

ICS 214 (Activity Log) RECONCILIATION PROCESS

Please refer to ICS 214 data box with the correlating number (#)

- 1) Validate incident name
- 2) Ensure that there is a date from, date to, time from and time to recorded in the operational period section
- 3) Each document must have a valid employee name
- 4) Validate ICS position, in not listed then record deficiency and notify preparer
- 5) Validate home agency (unit / division) for Collier County, in not listed then record deficiency and notify preparer
- 6) If the individual is performing in a lead or supervisory position with assigned personnel under their supervision; the support personnel's name, ICS position and home agency (unit / division) should be listed. If assigned resources are listed then the assigned resource's ICS 214 should be attached to support this section of the form
- 7) The activity log section 7 should be completed with detailed data. The date/time column should have an entry for each date of activity with a reasonable start and end time along with a comprehensive description of the activities.
 - a) A qualitative analysis of this section should be compared against all corresponding submitted by the home agency (unit / division);
 - 1) force account labor records
 - 2) force account equipment records
 - 3) force account material records.

i.e. if the ICS position and notable activities indicate that the individual was performing tasks that may require the use of a vehicle or medium-sized equipment then the agency's force account equipment document should list the same type of equipment (equipment details, etc.) with corresponding hours of operation, date and operator's name that connects the ICS 214.
 - b) The force account labor and force account material records require a very similar analysis when there is an activity entry. The data entered determines the results of the reconciliation process. Discrepancies such as non-corresponding work dates, total daily hours and material-receipt dates are common during this process.

- 8) To ensure that the ICS 214 is fully executed and acceptable. A preparer's name, title (position) and signature should be recorded in section 8. As well as a legible date and time recorded. Please note that the preparer may not always be the individual that performed the emergency activities.

Reference documents required for a complete validation if available & relevant:

- a) force account labor form
- b) force account equipment form
- c) force account material form
- d) contract summary form.
- e) Contract
- f) Payroll report
- g) Timesheets
- h) Receipts
- i) EOC logs
- j) Purchase orders
- k) P-card statements
- l) Invoices
- m) Rental Agreement / Invoices

Correct & Incorrect Wording Considering FEMA Reimbursement

Do's:

- Prepositioning
- Transporting
- Flood Fighting
- Safety Inspection
- Essential / non-essential personnel
- Search and Rescue
- Security
- Emergency Repairs
- Stabilizing
- Irma / Storm / Hurricane
- Storm related work for FEMA
- Field Supervisory Oversight
- Compiling Documentation
- Eliminate or lessen immediate threats to lives, public health or safety
- Eliminate or lessen immediate threats of significant additional damage to improved public or private property
- Identification and evaluation of threat
- Recommendations of the work necessary to cope with the threat
- Emergency Access

Don'ts:

- Regular Maintenance / work
- Standby time
- Contingent "when FEMA is here"
- Claim
- Damage Assessment
- Patrolling
- FEMA Meeting