FINANCE

* Time was recorded for IMT members, Academy Lead Instructors and Unit Instructors
* CTR’s were turned in and entered into E-Isuite. Lead Instructors filled out check-in forms but Unit Instructors were just entered by name and agency on the CTR’s by Lead Instructors
* All instructors entered into E-Isuite as THSP’s and listed under a block of resource order numbers starting with 500. This worked well because we can run reports on just this position and get the cost of the instructors.
* OF-288’s printed only if requested
* Provided training opportunities for three PTRC trainees with taskbooks
* Costs were entered for IMT personnel, instructors, supplies purchased, aircraft, Special Speaker, IWIN Cadre
* Daily Cost Summary submitted to IC daily
* Detailed Cost Summary at end of Incident
* Spreadsheet developed for Advanced Minnesota costs
* Participated in two IWIN exercises, DIVS training panel, 3 AAR’s as IMT C&G member
* No student/local vendor payment issues needed resolved
* No comp or claims issues needing resolved. Documentation in file on accident involving a student’s parked vehicle.

**RECOMMENDATIONS**

* Check-in sheets were put in each classroom for lead instructors. Unit instructors did not have to do the check-in sheet but their names were put on the CTR by the lead along with their agency. Recommend that unit instructors also do the check-in sheet in the classroom. It is much easier to enter them into E-Isuite to do time and costs. Agency is necessary for check-in and was not always listed on CTR as instructed.
* Instructors did not come through check-in to demob so COST has no way of knowing who is gone and daily costs for those people continue to roll over in E-Isuite until they are demobed. Finance Message was put in IAP recommending the instructors note on the CTR when their class is complete but that was not always followed and the instructor may also be teaching another class. Recommend a procedure be put into place for this issue.