

# CALIFORNIA INCIDENT COMMAND CERTIFICATION SYSTEM

## FREQUENTLY ASKED QUESTIONS

2015

### **General Information**

#### **1. When did the 2014 California Incident Command Certification System (CICCS) Qualifications Guide become effective? Does it replace the 2010 California Incident Command Certification System (CICCS) Qualifications Guide?**

The CICCS 2014 Qualifications Guide became effective January 1, 2014. Local government departments can continue to use the 2010 California Incident Command Certification System (CICCS) Qualifications Guide for any person who initiated a Position Task Book prior to January 1, 2014.

The only elements of the CICCS Qualifications Guide that does not go into effect on that date will be; any Position Task Book initiated prior to July 1, 2010 if not completed will continue to follow the requirements outlined in the 2006 NWCG PMS 310-1 or a Position Task Book initiated prior to December 31, 2013. Any Position Task Book initiated after July 1, 2010 will continue to follow the requirements of the CICCS 2010 Position Qualifications Guide.

#### **2. Does CICCS develop a certification system that excludes the involvement or approval of the local fire department chief?**

**No.** The local fire chief is required to approve the participation of his/her personnel at several phases of the training process. In fact, the local fire chief is the certifying official for all positions at the ICS 100 and some at the ICS 200 levels. The local fire chief must also be involved in several steps of the certification system in the ICS 300 through the ICS 600 levels. For example, part of the application process for Peer Review includes a letter from the applicant's fire chief indicating that the individual meets certification requirements.

The decision whether a certified individual meets the physical fitness and currency requirements and be designated "Qualified" to fill the position rests with the home agency fire chief. *The Peer Review Committee validates the Fire Chief Certifies.*

*It is not possible for a fire department member to achieve advancement through the CICCS without the fire chief approving the steps along the way.*

*Reference pages 10 and 21 2014 CICCS Qualifications Guide*

#### **3. Is a fire department "required" by the California State Fire Marshal or the Governor's Office of Emergency Services (CalOES) to participate in the CICCS?**

**No.** CICCS is voluntary. These standards apply to those hazard and risks that involve statewide movement of resources from one agency to the other. These typically include

incidents such as wildfire, floods, urban search and rescue, civil disturbances, earthquakes and major hazardous material incidents.

*Reference page 6 2014 CICCIS Qualifications Guide*

#### **4. What happens if a fire department decides not to participate in the California Incident Command Certification System?**

Participation in the CICCIS is not required. However CICCIS has been recognized as the “industry standard” for Wildland Fire Training throughout the California Fire Service, just as NWCG 310-1 has been recognized as the national standard in the wildland fire community. Generally, safety organizations like Cal-OSHA hold public safety agencies accountable for conforming to existing standards. These standards apply to those hazard and risks that involve statewide movement of resources from one agency to the other. These typically include incidents such as wildfire, floods, urban search and rescue, civil disturbances, earthquakes and major hazardous material incidents. All fire departments in California are encouraged to participate in the CICCIS.

*Reference pages 6, 7 and 8 2014 CICCIS Qualifications Guide*

#### **5. How do I locate changes/revisions to the CICCIS Qualifications Guide?**

An errata sheet with changes revisions can be found in the CICCIS Appendix. The Errata sheet will be revised as changes or revisions become necessary to avoid changing the entire Qualifications Guide yearly.

*Reference Appendix at: <http://www.caloes.ca.gov/FireandRescue/Pages/CICCIS.aspx> 2014 CICCIS Qualifications Guide*

### **Certification**

#### **6. To be “Certified” by the CSFM, local government fire department personnel are required to submit an application package to the appropriate Peer Review Committee. The applicant will be awarded a CSFM Certificate upon passing the Peer Review Committee’s evaluation. What is the cost of a CSFM/CICCIS Certificate?**

Once a CICCIS application has been approved by any of the review committees, that committee will issue a CICCIS certificate. The CICCIS certificate will indicate the ICS position and will be signed by the chairperson of the review committee. The certificate will be issued through the authority of the SFM. Completed/signed certificates will be sent to the sponsoring department/agency for distribution to the certified individual. Peer Review Committees can obtain blank certificates from their respective Cal OES Region Assistant Chief.

Departments/agencies are responsible for issuing certificates indicating certification for the positions they are responsible for as outlined earlier in this *Guide*. Departments/agencies will be required to issue certificates for these positions so they can be included in CICCIS applications for higher-level positions.

There is no cost for the CSFM/CICCS certificate.

*Reference page 38 2014 CICCS Qualifications Guide*

**7. Can my Operational Area or Region make qualifications and training requirements more restrictive than outlined in the California Incident Qualifications Guide?**

Yes. If the fire chiefs in the Operational area or in the Region agree to additional requirements they are allowed to do so. The requirements in the CICCS Qualifications Guide are minimum standards.

*Reference page 30 2014 CICCS Qualifications Guide*

**8. What if I want to use an ICS position that is not found in the CICCS Position Guide?**

If you have a need for a position not listed in the CICCS Position Guide then you would use the most recent edition of the NWCG 310-1 or the CALFIRE 4039 Handbook requirements for the position.

**Peer Review**

**9. What ICS positions will each of the peer review committees be responsible for?**

**The sponsoring Department/Agency will be responsible for the review and certification of the following:**

- Agency Representative (AREP)
- Crew Boss (CRWB)
- Engine Boss (ENGB)
- Firefighter 1 (FFT1)
- Firefighter 2 (FFT2)
- Fireline EMT (FEMT)
- Fireline Paramedic (FEMP)
- Incident Commander Type 4 (ICT4)
- Incident Commander Type 5 (ICT5)

**The sponsoring Operational Area Peer Review Committees will be responsible for the review and certification of the following:**

- Aircraft Base Radio Operator (ABRO)
- Aircraft Dispatcher (ACDP)
- Aircraft Time Recorder (ATIM)
- Base/Camp Manager (BCMG)
- Claims Specialist (CLMS)
- Communications Unit Leader (COML)
- Compensation/Claims Unit Leader (COMP)
- Compensation for Injury Specialist (INJR)
- Cost Unit Leader (COST)
- Deck Coordinator (DECK)
- Demobilization Unit Leader (DMOB)
- Display Processor (DPRO)
- Division/Group Supervisor (DIVS)
- Documentation Unit Leader (DOCL)
- Equipment Manager (EQPM)
- Equipment Time Recorder (EQTR)
- Expanded Dispatch Recorder (EDRC)
- Expanded Dispatch Support Dispatcher (EDSD)
- Facility Unit Leader (FACL)
- Felling Boss (FELB)
- Field Observer (FOBS)
- Finance Section Chief Type 3 (FSC3)
- Fire Effects Monitor (FEMO)
- Firing Boss (FIRB)
- Food Unit Leader (FUDL)
- Geographic Info. System Specialist (GISS)
- Ground Support Unit Leader (GSUL)
- Heavy Equipment Boss (HEQB)
- Helibase Manager 1 (HEB1)
- Helibase Manager 2 (HEB2)
- Helibase Radio Operator (HERO)
- Helicopter Crewmember (HECM)
- Helicopter Manager Single Resource (HMGB)
- Human Resource Specialist (HRSP)
- Incident Commander Type 3 (ICT3)
- Incident Communications Manager (INCM)
- Incident Communications Technician (COMT)
- Liaison Officer (LOFR)
- Logistics Section Chief Type 3 (LSC3)
- Medical Unit Leader (MEDL)
- Operations Section Chief Type 3 (OSC3)

- Ordering Manager (ORDM)
- Personnel Time Recorder (PTRC)
- Planning Section Chief Type 3 (PSC3)
- Procurement Unit Leader (PROC)
- Public Information Officer Type 3 (PIO3)
- Public Information Officer (PIOF)
- Radio Operator (RADO)
- Receiving and Distribution Manager (RCDM)
- Resources Unit Leader (RESL)
- Safety Officer Type 3 (SOF3)
- Safety Officer, Line (SOFR)
- Security Manager (SECM)
- Single Engine Airtanker Manager (SEGM)
- Situation Unit Leader (SITL)
- Staging Area Manager (STAM)
- Status Check-in Recorder(SCKN)
- Strike Team Leader Crew(STCR)
- Strike Team Leader Engine (STEN)
- Strike Team Leader Heavy Equipment (STEQ)
- Supply Unit Leader (SPUL)
- Take-off and Landing Coordinator (TOLC)
- Task Force Leader (TFLD)
- Time Unit Leader (TIME)

**The Cal OES Regional Area will be responsible for the review and certification of the following:**

- Air Operations Branch Director (AOBD)
- Air Support Group Supervisor (ASGS)
- Air Tactical Group Supervisor (ATGS)
- Expanded Dispatch Coordinator (CORD)
- Finance/Administration Chief Type 2 (FSC2)
- Helibase Mgr. (any) (HEB1)
- Helicopter Coordinator (HLCO)
- Incident Commander Type 2 (ICT2)
- Information Officer Type 2
- Liaison Officer (LOFR)
- Logistics Chief Type 2 (LSC2)
- Operations Section Chief Type 2 (OSC2)
- Planning Section Chief Type 2 (PSC2)
- Rx Burn Boss Type 1 (RXB1)
- Rx Burn Boss Type 2 (RXB2)
- Rx Fire Manager Type 1 (RXM1)
- Rx Fire Manager Type 2 (RXM2)

- Safety Officer Type 2 (SOF2)
- Section Chief Type 2 (SOF2)
- Structure Protection Specialist (STPS)
- Training Specialist (TNSP)

**State Fire Training and PACE V Committee will be responsible for the review and certification of the following:**

- Area Commander (ACDR)
- Area Command Aviation Coordinator (ACAC)
- Area Command Logistics Chief (ACLC)
- Area Command Planning Chief (ACPC)
- Finance/Admin Section Chief Type 1(FSC1)
- Fire Behavior Analyst (FBAN)
- Incident Business Advisor Type 1(IBA1)
- Incident Business Advisor Type 2 (IBA2)
- Incident Commander Type 1 (ICT1)
- Logistics Section Chief Type 1(LSC1)
- Long Term Fire Analyst (LTAN)
- Operations Section Chief Type 1(OSC1)
- Planning Section Chief Type 1(PSC1)
- Public Information Officer Type 1 (PIO1)
- Safety Officer Type 1 (SOF1)

*Reference pages 31-36 2014 CICCIS Qualifications Guide*

#### **10. I have heard that for some positions the peer review level has changed?**

The most significant change has been moving the Division/Group Supervisor from Regional Peer Review to Operational Area Peer Review.

*Reference page 33 2014 CICCIS Qualifications Guide*

#### **11. How is the determination made for the level of peer review for a position?**

When a new position is identified, the CICCIS Task Force will determine which level of peer review will perform the CICCIS application review and certification. Operational Areas have the option of moving a position to the Region for the review if they do not have the expertise to make or desire to adequately review the applicants.

*Reference page 31 2014 CICCIS Qualifications Guide*

## **12. How are the Peer Review Committees organized, and who sits on them?**

At the ICS 100 and certain 200 level positions, the local fire chief provides the review and approval process for certification of the members of his/her department. The California Fire Service and Rescue Emergency Mutual Aid System, provides the framework for the organization of the Peer Review Committees at the ICS 300 and ICS 400 levels.

Applications for Certification at the ICS 300 level are submitted for review and approval by multi-agency committees created and maintained within each of the Cal OES Operational Areas throughout the state. The Peer Review Committee membership of each local Operational Area is composed, where applicable, of one representative from each of the following:

- California Department of Forestry and Fire Protection
- Cal OES Fire and Rescue Division
- Federal Wildland Fire Agency
- Federal Military Agency
- Tribal Fire Department
- Fire Protection District
- Contract County
- City Fire Department
- Metro Fire Department
- Labor Organization
- Independent Volunteer Fire Department/Fire District
- ICS Training Specialist
- Community College (that hosts a fire program)

Applications for Certification at the ICS 400 level will be submitted for review and approval to a multi-agency committee which has been created and maintained at the Cal OES Fire and Rescue Regional Coordinator's level. The Peer Review Committee membership at the Regional level is composed of the same makeup of fire service representatives as outlined at the Operational Area level Peer Review.

Applications for Certification at the ICS 500 and ICS 600 levels are submitted for approval to the CSFM, and reviewed by the PACE V Committee. PACE V is a permanent standing committee of the State Board of Fire Services, with a chairperson elected by the committee members. The CICCIS Task Force membership comprises the PACE V Committee and is governed by the State Fire Training Policy and Procedures Manual.

At any level of peer review a fire department/organization/agency can only represent one entity. For example, in Riverside County CAL FIRE could not represent CAL FIRE, a Contract County and a Contract City. They could represent one or another and some other agency would fill the other positions. The exception to this would be the Training Specialist who could come from any agencies represented on the Peer Review Committee.

*Reference pages 28, 29 2014 CICCIS Qualifications Guide*

**13. Can you explain the Application process for Peer Review?**

ICS 100-ICS 200 positions approved by local agency review An individual applying for position certification shall submit to their local agency fire chief the following documents:

1. Appropriate Course Completion Certificates
2. Appropriate Completed Position Task Book

ICS 300-ICS 600 An individual applying for 300-600 level ICS position certification shall submit to the appropriate Peer Review Committee the following documents:

1. Application (CSFM format)
2. Appropriate Course Completion Certificates
3. Appropriate Completed Position Task Book
4. Letter from his/her fire chief indicating that the individual meets certification requirements.

*Reference pages 37, 38 2014 CICCIS Qualifications Guide*

**14. The operational area has only one agency or the operational area does not have sufficient diversity of agencies. How does the Peer Review Committee meet the membership requirements outlined in the Guide?**

The CICCIS Peer Review Committees will consist of a minimum of three agencies. If your agency is the only one in the Operational Area you will have to join with an adjoining operational area. If Operational Areas do not have adequate resources to develop a Peer Review Committee they may partner with a contiguous Operational Area or Areas. The Your Cal EMA Region Chief and the CICCIS Regional Committee chair can assist with this.

*Reference page 31 2014 CICCIS Qualifications Guide*

**15. I am moving from a non-CICCIS participating sponsoring department/agency to a sponsoring department/agency that endorses the CICCIS process what do I need to do to transfer my qualifications?**

When an individual transfers qualifications from a non-CICCIS participating sponsoring department/agency to a sponsoring department/agency that endorses the CICCIS process, they will need to go through the following process:

- A complete CICCIS application will need to be filled out, including the incidents that will keep the applicant current since their last qualification card was issued.
- Documentation of being on qualifying incidents will also need to be provided, (e.g. Incident Action Plans [IAP], 225s, Incident Qualification System [IQS] printouts).



- A copy of past sponsoring department/agency qualification cards or other documentation will also need to be provided. If the individual was historically recognized by their previous employer, that documentation will need to be provided.
- The CICCIS application will need to be submitted to the appropriate CICCIS review committee.
- If multiple positions are being applied for, they will need to be applied for in sequence, with the lower level applications approved first.
- The higher level applications can then be submitted once the lower level certification certificate has been issued by the lower level peer review committee
- The peer review committee may require additional information or documentation in addition to that listed above.

*Reference page 22 2014 CICCIS Qualifications Guide*

### **16. I am changing agencies. How do I transfer my CICCIS Qualifications from Operational Area/Region to another Operational Area/Region?**

When an individual transfers from a sponsoring department/agency that subscribes to the CICCIS process to another sponsoring department/agency that subscribes to the CICCIS process they will need to provide a copy of their CICCIS certificates to the appropriate new Operational Area Peer Review Committee so that individual can be entered into ROSS. The receiving operational area or region may have additional requirements than the area/region you came from and may require additional course work or experience. The supporting documentation will be reviewed by the receiving peer review committee who may require additional information or documentation prior to an individual being entered into ROSS in the new operational area or region.

*Reference page 22 2014 CICCIS Qualifications Guide*

### **Incident Qualifications System/Qualification Cards/Fitness**

#### **17. What is the status of the “Incident Qualification System” software that was developed to permit fire departments to maintain a computer based training, experience and education tracking system for each member?**

IQS is a software program that allows the home agency to manage qualifications, experience, task books, and fitness levels for personnel. The latest update to IQS was 03/06/2014. Agencies are encouraged to visit the IQS website for further information: <http://www.vdatasys.com/index.htm>.

*Reference page 39 2014 CICCIS Qualifications Guide*

## **18. Will California fire departments start issuing Incident Qualification Cards (Red Cards) to all personnel?**

Agencies are required to have qualification cards or other proof of qualifications at all times when responding to incidents outside of their home jurisdiction. If an individual does not have a qualification card or other proof of qualification they may be denied an incident assignment until they provide proof of qualification. Qualification Cards will be issued yearly.

An example of a qualification card and a “fillable” qualifications card can be found in Appendix F and on the FIREScope website:<http://www.firescope.org/specialist-groups/ciccs/ciccs.htm> or the CalOES Fire and Rescue Division website:

<http://www.calema.ca.gov/FireandRescue/Pages/CICCS.aspx>.

Additionally an example Qualifications Card is in the Incident Qualifications Program (IQS). The IQS program provides a platform to print qualification cards for a sponsoring department/agency.

The chief /administrator may delegate authority to sign an Incident Qualification Card to department training or other designee. The chief/administrator shall ensure that certification/qualification records are maintained and shall issue a qualification card annually to each currently qualified individual. The card shall contain, at a minimum:

- Individual's name
- Sponsoring department/agency
- Expiration date
- Qualified positions
- Trainee positions
- Physical fitness level
- Signature of qualifying official

Qualification cards will need to be available whenever an individual is assigned to an Incident. The cards will need to be available for both qualified and trainee positions.

*Reference page 40 2014 CICCS Qualifications Guide*

## **19. Who determines the physical fitness level of individuals in relation to the CICCS?**

Personnel must meet established physical health and fitness demands for the specific ICS position to which they are assigned. Physical health and fitness criteria are established by individual departments/agencies. Once an individual meets the department/agency's criteria for the specific position, it is deemed that the individual meets the health and fitness levels as outlined by CICCS.

In an effort to ensure individual safety, CICCS recommends that all agencies consider the following health and fitness components:

- Baseline medical evaluations.
- A comprehensive wellness and fitness program.
- An evaluation to determine that an individual can meet the physical demands of the position for which they are being qualified.

CICCS identifies four (4) levels of health and fitness required for position qualification. The health and fitness levels are defined as:

### **Arduous**

Duties involve fieldwork requiring physical performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.

### **Moderate**

Duties involve fieldwork requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace.

### **Light**

Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals can usually govern the extent and pace of their physical activity.

### **None Required**

**Positions that do not require a physical fitness level.**

*Reference page 26 2014 CICCS Qualifications Guide*

## **Position Task Books**

### **20. What is a Task Book?**

The CICCS Qualification System is a performance based system. PTBs contain all the minimal critical Competencies, Behaviors and Tasks required to become certified for an ICS position. PTBs are designed in a format that allows documentation of a trainee's performance of given tasks. In this system the primary criteria for qualification is individual performance as observed by an evaluator qualified in the position, using approved standards and documented in an approved position task book (PTB).

In a performance based system qualification is based on demonstrated performance as measured on incidents, exercises or simulations, PTB's contain all the critical tasks to perform the job. Successful completion of all required task required of the position as determined by an evaluator(s) is the basis for certification. Trainee requirements include completion of all required training courses and prerequisite experience prior to obtaining a

PTB (there are exceptions; for positions that include S-420, S-520, and S-620 as Required Training, position task books and the qualification process can be initiated prior to attendance and successful completion of these three courses.)

*Reference pages 18-20 2014 CICCIS Qualifications Guide*

## **21. How is a Position Task Book Issued?**

Your fire chief or their designees are the only individuals authorized to initiate a task book. Agency certification and documentation is the responsibility of the employing agency certifying the individual is qualified to perform in a specific position.

Some Operational Areas require trainee applications to be reviewed by the Peer Review Committee prior to Position Task Books being issued by the fire chief or their designees to ensure completion of prerequisite requirements of the position applied to.

The employing agency is responsible for selecting trainees, ensuring correct use of the PTB), ensuring that the Trainee is fully prepared to perform the tasks of the position prior to undertaking a position performance assignment, and certifying trainees. Completion of required training and experience requirements do not guarantee and individual is qualified to perform in a position. The local agency chief should insure that the PTB's are administered correctly by insuring that issuing the PTB only after completion of all training and prerequisite experience is obtained and certifying completion of the Position Task Books once all training has been completed.

The PTB is the only record of task performance. A lost or destroyed PTB may require additional assignments. Always keep an updated copy.

*Reference pages 18-20 2014 CICCIS Qualifications Guide*

## **22. How long do I have after I take the position specific course to complete my first task in the Position Task Book? What if I don't get my task book completed within five years from issuance?**

After taking the position specific course, for example, strike team leader, you have five years to initiate the PTB.

If the PTB is not completed in five years from the date of the PTB initiation (or first task being evaluated) the PTB is no longer valid. A new PTB may be initiated and all current qualification Standards will then apply and will be required for certification.

A PTB is valid for five years from the day it is initiated.

*Reference page 19 2014 CICCIS Qualifications Guide*

**23. I have an open Position Task Book issued prior to July 2010. What happens to the PTB when the transition from the NWCG 310-1 to the CICCIS 2010 Qualifications Guide occurs? What happens to my PTB when the transition from the CICCIS 2010 Qualifications Guide to the CICCIS 2010 Qualifications Guide?**

If all required training has been completed and a PTB has been properly initiated PMS 310-1 April 2006 states "complete the PTB within the three-year time limit. If the PTB is not completed in three years from the date of the PTB initiation (or first task evaluated) the PTB will no longer be valid. A new PTB may be initiated, but all current qualifications standards will then apply".

If you have a PTB initiated after July 2010 you have 5 years, or 3 years if a Dispatch or Air Operations position, to complete the PTB after documentation of the first task. The requirements of the 2010 CICCIS Qualifications Guide will still be applicable until the PTB is completed.

If you have a PTB initiated after January 2014 you have 5 years, or 3 years if a Dispatch or Air Operations position, to complete the PTB after documentation of the first task. The requirements of the 2014 CICCIS Qualifications Guide will still be applicable until the PTB is completed.

*Reference page 19 2014 CICCIS Qualifications Guide*

**25. What is the maximum amount of time allowed between taking the class and initiating the task book?**

5 years, however, it is up to the certifying official to determine whether there have been substantial changes in the required curriculum or other requirements that would warrant retaking courses. If the certifying official determines there are no substantial changes to the required training courses a new PTB will be issued. If there have been significant changes it is recommended to send the trainee back to the necessary training.

*Reference page 19 2014 CICCIS Qualifications Guide*

**26. Can I have more than one open Position Task Book?**

**Yes.**

An individual may not have more than four active PTBs open at one time, and no more than two of the four PTBs may be in a single functional area. Aviation positions will not be considered Operations positions; they are considered their own functional area. This will allow an individual the ability to have two PTBs open in operations and two in aviation and still be compliant with the maximum of two PTBs open in a functional area. As an example, an individual may be issued a PTB for Facilities Unit Leader and a PTB for Food Unit Leader in the Logistics functional area; and/or they may be issued PTBs for Staging Area Manager and Strike Team Leader, Engine in the Operations functional

area, and be compliant with the maximum number of four PTBs, and no more than two in a functional area. No person may have a PTB initiated while still a trainee in a prerequisite position, with the exception of Division/Group Supervisor: (Option 3) of the **CICCS Positions Guide**.

*Reference page 18 CICCS Qualifications Guide*

**27. What requirements are there to be an evaluator for a PTB?**

Individuals serving as trainer, coach or evaluator must be currently qualified in the position being evaluated and must have successfully performed a minimum of two quality incident assignments in the position for which they are training and/or evaluating others.

*Reference page 18 CICCS Qualifications Guide*

**28. Is there a process to initiate FEMA PTB's?**

The process will be the same as currently used in the CICCS process. The NWCG PTB's are acceptable to use in conjunction with the NIMS Position Specific Courses until approved FEMA PTB's are issued.

*Reference page\_2014 CICCS Qualifications Guide*

**29. Must a trainer, coach or evaluator be currently qualified to train or evaluate a trainee?**

Individuals serving as trainer, coach or evaluator must be currently qualified in the position being evaluated and must have successfully performed a minimum of two quality incident assignments in the position for which they are training and/or evaluating others.

*Reference page 18 2014 CICCS Qualifications Guide*

**Training**

**30. How do you know if the course instructor meets the CICCS standards? If they meet the NWCG standards then do they automatically meet the CICCS standards or are there different standards for course delivery?**

Instructors that want to teach ICS courses must have their teaching abilities evaluated to ensure that they meet the requirements as set forth by the organizations that have provided the approved course. Currently, there are several organizations that provide direction and guidelines for the instructors to teach their courses. Each organization that provides approved courses has different requirements to instruct these courses. Below are the instructor requirements as outlined by the supplier of the courses.

Instructors that wish to teach NWCG courses will need to comply with all of the guidelines presented in the *Field Managers Course Guide*.

(<http://www.nwcg.gov/pms/training/fmcg.pdf>). The general guidelines are as follows:

- Instructors must have successfully completed the course they wish to teach.
- Instructors must be qualified and current in the ICS position they wish to teach.
- Unit instructors must have completed a minimum of 32 hours of instructional training.
- Lead instructors will need to have had a total of 80 hours of instructional training.
- For most courses, lead instructors will need to be qualified one ICS level higher than the course they will be teaching.

Instructors that wish to teach SFT (FSTEP) courses will need to comply with all of the guidelines presented in the *State Fire Training Procedures Manual*. The general guidelines are as follows:

- Attended and passed the ICS course they want to teach.
- Completed the SFT Regional Instructor Orientation course.
- Attended and passed the SFT Ethical Leadership in the Classroom course.
- Completed formal instructor training.
- Taught a minimum of 80 hours fire service related programs.
- Obtained the rank of Suppression Officer and performed the jobs as outlined in the *State Fire Training Procedures Manual*.
- Registered with SFT as a qualified instructor authorized to teach specific classes.

Instructors that wish to teach NIMS Position courses will need to comply with all of the guidelines presented in the *NIMS All-Hazard Position Specific Training Program*. The general guidelines are as follows:

- Instructors must have successfully completed the course they wish to teach.
- Instructors must have been qualified in the ICS position they wish to teach.
- Instructors must have at least 10 years of field experience
- Instructors must have 5 years of instructional experience
- Completed formal instructor training
- 

*Reference pages 13-14 CICCIS Qualifications Guide*

### **31. What makes an approved Course Curriculum?**

It is recommended that departments/agencies provide classes that are offered through:

- NWCG member agencies, or their designated partners.
- State Fire Training.
- FEMA – National Fire Academy and Emergency Management Institute.
- CAL FIRE.
- California Firefighter Joint Apprenticeship Committee (CFFJAC).

- FIRESCOPE.
- Community Colleges.

Approved course curriculum is made available from many different sources, including NWCG, SFT (FSTEP courses), NIMS, the National Fire Academy (NFA), and the Emergency Management Institute (EMI). A complete list of the equivalent approved courses is provided in equivalency matrix found in Appendix ~~F~~ A. If a course is required or recommended in the position guide but not listed in the equivalency matrix refer to NWCG 310-1 or in the CALFIRE 4039 handbook.

Approved courses have specific competency components that must be met in order to maintain the course's approved objectives and intent. Each course must use a qualified instructor, teach to the course objectives, use the approved course materials and meet the classroom hour requirements. Instructors may add materials and classroom hours to the course as long as the original objectives and intent are met. The requirements for the NWCG course can be found in the Field Managers Course Guide: <http://www.nwcg.gov/pms/training/fmcg.pdf>.

*Reference page 12 CICCIS Qualifications Guide*

### **32. What is a quality trainee assignment and how many are required to be certified?**

Quality assignments are those that exercise the full range of responsibilities of the assigned trainee position. A minimum of two assignments is required to be considered for certification. The appropriate peer review committee can increase that number based on the complexity of assignments submitted for certification.

*Reference page 19 CICCIS Qualifications Guide*

### **33. As a trainee how do I get into ROSS?**

The peer review committee chair will submit your name to the ROSS administrator when you are approved as a trainee and when certified in the position.

*Reference page 40 2014 CICCIS Qualifications Guide*

### **34. What are equivalency courses?**

Equivalency courses are classes which have been determined by State Fire Training and the CICCIS Taskforce and to meet the objectives of the referenced course. The goal of course equivalencies are to minimize redundancy of training, expedite the certification process, and avoid repetitive costs due to duplication of curriculum delivery. It is not the purpose of the equivalency matrix to dilute the intent of the referenced course curriculum. In



comparative analysis, the identified equivalent course work meets or exceeds the intent of the referenced course content identified for comparison.

Any proposed equivalent course needs to be submitted to the Task Force for review and approval prior to being accepted as an equivalent course. Once course equivalency has been granted CICCIS authorizing language must be incorporated on the course certificate. Information on any class or instruction that has been substituted for required training will need to be documented and explained in the CICCIS application packet. For additional information on Course Equivalency Guidelines, consult the CICCIS Equivalency Matrix in the CICCIS Qualifications Guide.

*Reference page 18 2014 CICCIS Qualifications Guide*

**36. I'm a bit confused about S-404 or L-954 and the SOFR position. S-404 or L-954 is required training for SOFR in CICCIS. The required experience for SOFR is Strike Team Leader and SOFR or ICT4 and SOFR, however, both the NWCG Field Manager's Course Guide and State Fire Training's Course Information and Required Materials Manual have DIVS listed as a prerequisite for the class. Why the difference?**

Unlike the PIO classes (S-203, Introduction to Public Information and S-403, Information Officer, there is no lower level Safety Officer available. Because there is no "S-204, Introduction to Incident Safety" class, the next best option for the class was S-404 or L-954. This class may offer more information than is needed for the SOFR position, but it does provide the information that is required to function as a SOFR on an incident.

*Reference page 51 CICCIS Qualifications Guide*

**37. Are there significant differences between position requirements for training or experience in the CICCIS Position Guide and the NWCG-310?**

Yes, there are. All of the positions have required training and experience. Recommended training has been reduced from that found in the NWCG-310-1 and for the most part moved to required training. Some positions have had the experience and training requirements modified to reflect the needs of local government such as Strike Team Leader Engine, Division Supervisor, and Engine Boss. The changes are too numerous to list here and so a thorough reading of the guide is required.

**38. What are the requirements for S-420, S-520 and S-620?**

There are a few exceptions to the completion of required training prior to the issuance of a PTB. These exceptions are for Command and General Staff positions that require the successful completion of S-420, S-520 (CIMC/AAIM), and S-620.

To obtain a qualification at the Type 2 level takes considerable commitment to training and qualifications in the CICCIS process. When an individual is interested in applying to be considered to attend an S-420 class, they will need to complete the nomination form

with the list of the experience, qualifications and completed classwork documents. The requirement for the S-420 class in each of the Command and General Staff positions are as follows:

- **Incident Commander:** Completed G/E/L-950 and I-400 and have completed any of the requirements set forth in one of positions below.
- **Public Information Officer** – Be qualified as a PIOF or a PIO3, completed G/E/L-952 or S-403 and I-400.
- **Safety Officer** – Be qualified as a DIVS, SOFR or a SOF3, completed G/E/L-954 or S-404 and I-400.
- **Liaison Officer** – Completed G/E/L-956 or S-402 and I-400.
- **Plans Section Chief** – Qualified as a RESL and SITL, completed G/E/L-962 or S-440 and I-400.
- **Logistics Section Chief** – Qualified in any two of the following positions, FACL, GSUL, SPUL, completed G/E/L-967 or S-450 and I-400
- **Operations Section Chief** – Qualified as a DIVS and completed G/E/L-958 or S-430 and I-400.
- **Finance Section Chief** – Qualified in any two of the following positions, COST, TIME or PROC and have completed G/E/L-973 or S-460 and I-400.

Once the above information is compiled into an application packet, this packet will need to be submitted to the PACE V review committee (Cal OES Fire and Rescue Division, CICCIS Task Force Manager, 3650 Schriever Avenue, Mather, CA, 95655) for approval to attend the S-420 class. Once the packet is approved the PACE V committee will notify the sponsoring department/agency, the individual and the Regional OES Review Committee of the approval. For packets not approved they will be returned to the sponsoring department/agency with the noted deficiencies.

*Reference page 16 CICCIS Qualifications Guide*

### **39. What are the NIMS Position Specific Courses (G/E/L-Courses)?**

NIMS ICS position specific training is designed to provide all-hazards competencies and behaviors for the eight Command and General Staff positions and select unit leader positions. The competencies in the training are focused around the ability of the student to assume the position responsibilities, lead assigned personnel, communicate effectively, and to ensure the completion of assigned tasks to meet identified objectives for the position.

The State Board of Fire Services approved courses are:

- Incident Commander (L-950)
- Liaison Officer (L-956)
- Public Information Officer (L-952)
- Safety Officer (L-954)
- Logistics Section Chief (L-967)
- Finance Section Chief (L-973)
- Planning Section Chief (L-962)
- Operations Section Chief (L-958)
- Division Supervisor (L-960)

Facilities Unit Leader (L-971)  
Supply Unit Leader (L-970)  
Communications Unit Leader (L-969)  
Cost Unit Leader (L-975)  
Situation Unit Leader (L-952)  
Resource Unit Leader (L-965)

#### **40. Are there new Type 3 Positions added to the CICCIS Position Guide?**

Yes, the following positions have been accepted by the State Board of Fire Services for inclusion into the CICCIS Position Guide:

Logistics Section Chief Type 3  
Finance Section Chief Type 3  
Planning Section Chief Type 3  
Operations Section Chief Type 3  
Safety Officer Type 3  
Public Information Officer Type 3

In addition the position of Incident Commander Type 3 has been modified to reflect the addition of these positions and the All-Hazard nature of the Type 3 Teams.

*Reference pages 33, 34 2014 CICCIS Qualifications Guide*

#### **41. What is the CICCIS historical recognition process?**

Historical recognition is the process of providing the opportunity to individuals that possess extensive experience for a position that is newly created. Once a new position has been identified there will be a one year timeframe to submit CICCIS packets for consideration for the new position. The start date will begin from the date on the letter from the CICCIS Taskforce announcing the new position. All CICCIS packets must be in the hands of the review committees prior to the date of the one year anniversary of the date of the original CICCIS letter announcing the new position. For experience to be considered it must have been obtained prior to the announcement of the new position.

Because of the nature of the historical recognition process there will not be any PTB's and Performance Evaluations to submit. Other forms of documentation will be necessary. This could include IAP components (203's and 204's), 214's and or pay documents. Letters from superiors that have supervised or can validate the necessary experience will also provide documentation.

*Reference page 41 2014 CICCIS Qualifications Guide*

#### **42. Are Type 3 Qualifications and training requirements still a part of CICCIS?**

For CICCIS participating agencies CICCIS qualifications are still a requirement with the addition of the FEMA Courses. There are new Type 3 positions and position requirements being added to the CICCIS Qualifications Guide that reflect the addition of the FEMA Position Specific courses and AHIMT training. These requirements are in the 2014 revision of the CICCIS Guides.

*Reference individual positions in the 2014 CICCIS Qualifications Guide*

#### **43. If I attend a FEMA NIMS ICS Position Specific Training Course (G/E/L-Course) what kind of certificate will I receive?**

A FEMA certificate will be issued upon completion of the course. It is an acceptable equivalent to an FSTEP, NWCG or other approved certificate.

*Reference page 18 2014 CICCIS Qualifications Guide*

#### **44. Is there additional required training to become Type 3 position qualified?**

There will be additional training and experience requirements in CICCIS to become position qualified. These requirements are outlined in the CICCIS Qualifications Guide.

*Reference individual positions in the 2014 CICCIS Qualifications Guide*

#### **45. Will I have to go through Peer Review at the OP Area even though this is a Type 3 position?**

Yes –it is a current requirement for Type 3 IC and Unit Leaders so the same requirements for review would apply to the new Type 3 positions.

#### **46. What are the Wildland Firefighting Courses for Structural Firefighters (G-Courses) or Skills Crosswalk?**

The National Association of State Foresters (2003) issued a report to the United States Congress that described the challenge of wildland fire responsibilities of America's structural fire service. The report addressed the local, rural, and volunteer organizations serving communities near the wildland-urban interface. The report identified several areas where training was found to be deficient and the safety and capacity of personnel on wildland fire incidents was jeopardized.

The requirements imposed by 310-1 proved to greatly enhance the safety and abilities of firefighters who responded to wildland fire incidents. However, for many agencies, the

newly adopted training and experience requirements have proven to be difficult to meet due to: 1) cost of implementation, 2) time needed to train personnel where the ability to meet existing training mandates was already being challenged, and 3) low wildland fire call volume, which prevented personnel from meeting the experience requirements.

The United States Fire Administration (USFA) identified this challenge that has been faced in California, and elsewhere; as a result a comprehensive job analysis was completed. The analysis confirmed the compliance issues with the 310-1 and created the *Skills Crosswalk* (National Fire Protection Association (NFPA)).

The methodology employed by the panel was to identify the NWCG 310-1 (2006) requirements and to compare and contrast them to the NFPA minimum training requirements for firefighter 1, firefighter 2, and fire officer. The difference between the two standards clarified the gap that needed to be crossed. The final product of the panel was the development of the *Skills Crosswalk*, which included the modified curriculum for: Firefighter – Type 2, Firefighter – Type 1, Engine Boss, and Strike Team Leader – Engine. The full text of the [www.usfa.fema.gov/downloads/pdf/wildland\\_training\\_crosswalk.pdf](http://www.usfa.fema.gov/downloads/pdf/wildland_training_crosswalk.pdf). The CICCIS Task Force conducted an analysis of these courses and accepted Firefighter Type 2, Firefighter Type 1 and Engine Boss. The Strike Team leader Course did not meet the equivalency requirements of California. The full analysis of these courses can be found in Appendix B of the CICCIS Qualifications Guide.

*Reference Appendix B 2014 CICCIS Qualifications Guide*

#### **47. Are there major changes to any positions in the CICCIS Position Guide.**

Yes. There are changes to Operations Branch Director, Situation Unit Leader, and Field Observer. Service Branch Director and Support Branch Director have been removed. The requirements for Fire Line Paramedic and Fire Line EMT have been modified to reflect the FIRESCOPE requirements. It is recommended that you compare the 2010 and 2014 versions of the CICCIS Qualifications Guide to insure you are following current requirements.

*Reference individual positions in the 2014 CICCIS Qualifications Guide*

### **Currency**

#### **48. What is the CICCIS policy on currency?**

Each sponsoring department/agency is responsible for reviewing the qualifications of its personnel based upon the requirements of this *Guide* on an annual basis.

Individuals who are qualified for any CICCIS position shall be required to perform that position satisfactorily at least once every five (5) years, with the exception of air operations and expanded dispatch positions, which require satisfactorily performance once every three (3) years to maintain currency.

Currency for a position can be maintained by meeting any of the following requirements:

- By successful performance in the position qualified for within the stated timeframe.

- By successful performance in a position identified in this *Guide* as “other position assignments that will maintain currency”.
  - Successfully complete a trainee assignment in the position which they were qualified. This will apply when a qualified individual falls out of currency and has reverted back to trainee status.
  - Functioning in a position while participating in a documented scenario-based exercise or drill.
- 
- Example: Currency for a Resources Unit Leader (RESL) can be maintained by:
  - Successful performance as a RESL;
  - Successful performance as a Demobilization Unit Leader (DMOB);
  - Successful performance as a Status/Check-In Recorder (SCKN);
  - Successful performance as a PSC2, or while functioning as any of the positions identified above while participating in a documented scenario-based exercise or drill.

Exercises or drills need to meet minimum complexity standards:

- The exercise or drill must fully exercise the position requirements as found in the FIREScope Field Operations Guide 420-1.
- The exercise or drill has a completed Incident Action Plan or training plan with the objectives of the exercise and with the name and the position of the person fulfilling the currency requirement.
- A written performance evaluation, by a person fully qualified in that position or a higher position to that being evaluated, must be completed.

The drill or exercise must be accepted by the appropriate Peer Review Committee to be considered as a qualifying event to maintain currency. The specific positions that can receive experiential credit must be identified in advance of the event. Every event will not provide a quality experience for all CICCIS positions.

Currency requirements for Aviation Operations positions may also be met if the day-to-day responsibility of an Aviation Operations-qualified individual is assigned to an air operations position, or if the air qualified individual is assigned on air operations special projects, such as aerial spraying, search and rescue, and aerial ignition on prescribed burns.

*Reference pages 23 and 24 CICCIS Qualifications Guide*

#### **49. What is the CICCIS policy on re-certification?**

The re-evaluation of an individual's competency is required to recertify where qualifications have lapsed. If currency has lapsed, the individual shall revert to the trainee level, be issued a position task book for the position, complete on-the-job-training if

needed, and re-qualify in a position performance assignment. By returning to the trainee level, the person recertifying is introduced to new technology that assists with recalling position duties and responsibilities. It shall be the determination of the fire chief, in consultation with the appropriate peer review chair, as to whether an additional peer review is warranted.

*Reference page 26 2014 CICCS Qualifications Guide*

**50. I see in the Qualifications Guide that Annual Fireline Refresher Training (RT-130) is required for many positions. Are there any hours associated with this or curriculum?**

There are no hours or curriculum mandated by CICCS. It is up to each agency on what subjects and hours to focus on each fire season.

*Reference NWCG <http://www.nifc.gov/wfstar>*

**51. Are there additional courses needed to go from a Type 3 to a Type 2 position?**

Yes. While the position training for each of the NIMS Position Specific Courses are equivalent to the NWCG Courses the required training and experience is different to reflect the increased complexity of the position. For instance, an Operations Section Chief Type 3 requires:

**Required Training**

Advanced ICS (I-400)

All Hazard Incident Management Training 0305 or Command and General Staff S-420

Operations Section Chief (G/E/L-958) or FIRESCOPE Operations Section Chief (AR-430)

Annual Safety Refresher (RT-130)

**REQUIRED EXPERIENCE**

Qualified as a Division/Group Supervisor (DIVS)

+

Successful position performance as an Operations Section Chief Type 3(OSC3) on an Incident

**Required Training**

FIRESCOPE Operations Section Chief (AR-430)\*\_or (L-958)

Command and General Staff (S-420)

Advanced ICS (I-400)

Annual Fireline Safety Refresher (RT-130)

**REQUIRED EXPERIENCE**

Qualified as a Division/Group Supervisor (DIVS)

+

Successful position performance as an Operations Section Chief Type 2 (OSC2)

*Reference individual positions in the 2014 CICCIS Qualifications Guide*

**52. I understand there are some corrections that need to be made to the 2014 CICCIS Qualifications Guide? Where will I find them and if there are revisions to the Guide in the future how will I find out about them?**

Revisions or changes to the Qualifications Guide will be posted in the form of an Errata Sheet on the CICCIS web-site yearly.

**Reference: <http://www.caloes.ca.gov/FireandRescue/Pages/CICCIS.aspx>**