITIVE PURCHASE JUSTIFICATION** - Required if lowest bidder was not chosen

**SELECTED SOURCE** Alternative suppliers do exist, but selection was based on: a) technical requirements (e.g. precision, product reliability, proximity to emergency response, etc.) or b) history of past performance with alternative suppliers

Indicate all alternative suppliers which were considered and on what basis they were rejected:

\_\_\_\_\_ **NO SOLE SOURCE PURCHASES WILL BE AUTHORIZED.**

**EMERGENCY ORDER** Please explain the nature of emergency and reasons for supplier selection

**OTHER NOTES:**

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- 
- 
- 

**PURCHASING AUTHORIZATION:**(signature of the FSC representative managing and authorizing the purchase)

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HUTTO FIRE RESCUE PURCHASING POLICY HAS BEEN  
SUSPENDED DUE TO DISASTER OPERATIONS!**



# ATTACHMENT 3

## HUTTO FIRE RESCUE PURCHASE CARD ISSUANCE USAGE SUMMARY LOG

Card Holder Name		Last	First	Contact Number	Last 4 Digits of Card Number	Time Issued	Card Holder Signature	Time Returned	Total Amount of Purchase	PUL Initials
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

This Purchase Card Issuance & Daily Total Log is an accurate and complete listing of all P cards issued and/or transactions between \_\_\_\_\_ and \_\_\_\_\_ (time and date). These transactions were for goods and services related to \_\_\_\_\_ event.

\_\_\_\_\_  
FSC/Procurement Unit Leader Name

\_\_\_\_\_  
FSC/Procurement Unit Leader Signature

# ATTACHEMENT 4

## HUTTO FIRE RESCUE PURCHASE ORDER DAILY LOG

Requisition #	Purchase Order #	Vendor	Budget Code	Description of Purchase	Total Amount	Other Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Daily Total \$ -

This Purchase Order Daily Total Log is an accurate and complete listing of all purchase orders issued between \_\_\_\_\_ (time and date) and \_\_\_\_\_ (time and date). These transactions were for goods and services related to \_\_\_\_\_ event.

\_\_\_\_\_  
 FSC/Purchasing Unit Leader Name

\_\_\_\_\_  
 FSC/Purchasing Unit Leader Signature



# ATTACHMENT 6

## HUTTO FIRE RESCUE PERSONNEL CLAIMS TRACKING LOG

Occurred						Reported	
Date	Time	Employee Involved	Location of Incident	Description of Event	Date	Time	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

\_\_\_\_\_  
FSC/Claims Unit Leader Name

\_\_\_\_\_  
FSC/Claims Unit Leader Signature

# ATTACHMENT 7

## HUTTO FIRE RESCUE PROPERTY CLAIMS TRACKING LOG

Occurred							Reported	
Date	Time	Equipment Description / Number	Location of Incident	Personnel Involved	Description of Event	Date	Time	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

\_\_\_\_\_  
FSC/Claims Unit Leader Name

\_\_\_\_\_  
FSC/Claims Unit Leader Signature

