

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

2016

NIMS | ESF Emergency Support Functions

**Finance / Administration**



## NATIONAL INCIDENT MANAGEMENT SYSTEM FUNCTIONS

### NIMS Function: FINANCE / ADMINISTRATION SECTION

#### I. GENERAL

- A. Primary Agency:** SJC Clerk of the Court  
SJC Finance Department  
Section Chief: Finance/Admin Section Chief
- B. Support Agencies:** City of St. Augustine Beach  
City of St. Augustine  
SJC Emergency Management  
SJC Office of Management and Budget  
SJC Purchasing Department  
Town of Hastings Clerk

#### II. ORGANIZATION

The Finance / Administration Section work under the direct supervision of the Finance Section Chief in the Emergency Operations Center, and coordinates with all Sections and ESF's.

#### III. INTRODUCTION

##### A. Purpose

The purpose of this Section is to provide guidance for financial management to all departments and agencies responding under the provision of this plan, to ensure that funds are provided expeditiously, and the financial operations are conducted in accordance with appropriate policies, regulations and standards.

##### B. Scope

1. Due to the nature of most emergency events, finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirement of sound financial management and accountability by all agencies and personnel involved in the event.
2. A Presidential Disaster Declaration will provide funding from the Federal Disaster Relief Fund, under the provisions of the Stafford Act, in addition to financial resources initiated at the local and state

levels. It is therefore imperative that all agencies and personnel follow emergency finance and accounting procedures prescribed by the Finance Section.

### **C. Planning Assumptions**

Timely financial support of any extensive response activity could be crucial to saving lives and property. While expeditious and innovative procurement may be called for during times of emergencies, it is still mandatory that good accounting principles and practices be employed in order to safeguard the use of public funds from the potential of fraud, waste and abuse.

### **D. Administrative Authorities and Fiscal Procedures**

1. During a disaster, emergency-purchasing procedures will be followed as established by the St. Johns County Clerk of the Court.
2. All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with:
  - a. The Code of Federal Regulations - Title 44: Emergency Management and Assistance (CRF44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act;
  - b. Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government;
  - c. St. Johns County, City of St. Augustine, City of St. Augustine Beach, Town of Hastings administrative policies;
  - d. Handbook for Disaster Assistance, Florida Division of Emergency Management.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

1. During an emergency or disaster, the Clerk of the Court or designee is Section Chief. The Emergency Management Director is the overall coordinator for all Sections and ESF's. The Finance Section will be responsible for the overall financial and administrative management of the emergency response and recovery operation.

2. The Finance / Administration Section will operate under the provisions relating to expenditure of public funds during the response and recovery phases of the disaster.
3. All ESF primary and support agencies will coordinate fund expenditures through the Finance / Administration Section.
4. Agencies and personnel will complete all reporting tasks and deadlines as established by the Finance / Administration Section.
5. Procedures have been established for maintaining records of expenditures and obligations for all resources and are maintained by the St. Johns County Clerk of the Court, Finance Department.

#### **B. Expenditure of Funds**

1. In coordination with federal guidelines, officials of the primary and support agencies will give approval for expenditure of funds for response and recovery operations. Each agency is responsible for establishing effective administrative controls, and to ensure that actions taken and costs incurred are consistent with the priorities identified in this plan.
2. Extreme care and attention to detail will be taken throughout the emergency response and recovery period to maintain logs, formal records and file copies of all expenditures (including personnel time sheets and ICS Forms) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic "given", so as much deliberative prudence as time and circumstances allow should be used.

#### **C. Training**

The Section Chief, in coordination with Emergency Management, will coordinate a training schedule for emergency event financial reporting and records maintenance requirements to coincide with the Emergency Management training and exercise schedule.