Date: March 30, 2018

To: Ronny J. Coleman, Chairman
Statewide Training and Education Advisory Committee
c/o State Fire Training

From: Scott Vail
California Incident Command Certification Task Force

Subject/Agenda Action Item: 2018 Revision of the 2014 CICCS Qualifications Guide

Recommended Actions: Requesting Approval to Adopt the 2018 CICCS Qualifications Guide

Background Information:

The 2018 revision of the 2014 CICCS Qualifications Guide was presented at the January 12, 2018 STEAC meeting. This is the second reading of this item.

After three years of existence the 2014 California Incident Certification System Qualifications Guide is in need of revision. The primary reasons for the revision are:

- additional emphasis on the all-hazard nature of CICCS;
- clarification of the definition of quality assignments;
- simplifying the method of transferring qualifications from non-CICCS agencies to CICCS participating agencies;
- changes to Peer Review Committees to improve their formation and processes;
- adding additional positions and deletion of positions that are seldom used by local government; changes to Position Requirements for many Incident Command System positions;
- the replacement of some NWCG position training by the NIMS All-Hazard Position training sponsored by FEMA;
- changes to the Equivalency Matrix by the changes to curriculum by the State Fire training.

Attached are the draft of the 2018 Qualifications Guide and a document that summarize the changes from the 2014 Qualifications Guide to the 2018 Qualifications Guide.

Analysis/Summary of Issue:

The California Incident Command Certification System is unique in the country. CICCS qualification standards are rigorous providing the highest levels of incident response and public service. The 2018 revision to the Guide captures the NWCGs direction on wildland fire, the National Incident Management System (NIMS) all-hazard certification and qualification requirements, and is inclusive of a broad spectrum of services consistent with their all-hazard mission. The certification system is managed at
the local, regional, and state levels. CICCS recognizes the voluntary nature of this program and the differences in the mission of local, state and federal wildland fire agencies.
Summary of Proposed CICCS Qualification Guide Changes
08/2017

- Changes Date to 2018
  Rationale: Recognizes that not all course additions will be completed by this year and that the document will not be through the rule making process until 2018.

- The Appendices will be included as part of the Qualifications Guide and not as separate files.
  Rationale: Clarity of the document.

- Adds a Glossary to the Appendix.
  Rationale: Clarifies document and provides definitions.

- Changes the logos on the document from CalOES Fire and Rescue and CAL FIRE to CalOES Fire and Rescue, FIRESCOPE and State Fire Training.
  Rationale: Reflects the agencies that have authority over CICCS.

- Page 8: Authority
  Removes the reference to the California Public Health and Safety Code.
  Rationale: The Authority establishing the CICCS TF is adequately described in the narrative.

- Page 9: Program Administration and Accountability
  Adds under FIRESCOPE:
  FIRESCOPE works with SBFS and the CICCS Task Force to ensure an integrated process is provided to the California Fire Service and is responsible for:
  Rationale: to clarify the role of FIRESCOPE and CICCS.

- Page 12: Training
  New wording.
  The two types of training that are identified in this guide are ‘required’ and ‘recommended’. Both types of training have several components integrated to ensure a quality training experience is provided. Those integrated components include: approved curriculum, a qualified instructor, and the issuance of proper completion certificates.
  It is the responsibility of the sponsoring department/agency, providing the training course, to ensure that the above three components are provided. The CICCS Peer Review committee is unable to recognize the training if an unapproved course is provided, the instructor is not certified, or an incorrect certificate is issued.
  Rationale: Clarity.

- Page 14: Instructors
  Removes the general guidelines for instructors and replaces them with links to NWCG Field Managers Course Guide, the SFT Procedures manual and the NIMS All-Hazard Position Training program.
  Rationale: maintains currency with the referenced documents and reduces the size of the document.

- Page 16: Required Training
Changes title of the receiving official of PACE V applications from Operations Chief to Task Force Manager.

Rationale: Consistency

- Page 16: Required Recurrent Training


Rationale: Removes required training such as RT-130 from positions that do require the position for consistency. Adds Agency Determined Training the consists of any additional training specific to the sponsoring Department/Agency.

- PTB requirements

Page 18: Adds PTB requirements section.

PTB Requirements:

- Only the Chief Administrator, or their Designee, of the sponsoring Department/Agency has the ability to initiate PTBs.
- The trainee status date begins when the position initiation and certification is completed by the training officer and the employee is entered into ROSS in that ICS position.
- Once a PTB is initiated, a trainee will continue with that PTB until completion (if they are within timeframes) regardless of whether there are new requirements for that position.
- For Command & General (C&G) Staff Positions, completion of O-305, S-420, S-520, S-620, CIMC, or AAIM is not a requirement for task book initiation. This procedure allows trainees to gain experience that prepares them for passing these advanced courses.

Page 18 & 19: Adds PTB completion section.

- PTB Completion:
  - PTBs for the Air Operations positions must be completed within 3 years.
  - PTBs for all other positions must be completed within 5 years.
  - With concurrence of the appropriate Peer Review Committee, the Chief Administrator or their Designee may grant an extension to the completion of a PTB. Extensions will be granted in 1-year increments, to a maximum of 5.
  - PTBs not completed within the specified timeframes may require an individual to meet the current adopted training/experience qualification standard.
  - A minimum of two quality assignments is required for an applicant to be considered for certification. Quality assignments include those that exercise the full range of responsibilities of the assigned trainee positions. The appropriate Peer Review Committee should evaluate each application based on the complexity of the assignments submitted for certification.
  - All hazard incidents shall be considered when evaluating applications for certification.
  - Every assignment requires a completed ICS 225 Form (Appendix D).
To receive the proper documentation and improve the quality of the trainee assignment, a trainee shall check in with the assigned Training Specialist (TNSP) at an incident when a TNSP is assigned.

All documentation in a PTB must be legible. This includes the printed name of the evaluator and their signature.

Each task in the PTB must be individually dated and initialed by the evaluator.

The CICCS Task Force approves PTBs for use in the certification/qualification process. Rationale: Clarification and simplification.

To receive the proper documentation and improve the quality of the trainee assignment, a trainee shall check in with the assigned Training Specialist (TNSP) at an incident when a TNSP is assigned.

All documentation in a PTB must be legible. This includes the printed name of the evaluator and their signature.

Each task in the PTB must be individually dated and initialed by the evaluator.

The CICCS Task Force approves PTBs for use in the certification/qualification process. Rationale: Clarification and simplification.

Page 21: Transferring Qualifications:
Changes the process to move from a non-CICCS participating agency, such as CAL FIRE or a Federal agency, to a CICCS participating agency.

- Type 1 and other PACE V reviewed position applications will be sent directly to the PACE V Committee.
- Type 2 and other regionally reviewed position applications will be sent directly to the appropriate Regional Peer Review Committee.
- Positions reviewed at the Operational Area will continue to be reviewed at the Operational Area.
- The Peer Review Committee may require additional information or documentation in addition to that listed above.
  Rationale: Simplification of the transfer process.

Page 22: Currency

- 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: -Reference 310-1
  - Demobilization Unit Leader (DMOB)
  - Planning Section Chief Type 1 (PSC1)
  - Planning Section Chief Type 2 (PSC2)
  - Planning Section Chief Type 3 (PSC3)
  - Status/Check-In Recorder (SCKN)

Rationale: Matches list order in the qualifications for RESL

Page 25: Incident Complexity

Removes: The complexity numbering scale of one to five “incident types”, the most serious or complex incident is labeled with a number one (1) and the least complex incident is labeled with a number five (5).

The following chart includes sets of contributing indicators for each of the five complexity types. The person responsible for determining incident complexity should analyze the general span of control indicators specific to the actual or potential incident. This person will need to make a determination about what indicators the incident displays at a given time. Every indicator shown in the chart for a complexity level does not need to be present for that particular incident or complexity level to be selected.
An incident’s complexity can change. A Type 3 incident may be reduced to a Type 5 as the incident is managed, or it might also grow, or be forecasted to grow, to become a more complex incident. After-shocks, for instance, may add more complexity to an earthquake event which initially indicated a Type 3 incident response. Incident managers will continuously review all indicators to ensure that the incident can be managed properly with the right resources regardless of how complex.

Replaced by:
Refer to the following link for a complete listing of ‘Complexity Indicators’.

NWCG

FEMA
https://emilms.fema.gov/IS200b/ICS0106320text.htm

Rationale: Reduces size of the document and currency of the complexity indicators is maintained by NWCG and FEMA rather than CICCS.

Page 26: Committee Make-up / Members
Adds definitions to:
- City Fire Department
  *(Municipal function of a city or town)*
- Metro Fire Department
  *(Department with more than 350 personnel)*
- Fire Protection District
  *(Political subdivision that has its own governing body separate from a town or city)*

Rationale: Clarification of terms

Page 27: Committee Formation
Adds flexibility to committee formation.

The review committee formation process begins with the Operational Area Coordinator or Regional Coordinator. The coordinator will initiate the following sequence of events to formulate the Peer Review Committees.

- Peer review Committees will be established at the Operational Area, Region and State Level.
- The Operational Area Coordinator or Regional Coordinator announces the opportunity to participate on the committee and accepts applications for committee membership from applicable organizations/agencies from within the boundaries of the review area.
- Operational Area Coordinator/Regional Coordinator makes the initial appointments to the Peer Review Committee.
- The Committee Members elect a Chairperson who shall be from a CICCS participating department/agency.
- The Chairperson Serves a two year term or longer at the approval of the rest of the Peer Review Committee.
- Committee Members serve a two year term or longer at the approval of the rest of the Peer Review Committee.
A primary responsibility of CICCS is the delegated authority to Cal OES Operational Area and Region Peer Review Committees to oversee the certification process. Peer Review Committees need to adhere to the following guidelines and direction:

- Peer Review Committees exist to maintain the professional standards and integrity of the California Incident Command Certification System. It is their responsibility to ensure applicants for certification receive proper consideration and a thorough review of documented position performance.

- The Peer Review Committee members represent the area or agency and do not need to be qualified in all of the ICS positions *(although that is helpful)*. Peer Review Committees should consult qualified subject matter experts, in the positions being reviewed, if the expertise does not reside on the committee when reviewing applications for certification.

- Peer Review Committees will meet at least annually; however, it is recommended that additional meetings be scheduled to allow for timely review of applications and maintenance review work pertaining to the ROSS.

- Any questions a Peer Review Committee might have regarding a process or procedure should be referred to the next higher-level committee or the CICCS Task Force for assistance.

- Peer Review Committees, with the approval of the applicant’s Chief/Administrator, may require that trainees be vetted through the peer review process prior to their qualification status being updated in ROSS.

- Each Peer Review Committee shall submit their membership roster to the CICCS Task Force by July 1st of each year.

- Annually, Peer Review Committees will submit a list of qualified personnel and trainees to the next higher Peer Review Committee.

- Operational Area and Region Peer Review Committees cannot be less restrictive than this Guide.

- Operational Area and Region Chiefs/Administrators can set direction for their review committees to ask for additional training, experience, or other requirements if the Chiefs/Administrators decide that it is in the best interest of their Operational Area or Region. In doing so, Peer Review Committees may create undesired constraints and barriers to advancement in the qualifications system.

- Any committee member that has an application to be reviewed must be excused during their application review process.

- To maintain the integrity of the system, Operational Area and Region Peer Review Committees should conduct an annual audit to validate who holds qualifications in ROSS.

- It is recommended that each Operational Area establish a web page that includes frequently asked questions (FAQs), applications, and links to related sites.

- It is strongly recommended that committee members remain open to receive communications and questions, from the Operational Area or Region on subjects pertinent to CICCS process, throughout the year.

- It is recommended that each sponsoring Department/Agency create their own internal review committee to review their responsibility positions, and all CICCS applications that will be sent to the external Peer Review Committees to ensure the applications are complete.

Rationale: Simplification and clarification.
Page 29: Committee Quorum

A simple majority (50% plus 1) of the committee membership shall be a quorum.

Replaces:

A simple majority of the committee membership shall be a quorum. (Page 14, *SFM Procedures Manual*)

Rationale: Consistency with SFM Procedures Manual.

Page 29: Committee Position Review Responsibilities

Removes Course numbering (100/200) etc...

There are four levels of CICCS application review:

- The sponsoring Department/Agency
- The Operational Area
- The Region
- The State

Rationale: The NWCG course numbering system does not correspond in some cases to what level an application is reviewed.

The following lists are separated into the above outlined review committees. When a new position is identified, the CICCS Task Force will determine which level of peer review will perform the CICCS application review and certification.

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

- Agency Representative (AREP)
- Crew Boss (CRWB)
- Engine Boss (ENGB)
- Engine Operator (ENOB)*
- Firefighter Type 1 (FFT1)
- Firefighter Type 2 (FFT2)
- Incident Commander Type 4 (ICT4)
- Incident Commander Type 5 (ICT5)

*ENOP position qualifications are determined by the sponsoring Department/Agency.
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)
- Damage Inspection Specialist (DINS)
- Damage Inspection Technician (DINT)
- 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)
- Facilities Unit Leader (FACL)
- Felling Boss (FELB)
- Field Observer (FOBS)
- Finance Section Chief Type 3 (FSC3)
- Fireline EMT (EMTF)
- Fireline Paramedic (EMPF)
- Fire Effects Monitor (FEMO)
- Firing Boss (FIRB)
- Food Unit Leader (FUDL)
- Geographic Information System Specialist (GISS)
- Ground Support Unit Leader (GSUL)
- Heavy Equipment Boss (HEOB)
- 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)
- 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)
- Rapid Extraction Module (XXXX)
- Rapid Extraction Module Leader (XXXX)
- Receiving and Distribution Manager (RCDM)
- Resources Unit Leader (RESL)
- Safety Officer Type 3 (SOF3)
- Safety Officer, Line (SOFR)
- Security Manager (SECM)
- Single Engine Air Tanker Manager (SEMG)
- 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 Manager 1 (HEB1)
- Helibase Manager 2 (HEB2)
- Helicopter Coordinator (HLCO)
- Incident Commander Type 2 (ICT2)
- Liaison Officer (LOFR)
- Logistics Chief Type 2 (LSC2)
Operations Branch Director (OPBD)
Operations Section Chief Type 2 (OSC2)
Planning Section Chief Type 2 (PSC2)
Prescribed Fire Burn Boss Type 1 (RXB1)
Prescribed Fire Burn Boss Type 2 (RXB2)
Prescribed Fire Manager Type 1 (RXM1)
Prescribed Fire Manager Type 2 (RXM2)
Public Information Officer Type 2 (PIO2)
Safety Officer Type 2 (SOF2)
Structure Protection Specialist (STPS)
Training Specialist (TNSP)

The SFT 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)
Strategic Operational Planner (SOPL)

Adds to the end of the Committee Review Responsibilities section:

Also note there are Incident Command Positions not addressed in the CICCS Qualification Guide because there is little demand for the qualification by local government, or the position is specific to a single agency.

Page: 34 & 35 CICCS Application Submittal Process

Replaces:

A copy of all Performance Evaluations (ICS form 225) for the position being applied for. The incident where the recommended by the trainer is required to have a performance evaluation submitted with a legible name of the trainer. A sample of a properly completed ICS form 225 can be found in Appendix D.

With:

The CICCS process begins with the application, which can be viewed or downloaded at: http://www.firescope.org/specialist-groups/ciccs/ciccs.htm. The application is required to be typed. A sample of a properly filled out CICCS application is provided in Appendix C.

- In addition to the completed CICCS application, the following information is also required:
  - A complete copy of the PTB
    A copy of a properly filled out PTB can be found in Appendix D.
  - ICS 225 Forms
    The incident, where the qualification was recommended by the trainer, is required to have a performance evaluation submitted. The name of the trainer and evaluator must be legibly written.
    A sample of a properly completed ICS Form 225 can be found in Appendix E.

Page 35: CICCS Application Peer Review Process

Replaces:

The CICCS Peer Review Committee will receive applications from the member departments/agencies. During the Peer Review Committee meetings, the following procedures will be followed or accomplished:

- The committees will review CICCS applications for certification and trainee packages (where applicable).

- Determine that the applicant meets the CICCS standards for certification or trainee status (where applicable).
The chairperson notifies the applicant and or their chief/administrator or designee of the results of the peer review.

The committee will award a CICCS certificate upon successful committee evaluation and approval, and, in the case of a trainee, will recommend their entry into ROSS.

With:

The CICCS Peer Review Committee will receive applications from the member Departments/Agencies. During the Peer Review Committee meetings, the following procedures will be followed/accomplished, where applicable:

- The committee will review CICCS applications for certification, and trainee packages.
- The committee will determine if the applicant meets the CICCS standards for certification or trainee status.
- The chairperson will notify the applicant and or their Chief/Administrator or Designee of the results of the peer review.
- The committee will award a CICCS certificate upon successful committee evaluation and approval and, in the case of a trainee, will recommend their entry into ROSS.
  Note: PACE V certificates are issued by the State Fire Marshal.
- The committee will use Subject Matter Experts during the review process to ensure the Peer Review Committee has the level of expertise necessary to review positions.

Page 36: CICCS Certificates

Replaces:

Once a CICCS application has been approved by any of the review committees, that committee will issue a CICCS certificate. The CICCS 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 CICCS applications for higher-level positions.

With:

CICCS Certificates

Departments/Agencies are responsible for issuing certificates, 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 CICCS applications for higher-level positions.

Once a CICCS application has been approved by any of the review committees, that committee will issue a CICCS certificate. It will include the ICS position, signature of the chairperson of the review committee,
and 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.

*Note: Peer Review Committees can obtain blank certificates from their respective Cal OES Region Assistant Chief.*

Page: 36 &37: **Incident Qualifications System (IQS)**

The Incident Qualifications System (IQS) is the CICCS recommended system for maintaining certification records. IQS tracks all management personnel, training, assignments and qualifications. Incidents with an ICS form 225 can be entered into IQS and the program will automatically update an individual’s records. Some of the advantages of IQS are that it limits corruption from outside the system, limits the number of persons who can update system and improves working with ROSS dispatching system. Each sponsoring department/agency should designate a person to manage IQS to maintain the accuracy and integrity of the system. Information about IQS can be found at [www.vdatasys.com](http://www.vdatasys.com).

With:

**IQS & ROSS**

Incident Qualification System (IQS) is a software program that allows the home agency to manage qualifications, experience, task books, and fitness levels for personnel. The IQS is the CICCS recommended system for maintaining certification records. IQS directly interfaces with Resource Ordering Status System (ROSS) to maintain certification records.

Page 36: **IQS and ROSS**

Replaces:

IQS is a software program that allows the home agency to manage qualifications, experience, task books, and fitness levels for personnel. IQS has begun the transition of all California Agencies to the IQSweb/ROSS interface. Agencies are encouraged to visit the IQS website for further information [http://www.vdatasys.com/index.htm](http://www.vdatasys.com/index.htm)

With:

**CICCS & ROSS**

A review of personnel qualifications in ROSS should be performed annually by each CICCS Peer Review Committee to ensure accuracy. This must be coordinated with the Cal OES Fire and Rescue Operational Area and Region Coordinators and sponsoring Department/Agency IQS coordinators.

Page 37: **CICCS and ROSS**

Replaces:
Reviews of personnel qualifications in ROSS should be performed annually by each CICCS Peer Review Committee to ensure that only personnel reviewed by the Committees are being entered in ROSS. This must be coordinated with the Cal OES Fire and Rescue Operational Area and Region Coordinators and sponsoring department/agency IQS coordinators.

With:

CICCS & ROSS

A review of personnel qualifications in ROSS should be performed annually by each CICCS Peer Review Committee to ensure accuracy. This must be coordinated with the Cal OES Fire and Rescue Operational Area and Region Coordinators and sponsoring Department/Agency IQS coordinators.

Page 37: Qualification Cards

Agencies are required to have qualification cards or other proof of qualifications at all times when responding outside of their home jurisdiction. If an individual does not have a qualification card 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 can be found in Appendix F and on the FIRESCOPE website; (http://www.firescope.org/specialist-groups/ciccs/ciccs.htm) or at the CalOES Fire and Rescue Operations page (http://www.caloes.ca.gov/cal-oes-divisions/fire-rescue/fire-operations) additionally, an example 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.

With:

Qualification Cards

Agencies are required to have Qualification Cards, or other proof of qualifications, at all times when responding outside of their home jurisdiction. An example of a qualification card can be found in Appendix F, or at the below listed websites:
Additionally, an example is in the Incident Qualifications Program (IQS).

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 must be available, for both qualified and trainee positions, whenever an individual is assigned to an incident.

Page 39:
Adds to the separation page between the administrative portion and position portion of the Qualification Guide:

Note: There are Incident Command Positions not addressed in the CICCS Qualification Guide because there is little demand for the qualification by local government, or the position is specific to a single agency.

For positions not otherwise identified in this guide, please refer to CAL FIRE 4039 and/or NWCG 310-1.

Significant Position Guide Changes

Multiple Disciplines:

- Add a new heading to all positions: Required Recurrent Training: this heading will indicate whether RT-130 is required for a position and indicates that agency specific training is allowed.
  Rationale: Many positions in the Guide do not require exposure to the incident. Agencies may decide that their employees are required to take RT-130 or have an agency alternative course.

- Add N9025 to the equivalency matrix:
  Rationale: Reflects a change in NWCG curriculum.
- Add I-300 to: STEN, STCR, STEQ, TFLD, DIVS, All Unit Leader positions (SITL, DMOB, RESL, DOCL, MEDL, COML, FDUL, SPUL, FACL, GSUL, COST, COMP, PROC:
  Rationale: consistency in where I-300 is introduced in ICS position progression.

- Delete the reference to the COMET course:
  Rationale: COMET refers to an online Fire Behavior Course. There is now an online NWCG S-290 Course that replaces COMET.

Command
- Reformat ICT3 Required experience to look like ICT2.
  Rationale: Maintains consistency within the document.

- Incident Commander Type 3 (ICT3):
  Adds Extended Attack Incident Commander (S-300) as an alternative to All-Hazard Incident Commander (G/E/L 950) in Required Training.

- Removes Incident Commander Type 5.
  Rationale: Infrequent use by local government.
• Changes the requirements of All-Hazards Safety Officer Type 3 (SOF3) from:

REQUIRED TRAINING
Advanced ICS (I-400)
All Hazard Incident Management Training (O305), or Command and General Staff (S-420)
Safety Officer (S-404), or All Hazards Safety Officer (G/E/L-954)
Annual Fireline Safety Refresher Training (RT-130)

To:

REQUIRED TRAINING*
Intermediate ICS (I-300)
All-Hazards Incident Management Training (O-305)
Safety Officer (S-404) OR
All-Hazards Safety Officer (G/E/L-954)

Note: All-Hazards Safety Officer Type 3 (SOF3) is not reciprocal with Safety Officer, Line (SOFR)

• Adds: to Safety Officer, Line (SOFR)
Note: All-Hazards Safety Officer Type 3 (SOF3) is not reciprocal with Safety Officer, Line (SOFR)

• Changes All-Hazard Public Information Officer Type 3 (PIO3) from:

REQUIRED TRAINING*
Introduction to ICS (I-100)
Basic NIMS/ICS (I-200)
Intermediate ICS (I-300)
NIMS an Introduction (IS-700)
National Response Framework (IS-800B)
Advanced ICS (I-400)
All Hazard Incident Management Training O305 (or S-420)
Public Information Officer (G/E/L-952) or Information Officer (S-403)

To:

REQUIRED TRAINING*
Introduction to ICS (I-100)
Basic ICS (I-200)
Intermediate ICS (I-300)
NIMS an Introduction (IS-700)
All-Hazard Incident Management Training (O-305)
Public Information Officer (G/E/L-952)

• Liaison Officer-reorders list of required list of courses and required experience.

• HRSP- move Human Resources Specialist from Planning Section to Command:
  Rationale: Reflects who the HRSP in practice reports to (either the IC or Deputy IC)
Prescribed Fire:
• Delete Prescribed Burning positions (Prescribed Fire Manager 1 and 2 and Prescribed Burn Boss 1 and 2) from CICCS Qualifications Guide:
  Rationale: Prescribed Fire positions will reference NWCG requirements. There are few local government agencies that require these positions and the amount of time and budget to maintain the required courses is not feasible for CICCS.

Operations/Air Operations:
• Remove I-300 from: ENGB, FIRB, FELB, HMGB, HEQB, ABRO:
  Rationale: consistency in where I-300 is introduced in ICS position progression.

• Change S-336 to N-9025 (Tactical Decisions and Sand Tables):
  Rationale: Reflects a change in NWCG curriculum. S-336 was dropped by NWCG as a required course. Using N9025, that contains much the same material, will continue to provide a high level of tactical exercise and learning.

• Change Ignition Operations (S-234) throughout the document to: Firing Operations (S-219):
  Rationale: NWCG has removed S-234 from their curriculum and substituted S-219.

• All Hazards Operations Section Chief Type 3 (OSC3)
  Delete "or Command and General Staff (S-420)" from required training.
  Rationale: S-420 is difficult to attend and is intended for those pursuing Type 2 qualifications.

Operations Branch Director (OPBD)
Add Advanced ICS (I-400) to required training.
Rationale: if an individual is going to be an OPBD without first going through OSC2 they would miss the requirement for I-400 that is in OSC2.

• DIVS: Remove “Option 3” (Not the option, but rather the heading)
  Rationale: Consistency of presentation in the parent document.
  Change G/E/L 958 to G/E/L 960.

• Adds new position:
  Task Force Leader, Water Carrying [TFLW]

REQUIRED TRAINING
Intermediate ICS (I-300)
Firing Operations (S-219)
Basic Air Operations (S-270)
Intermediate Wildland Fire Behavior (S-290)*
FIRESCOPE All-Risk Task Force/Strike Team Leader (AH-330)

REQUIRED EXPERIENCE
Qualified as an Engine Boss, Single Resource (ENGB)
+ Successful position performance as a Strike Team Leader Engine (STEN)

REQUIRED RECURRENT TRAINING Annual Fireline Safety Refresher Training (RT-130)
FITNESS LEVEL
Arduous

OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY
Strike Team Leader (STCR, STEQ)
Any higher position for which this position is a prerequisite

RECOMMENDED TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS
Demonstrated Knowledge of Certifications Qualifications Systems Fireline Leadership (L-380)
Tactical Decisions & Sandtable (N-9025)

* The online NWCG S-290 course does not meet the requirement for this position. Only the full NWCG OR SFT classroom version is acceptable.

**A Qualified STEN shall have the ability to function as a TFLD specific to water handling apparatus.

***Concurrent qualification with Strike Team Leader, Engine (STEN). (pending approval)

- Dozer Boss: Change (S-232) to Heavy Equipment Boss (S-236):
  Rationale: NWCG replacement course to reflect the changing nature of firefighting equipment.

  Firefighter 1:
  Replaces:

REQUIRED TRAINING
Firefighter Training (S-130)
Firefighter Type 1 (S-131)
Look Up, Look Down, Look Around (S-133)
Annual Fireline Safety Refresher Training (RT-130)

OR

SFM Firefighter 2 (FF2)

  +

  Wildland Training for Structural Firefighters (G-131)
  Annual Fireline Safety Refresher Training (RT-130)
  With:
Firefighter Type 1 - [FFT1]

REQUIRED TRAINING
Basic ICS (I-200)
Firefighter Type 1 (S-131)
Portable Pumps and Water Use (S-211)
Wildland Fire Chain Saws (S-212)
OR
State Fire Marshal (SFM) Wildland Firefighter 2

REQUIRED EXPERIENCE
Qualified as a Firefighter Type 2 (FFT2)

+ Successful position performance as a Firefighter Type 1 (FFT1)

REQUIRED EXPERIENCE
Qualified as an NWCG Firefighter Type 2 (FFT2)
OR
Qualified as a SFM (FF1)

+ Successful position performance as a NWCG Firefighter Type 1 (FFT1)

OR
Qualified as a SFM Firefighter 2 (FF2)
Rationale: Alignment with State Fire Training requirements.

- Firefighter 2 (FF2):
  Removes I-200 from required training/
  Rationale: consistency within the qualifications guide.

- Helicopter Manager Type 1 (HEB1): Change to 6+ from 4+:
  Rationale: NWCG change in complexity.

- Helicopter Manager Type 2 HEB2: Change to 1-5 from 1-3:
  Rationale: NWCG change in complexity.

  Helicopter Manager, Single Resource (HMGB): removes I-300 from required training.
  Rationale: consistency within the qualifications guide.

- Removes Single Engine Air Tanker (SEMG), Load Master (LOAD), Parking Tender (PARK) and
d Helibase Radio Operator (HERO).
  Rationale: these positions are seldom if ever used by Local Government.

Planning

- Adds Damage Inspection Specialist (DINS) and Damage Inspection Technician (DINT) to
  CICCS positions.
  Rationale: New FIRESCOPE approved positions.

- Planning Section Chief Type 2 PSC2 Remove “S-440 (Bridge Course)” from Required Training:
Rationale: This was a onetime only course.

- Planning Section Chief Type 3 PSC3:
  Changes I 400 to I-300.
  Rationale: Consistency within the qualifications guide.

Removes S420 from the required training section.
Rationale: S-420 is difficult to attend and is intended for those pursuing Type 2 qualifications.

Add language to PSC3 Required Experience as an “OR”
Complete All Hazards Resource Unit Leader (G/E/L 965)
+ Complete All Hazards Situation Unit Leader (G/E/L 964)
Rationale: Having the only experience option of Qualified Resource Unit Leader was too difficult for many agencies developing teams. Training in the Unit Leader positions is an alternative to assist making the Type 3 PSC successful by understanding the requirements of the subordinate positions.

- Situation Unit Leader (SITL): Remove S-346 from required training.
  Rationale: NWCG has dropped the course and adopted (G/E/L 964).

- Field Observer (FOBS): Replace requirement for GPS Course and Map and Compass for Wildland Firefighters with Basic Land Navigation (PMS-475). Move sGPS Course to recommended.
  Rationale: There is no approved GPS Course for firefighting.

- Geographic Information System Specialist (GISS): Removes (IS 800B).
  Rationale: Consistency within the Qualifications Guide.

- DMOB-Remove Resources Unit Leader (S-349) from required training, replace with All-Hazard Unit Resource Leader (G/E/L – 965):
  Rationale: Change in NWCG curriculum to reflect the adoption of the NIMS course by NWCG.

- Resource Unit Leader (RESL): Remove Resources Unit Leader (S-349) from required training and replace with (G/E/L 965):
  Rationale: Change in NWCG curriculum to reflect the adoption of the NIMS course by NWCG.

- Training Specialist (TNSP): Add to recommended training: Demonstrated Knowledge of Certifications and Qualifications Systems.
  Rationale: There is a recognized lack of knowledge of the different systems by Training Specialists.

Logistics Section

- Logistics Section Chief Type 1,2,3 (LCS1, 2 & 3 ):
  Under Required Training remove reference to S-450 Logistics Section Chief training to (G/E/L 967).
  Rationale: Change in NWCG curriculum to reflect the adoption of the NIMS course by NWCG.

Logistics Section Chief Type 3 (LCS3): Remove S-420 from required training.
Rationale: S-420 is difficult to attend and is intended for those pursuing Type 2 qualifications.
Add language to LSC3 Required Experience as an "OR"
Complete All Hazards Complete Supply Unit Leader (G/E/L-970)
+
Complete All Hazards Facilities Unit Leader (S-354 or G/E/L-971) Classes
Rationale: Having the only experience option of Qualified Supply Unit Leader was too difficult for many agencies developing teams. Training in the Unit Leader positions is an alternative to assist making the Type 3 LSC successful by understanding the requirements of the subordinate positions.

- MEDL- Add Fireline Medic (S-223) to Required Training:
  Rationale: there is now an approved Fireline Medic course and the Medical UL needs to have the same training as their subordinates.

- Change FEMT to EMTF:
  Rationale: consistency with national naming conventions.

- Change FEMP to EMPF:
  Rationale: consistency with national naming conventions.
  *(note: the change to line medics and EMT’s is due in part to the CICCS acronyms were not being recognized in ROSS that in some cases passed over in state resources for outside resources)*

- Move EMTF & EMPF from agency review to Op Area review:
  Rationale: there are new course requirements, S-223 and S-290 Classroom and a Position Task Book that require a higher level of review.

- Remove asterisk and the following notes in EMTF & EMPF regarding the S-223 class and PTB:
  *Once a Fire Line Emergency Technician class is approved through FIRESCOPE, it will be a required class for EMTF or FEMP.*

- Once a PTB for the FEMT or FEMP position has been approved by FIRESCOPE the PTB will be required to be completed for certification.
  Rationale: There is now an approved Fireline Medic Course and PTB.

- EMTF and EMTP: Add “Classroom Only” to the S-290. Remove “Online”:
  Rationale: Consistency with other single resources with line assignments.

- EMTF-Add: Successful position performance as a Fire Line Emergency Medical Technician (EMTF):
  Rationale: Maintains consistency within the document.

- Add Rapid Extraction Team Member and Rapid Extraction Team Leader to CICCS positions:
  Rationale: New FIRESCOPE approved positions

- SPUL-Remove Supply Unit Leader (S-356) from Required training:
  Rationale: Change in NWCG curriculum to reflect the adoption of the NIMS Supply Unit Leader course (G/E/L 970) by NWCG.

- FSC2 – Remove, "Finance/Administration Section Chief (S-460) OR, under Required Training:
  Rationale: Change in NWCG curriculum to reflect the adoption of the NIMS Finance/Administrative Section Chief course (G/E/L 973) by NWCG.

- FSC3-Remove, "Finance/Administration Section Chief (S-460) OR, under Required Training.
  Rationale: Change in NWCG curriculum to reflect the adoption of the NIMS Finance/Administrative Section Chief course (G/E/L 973) by NWCG.
REQUIRED TRAINING
Finance/Administration Section Chief (S-460)
  OR
All-Hazards Finance/Administration Section Chief (G/E/L-973)
Command and General Staff (S-420)
  OR
All Hazard Incident Management Training (O305)
Advanced ICS (I-400)

REQUIRED EXPERIENCE
Qualified as a Cost Unit Leader (COST)
  +
Successful position performance as a Finance/Administration Section Chief Type3 (FSC3)
  OR
Qualified as a Finance Unit leader (FEMA)
  +
Successful position performance as a Finance/Administration Section Chief Type 3 (FSC3)
With:

REQUIRED TRAINING**
All-Hazard Incident Management Training (O-305)
All-Hazards Finance/Administration Section Chief (G/E/L-973)

REQUIRED EXPERIENCE
Qualified as a Cost Unit Leader (COST)
  +
Successful position performance as a Finance/Administration Section Chief Type3 (FSC3)
  OR*
Complete All-Hazards Finance/Administrative Unit Leader (G/E/L-975)
  +
Successful position performance as a Finance/Administration Section Chief Type 3 (FSC3)
Add language to FSC3 Required Experience as an "OR"
Complete All Hazards Complete Finance/Administrative Unit Leader (G/E/L-975)
  +
Complete All Hazards Finance/Administrative Unit Leader (G/E/L-975) Class
Rationale: Having the only experience option of Qualified Finance/Administrative Unit Leader was too difficult for many agencies developing teams. Training in the Unit Leader positions is an alternative to assist make the Type 3 LSC successful by understanding the requirements of the subordinate positions.
- Remove Finance Administration Unit Leader (FAUL), Incident Business Advisor Type 1 and Incident Business Advisor Type 2.
  Rationale: These positions are not used by Local Government.

- TIME-Remove Finance/Administration Unit Leader (S-360), Add Finance/Administration Unit Leader (G/E/L-975):
  Rationale: Change in NWCG curriculum to reflect the adoption of the NIMS Finance/Administrative Section Chief course (G/E/L 973) by NWCG.

- COMP-Remove Finance/Administration Unit Leader (S-360), Add Finance/Administration Unit Leader (G/E/L-975):
  Rationale: Change in NWCG curriculum to reflect the adoption of the NIMS Finance/Administrative Section Chief course (G/E/L 973) by NWCG.

- PROC-Remove Finance/Administration Unit Leader (S-360), Add Finance/Administration Unit Leader (G/E/L-975):
  Rationale: Change in NWCG curriculum to reflect the adoption of the NIMS Finance/Administrative Section Chief course (G/E/L 973) by NWCG.

Dispatch:
- Remove the Incident Dispatcher (INDI) position from the CICCS Qualifications Guide.
  Rationale: This position was removed by NWCG and was, as far as the CICCS TF can determine, seldom if ever used.