



Grant County COVID-19 Incident Management Team
205 S Humbolt St, Canyon City, OR 97820
(541) 575-0520 gccimt@grantcounty-or.gov

EMERGENCY OPERATIONS CENTER

FINANCE SECTION

According to the expectations of the Federal Emergency Management Agency (FEMA), the duties of the Emergency Operations Center (EOC) Incident Commander when assigned to an officially declared incident/crisis are to:

- Establish a professional, qualified staff equipped and ready to respond to community needs
- Combine a specialized incident workforce cadre capable of responding to and recovering from the unique complexities of the disaster.
- Align skills and abilities to the appropriate job title.
- Evaluate all functions that support an operation or activity.
- Ensure that all functions are executed in a unified manner to reduce costs, ensure appropriate support actions, decrease delivery time, and improve property accountability

The duty of the EOC Finance Section operates according to expectations defined by those capabilities required by the Incident Commander are to:

- assignment and create, monitor, and verify allocations and obligations in the appropriate financial systems
- prepare financial reports for the EOC.
- Receive shipments; update, manage, and audit master inventory and personal protective equipment (PPE) inventory for reporting to Oregon Emergency Management and FEMA; organize distribution of supplies as mandated
- Assist in coordination and analysis of financial, administrative, and cost-analysis aspects of the incident, including funds control, document control, personnel actions, and acquisitions
- Assist and support all Grant County emergency services as needed
- Manage and audit budget, purchasing, and payroll; organize and submit reimbursements and payroll to County for processing
- Direct the review of all funding documents to ensure correct fund coding, proper authorization, justification, and appropriateness of expenditures for the current incident; reconcile statements
- Check time records for accuracy and troubleshoot various pay issues
- Use reports to oversee, analyze, reconcile, and control financial activities; prepare additional reports for applicable parties as requested
- Have familiarity with county Red Cross response to emergency incidents
- Have familiarity with Search and Rescue operations
- Attend meetings and conferences, coordinate, and maintain communication with internal and external partners
- Submit all necessary documentation to FEMA as instructed



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- Maintain and manage electronic and physical files for County, State, and Federal reimbursements and audits
- Coordinates with the County Clerk to assign accountable property numbers
- Compile written reports and correspondence as require
- Maintain files for the position description and duties of EOC staff
- Provide primary information technology (IT) support for Finance Section, coordinate with Logistics IT as needed

The Finance Section provides support and assistance to other EOC sections as needed and assigned. The Finance Section staff gathered data for the Small Business Administration. The result of this information was to provide a basis of a survey for documenting the effects of the virus close-down in small businesses and how many of them have applied for and received aid.

The initial information that was provided to the Finance Section was extended to reach out to all communities in Grant County in an effort to get fair representation of business in the entire county. The Finance Section researched other avenues through web pages, phone book, chamber of commerce. Until this project, much of our county businesses had continued to be unrepresented by existing data initially provided as a basis for this project.

Upon completion, a report was submitted to Economic Development/SBA in a format that could be arranged to categorize desired data. This assignment required over 200 hours of staff time and resulted in identifying and contacting over 400 businesses located in Grant County.