

Summary of Changes to the 2014 CICC Administration Guide

The changes to the document referenced in this summary are the ones of significance. This summary does not refer to the changes made in spelling, punctuation and grammar correction in the 2010 version of the Administrative Guide.

This summary references the changes to the Administrative Guide page numbers in the 2010 Guide for ease of comparison.

Global changes:

Changed the CICC document naming protocol to refer to the entirety of the document, as the CICC Qualifications Guide which is comprised of three major parts:

- Administrative Guide
- Position Guide
- Appendices.

Substituted Cal OES for CalEMA throughout document including logos.
Corrected numerous spelling, punctuation and grammar errors.

Pages 1 & 2:

- New table of contents.

Page 4:

- CICC Task Force members has been moved to Appendix L.

Page 6:

- Deletion of the Background/History Section

Page 8:

- Addition to the Authority Section:

- “The authority to establish the CICC Task Force is found in the California Public Health and Safety Code, Chapter 1, Division 12, Part 2, Article 2, Section 13141.”

- Addition to the Sponsoring Departments/Agencies Section to read:

- Any Fire Department/Agency that chooses to participate in the CICC process must insure that the following components are adhered to:

- Endorses the CICC peer review process.

The department/agency maintains all training records pertinent to the CICCS process.

Issues annual qualification cards or other department approved documentation of qualifications, including entry into ROSS according to operational area or regional procedures.

Provides accurate and complete CICCS packets to the peer review committees.

Page 9:

Training Section:

It is the responsibility of the sponsoring department/agency providing the training course to insure that the above three components are provided. If an unapproved course is provided, the instructor is not certified or an incorrect certificate is issued, the CICCS peer review committee cannot accept the training.

Page 10:

Approved Course Curriculum:

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

- NWCG member agencies or their designated partners.
- California State Fire Training
- FEMA – National Fire Academy and Emergency Management Institute
- CAL FIRE
- CFFJAC
- FIRESCOPE
- Community Colleges

Approved course curriculum is made available from many different sources. A complete list of the equivalent courses is provided in the equivalency matrix found in Appendix A.

Approved Curriculum Section:

Should a department/agency desire to seek course equivalency, they must conduct a detailed analysis and document their findings. The analysis should follow these guidelines.

The equivalent Course does not conflict or contradict established SFT, NWCG or FEMA guideline and standards.

Page 11:

Addition to the Instructor Section:

Instructors that wish to teach NIMS classes will need to submit an application to attend the Emergency Management Institute (EMI) Train the Trainer class for the class which is desired. This application will need to be submitted to Cal OES Fire and Rescue Division, CICCIS Task Force Manager, to be reviewed by the PACE V committee.

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

Page 12:

Addition to the Certificates Section:

As a minimum, the course completion certificate should include the following information:

- Correct name of the ICS course.
- Instructor's name signed and legibly printed.
- Instructor's sponsoring department/agency.
- ICS qualifications as it relates to the course instructed.
- Hours of instruction

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

- NWCG member agencies or their designated approved partners.

- California State Fire Training FSTEP classes.
- NIMS All-Hazard Position Specific Training through Cal OES State Training and the Emergency Management Institute.
- Courses may be sponsored by department/agencies or by an Operational Area.

Page 12:

Changes to the Required Training Section:

Required Training provides a direct link between training and job performance to provide for responder health and safe operations on incidents and planned events. Required Training cannot be challenged and must be completed prior to initiating a position task book (PTB).

The only exceptions to the requirement to complete the necessary training prior to the issuance of a PTB is for Command and General and Staff positions that require the successful completion of S-420, S-520 (CIMC/AAIM), and S-620.

Individuals interested in attending an S-420 class need to complete the nomination form with the list of the experience, qualifications and completed classwork documents. Once information is compiled into an application packet, the packet must to be submitted to the PACE V review committee (Cal OES Fire and Rescue Division, CICCIS Task Force Manager).

Pages 13 & 14:

Changes to the Equivalencies Section:

Equivalency courses are classes that have been determined 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 unnecessary costs due to duplication of curriculum delivery. It is not the purpose of the equivalency matrix to dilute 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.

Approved equivalency courses can be found in the matrix in Appendix A. Any course listed as an equivalent course can be substituted for the referenced course for purposes of submitting a CICCIS qualifications application. There is no guarantee that a reciprocal equivalency will be granted for approval by any other organization, or agency.

Pages 14 & 15:

Additions to the Position Task Book Section:

Trainee requirements include completion of all required training courses and required experience prior to obtaining an initiated PTB. The only exceptions are the Command and General Staff positions that include; USFA 0305 AHIMT, S-420, S-520 (CIMC or AAIM), and S-620 as required training. PTBs can be initiated for those Command and General Staff positions prior to attendance and completion of these three courses. This procedure allows trainees to gain experience that prepares them for passing these advanced courses.

The following items concerning PTBs need to be followed by each sponsoring department/agency:

- PTBs may only be initiated by the sponsoring department/agency that the individual is employed by.
- The chief/administrator, or their designee, has the responsibility to initiate PTBs.
- The timeframe from completing the position specific course to having the first task signed off in the PTB is 5 years with the exception of Dispatch and Air Operations positions, which have a 3-year timeframe.
- The timeframe of completing the PTB begins with the documentation of the first task signed, not the date that the PTB was initiated.
- Upon documentation of the first task in the PTB, the 5-year time limit begins for all PTBs with the exception of Dispatch and Air Operations positions, which have a 3-year timeframe.
- The PTB must be completed within the specified timeframes indicated above. Failure to complete the PTB within the timeframe will require the individual to meet the current qualification standard.
- A minimum of two quality assignments is required for an applicant to be considered for certification. The appropriate peer review committee can increase the number of assignments based on the complexity of the assignments or the ICS position submitted for certification. All hazard incidents such as floods should be considered when determining what a quality assignment is.
- Quality assignments are those that exercise the full range of responsibilities of the assigned trainee position.
- Every trainee assignment requires a completed ICS 225 (see Appendix B).

- Document on an ICS 225 the dynamic nature of the assignment in the narrative portion. Performance evaluations are the key to the peer review committee evaluations in this performance-based system.
- To receive the proper documentation and improve the quality of the trainee assignment, a trainee should 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 must include the legibly printed name of the evaluator.
- The CICCIS Task Force is responsible for updating any changes to the PTBs in order to meet the needs of the CICCIS qualification process.
- Once a PTB is initiated, a trainee will continue with that PTB until completion (if they are within timeframes) regardless if there are new requirements for that position.
- Breadth of experience and local incidents should be considered when evaluating PTB's.

Page 15:

Addition to the Required Experience Section:

Required Experience includes qualification in any prerequisite position and successful position performance through completion of the position task book or recognition through the historical recognition process. Any new historical recognition process can only be initiated by the CICCIS Task Force/ PACE V Committee.

Peer Review Committees are encourage to consider all experience. Local and All-Hazard incidents should be included in any review of experience. Required Experience cannot be challenged.

Page 16:

Changes to the Certification Section:

The quality of the assignment should be closely evaluated when making a determination for advancement to the next highest ICS position. The quality of experience shall relate to the number of assignments, the variety of incidents such as wildland or all-hazard, or the size and complexity of the incident or event in terms of personnel, equipment, and operations.

Page 17:

Changes to the Qualifications Section:

Participation by local government personnel on both CALFIRE Incident Management Teams (IMT's), Federal (IMT's) and local All-Hazard IMT's is at the discretion of the sponsoring department/agency. Local government personnel assigned to these teams must follow the standards as set forth by the *CICCS Qualification Guide*.

(CAL FIRE "types" their Incident Management Teams as Type 1, they do not have type 2 teams. Local government personnel assigned to CAL FIRE teams in Command and General Staff positions that have not completed the Type 2 PTB must first complete the Type 2 PTB and regional peer process. Once qualified as a PSC2 a Type 1 PTB can be initiated. Both Type 1 and Type 2 experience can be achieved while assigned to the ICT).

Page 18:

Changes to Transferring CICCS Qualifications from Operational Area/Region to another Operational Area/Region Section:

When an individual transfers to a Fire Department/Agency that is subject to CICCS they will need to provide a copy of their CICCS file or documentation from their previous operational/regional peer review committee. The supporting documentation will be reviewed by the receiving peer review committee who may require additional information or documentation, based on local requirements, prior to an individual being entered into ROSS in the new operational area.

Pages 18 & 19:

Changes to the Currency Section:

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 CICCS 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 (ICS 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 pre-approved by the appropriate Peer Review Committee to be considered as a qualifying event. 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 CICC positions.

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

Pages 21 & 22:

Changes to Complexity Indicators Section:

“Incident complexity” is a characterization used to describe the level of difficulty, severity, or overall resistance that incident management

personnel face while trying to manage an incident to a successful conclusion or to manage one type of incident compared to another type. Determining “incident complexity” is a subjective process based on examining a combination of indicators or factors. Common indicators may include the area (location) involved; threat to life, environment, and property; political sensitivity; organizational complexity; jurisdictional boundaries; values at risk, and; weather. Most indicators are common to all incidents, but some may be unique to a particular type of incident.

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 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. Refer to Appendix G for a complete listing of complexity indicators.

Page 22-24:

Changes to Complexity Indicators Section:

Moved Complexity Indicators Matrix to Appendix G.

Change Type 3 Indicators from FEMA’s to California’s.

Page 26:

Addition to the CICCIS Peer Review Committee Formation Section:

The OES CICCIS TF manager will be notified of changes to Peer Review Committee chairs.

Page 27:

Changes to the CICCIS Peer Review Committee Position Review Responsibilities Section:

There are four levels of CICCIS application review:

- The sponsoring department/agency (100/200)
- The Operational Area (300)
- The Region (400)
- The State (500/600)

The following lists are separated into the above outlined review committees. When a new position is identified, the CICC Task Force will determine which level of peer review will perform the CICC 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 adequately review the applicants. Further, OA's that do not have adequate resources to develop a peer review committee may partner with contiguous OA's to establish a complete committee.

Page 27 and 28:

The OES Operational Area will be responsible for the review and certification section:

Division Supervisor (DIVS) is moved from Regional Peer Review to Operational Area Peer Review.

Dozer Boss (DOZB) is replaced by Heavy Equipment Boss (HEQB)

Strike Team Leader Dozers (STDZ) is replaced by Strike Team Leader Heavy Equipment (STEQ)

Added are:

- All-Hazards Incident Commander Type 3 (ICT3)
- All-Hazard Public Information Officer Type 3 (PIO3)
- All-Hazards Safety Officer Type 3 (SOF3)
- All-Hazards Operations Section Chief Type 3 (OSC3)
- Finance/Administration Section Chief Type 3 (FSC3)
- Finance/Administration Unit Leader (FAUL)
- Logistics Section Chief Type 3 (LSC3)
- Planning Section Chief Type 3 (PSC3)
- Fire Effects Monitor (FEMO)
- Incident Dispatcher (INDI)

Page 28:

The OES Regional Area will be responsible for the review and certification section:

Division Supervisor is moved from Regional Peer Review to Operational Area Peer Review

Service Branch Director is removed

Support Branch Director is removed

Page 29:

Changes to the CICCS Application Submittal Process Section:

A revised CICCS Application with examples will be put in to the appendix

Page 30: Changes to the Appeals Process Section: Note: Currently the language here is in disagreement with the SFT Policy and Procedures Manual. The following change is to comply with current State Fire Training Policy and Procedures language.

APPEALS

When a CICCS application submitted for review is denied, an appeals process has been established. Appeals relative to denial of ICS certification for position certification at the 300, 400, and 500-600 levels may be made using the following procedures:

1. Appeals shall be in writing and directed to the State Fire Marshal no later than 30 days after notification of the initial review and denial.
2. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
3. The chair shall render his or her decision in writing within 30 days of receipt of the appeal.
4. The decision of the chair shall be final.

THE APPEALS COMMITTEE:

1. The State Fire Marshal shall appoint an Appeals Committee to review any appeal.
2. The State Fire Marshal shall also appoint the Appeals Committee chairperson.
3. Committee Membership.
 - a. At least one (1) representative from each OES Regional Review Committee.
 - b. One (1) representative of the OES Fire & Rescue Branch.

- c. At least one (1) representative who has been previously certified at the level being appealed.
 - d. One (1) ICS Training Specialist.
4. The committee chair shall render his or her decision, in writing, within 30 days of receipt of appeal.
 5. The decision of the committee chair is final.

Page 31: Incident Qualification System

The Incident Qualification System (IQS) is the CICCIS-recommended system for maintaining ICS training and qualification records (see Appendix J for an in-depth description of IQS). IQS tracks all personnel, training, assignments, and qualifications. Incidents which issued 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 the system, and improves the relationship between the qualification system and the ROSS dispatching system. Each sponsoring department/agency should designate a person to manage IQS to insure the accuracy and integrity of the system. Information about IQS can be found at www.vdatasys.com.

IQS and ROSS

IQS web 2.0 and higher has the capability to use web methods to communicate directly between IQS and ROSS for synchronizing resource information. IQS resources are registered and given a resource clearinghouse id using this method. This function, called IQSweb ROSS Management, is being used by all states with the exception of California. California is the last state to complete this transition because of the number and agency diversity of its IQS and ROSS users. There are two methods for getting resources into ROSS. They are:

1. ROSS Interface - Directly enter resource information into ROSS. Resources entered directly into ROSS will have a system of record (SOR) of ROSS.
2. IQSweb ROSS Management - Use IQSweb to communicate directly with ROSS to update resources. The SOR in ROSS for resources updated using IQSweb ROSS Management is IQS and those resources have a clearinghouse ID.

Additional information can be obtained at:

<http://www.vdatasys.com/index.htm>

Pages 31 & 32:

Additions to the Qualification Cards Section:

Agencies are not required to have their own qualification cards on an incident outside your agency but are responsible for providing proof of qualification. A qualification card is highly recommended. 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 E and on the FIRESCOPE website:

<http://firescope.org/specialist-groups/ciccs/ciccs.htm>).

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.