

California Incident Command Certification System (CICCS)

1227.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the program used by Santa Clara County Fire Department personnel to become qualified in Incident Command System (ICS) positions within the California Incident Command Certification System (CICCS).

This policy applies to all Department personnel who are currently certified and qualified in an ICS position within the CICCS and to those seeking certification and qualification in an ICS position within the CICCS.

1227.2 POLICY

- A. The Department adopts and will comply with all provisions of the CICCS as promulgated by the State Board of Fire Services (SBFS) and the California Office of Emergency Services Fire and Rescue Services Advisory Committee / FIRESCOPE Board of Directors.
- B. The most current versions of the CICCS Qualification Guide & supporting documents such as the application, can be found on the FIRESCOPE, Cal OES, and XSC websites, as well as on the server (CNT Data - Training Information folder - CICCS folder)..
- C. Continued qualification in an ICS position is contingent on regular review and approval of the Fire Chief or his/her designee.

1227.3 CICCS COMMITTEE

- A. The Department has established a CICCS Committee to identify, promote and maintain the level of competency for personnel in specific ICS positions.
- B. The Committee structure shall be as follows:
 - Committee Chair: Deputy Chief, Training Division
 - Committee Coordinator: Firefighter/Engineer, Training Division
 - Battalion Chief: Wildland Program Manager
 - One each: Fire Captain and Firefighter/Engineer, appointed by the Wildland Program Manager

All CICCS Committee members, with the exception of the Committee Coordinator, shall be CICCS-qualified to a minimum of Firefighter Type I (FFTI) and/or single resource boss (Engine Boss, Firing Boss, etc.).

1227.4 LIST OF QUALIFIED PERSONNEL

The Training Division will maintain the current list of qualified individuals as a resource for the Duty Chief when filling resource orders. This list shall be made available on the CNT and XSC servers.

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1227.5 RESOURCE ORDERING STATUS SYSTEM (ROSS)

The Fire Chief or his/her designee will enter qualified individuals into ROSS for use in filling requests generated by the California Fire and Rescue Mutual Aid System.

1227.6 APPLICATION PROCEDURE

The following procedures will be followed when an individual begins seeking certification and qualification in an applicable ICS position:

1227.6.1 INITIAL TRAINING

The individual attends prerequisite and position training using the latest CICCS *Qualification Guide* as the guiding document.

1227.6.2 SINGLE RESOURCES - DEPARTMENT REQUIREMENTS

- A. The CICCS Qualification Guide documents the minimum training requirements for each position, but the Department reserves the right to require a higher standard of training in order to qualify for an ICS position.
- B. For single resource positions, individuals seeking qualification must complete the following training in addition to training required by the Qualification Guide:
 - CNT Department Single Resource Orientation Course, (TargetSolutions self-assignedPowerPoint presentation)
 - CNT Single Resource Position Task Book (requested through and initiated by the Deputy Chief of Training BEFORE the individual will be eligible to serve as a Trainee)
 - S-230 (Crew Boss, Single Resource)
 - CNT or NWCG GPS or Basic Land Navigation Course or S-244 (Field Observer)
 - S-270 (Basic Air Operations)
 - S-290 (Intermediate Wildland Fire Behavior) - classroom version
 - IS-800.b, National Response Framework
- C. Attendance at one of the annual Region II STEN refreshers will be required to maintain currency.
- D. SCCFD Firefighters, Captains & Battalion Chiefs: fitness certification at the Arduous level will be required for all CICCS positions. All other positions within SCCFD seeking certification will adhere to the CICCS fitness requirements.
- E. It is incumbent upon the individual deploying as a single resource to notify an on-duty Battalion Chief after approval by Duty Chief. This is to assure that staffing is adjusted appropriately and back staffing is secured.

1227.6.3 TRAINEE STATUS

- A. Once initial training is complete, the individual shall email the CICCS application and required certificates to the Deputy Chief of Training for review, following the guidelines on the server (*CNT Data - Training Information folder - CICCS folder – CNT CICCS*

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Program Information document). The Training Chief, serving as the clearinghouse for applications, will review the application and corresponding Position Task Book (PTB) or, as necessary, coordinate the review with the Department's CICCS Committee. If the application is complete, the Training Chief or his/her designee will initiate the Position Task Book (PTB) and forward it to the individual. Once the PTB is initiated, the individual will be known as a "Trainee" for that CICCS position.

- B. If deficiencies in the application are noted, the application packet will be returned to the individual for the needed corrections.

1227.6.4 QUALIFICATION STATUS

- A. Upon completion of the PTB per the CICCS Qualification Guide requirements, the individual seeking qualification shall email the CICCS application and required paperwork (similar to above when applying for Trainee status, this time adding the completed PTB) to the Deputy Chief of Training for review, following the guidelines on the server (CNT Data – Training Information folder – CICCS folder – CNT CICCS Program Information document).
- B. The Training Chief or his/her designee will review the application, obtain required approvals and pass it through the appropriate CICCS review process.
- C. Upon successful review at the appropriate level, the individual will be certified as a specific qualified resource according to approved training and experience. The employee may then be placed on resource list(s) for filling applicable requests.

1227.7 REFERENCES

- [FIRESCOPE Website](#)
- [Cal OES Website](#)
- CNT CICCS Program Information document -[See attachment: Policy 1227 - Attachment - CNT CICCS Program Information December 2018 - READ THIS FIRST \(12272018\).pdf](#)