

San Diego Operational Area

CICCS Position Qualification and Experience Procedure

Information and FAQs

San Diego Operational Area CICCS Committee

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Committee Chair: **Deputy Chief Greg McAlpine, Heartland Fire**

CICCS Committee Meetings:

The San Diego Operational Area CICCS Committee meets quarterly in the months of March, June, September and December. The meeting days are the third Thursday of the month. Applications should be submitted to the Committee Chair, however, they can be delivered via any committee member. Committee members are available to preview applications to ensure that they are complete prior to full committee review. (Note: if your department has an established procedure for submission, be sure to follow it)

Applications must include the CICCS application form, a letter from the Department Chief, a copy of the appropriate completed PTB, and any supporting documentation. The entire application should be scanned and send to the CICCS Committee Chair. Applications will be accepted up to the day of the scheduled CICCS committee meeting.

For comprehensive CICCS application instructions, refer to **San Diego Operational Area CICCS Application Instructions** located at sdoparea.org.

The following information is intended as a resource for Department personnel interested in earning and maintaining a position within the California Incident Command System (CICCS). If you have a question not addressed in this document, contact your Department Training Chief, Zone ERD Coordinator or a CICCS Committee member. This document will be frequently updated.

Q: I am qualified (non-trainee) and current in a CICCS position. How do I submit my position experience to reset my currency period for all appropriate qualifications? (Trainees follow a different procedure, see below.)

A: Following demobilization of any position experience, qualified personnel are advised to obtain a completed [ICS 225 form](#) from their immediate supervisor for that incident. ROSS is updated differently in each Zone.

- North Zone: Upon return, fill out this form ([IQS Position Experience Form](#)) and forward it, as well as a copy of the ICS 225 form, to your Training Division. The Training Officer will review it, sign it, and forward it to North Comm where your currency period will be reset for all appropriate qualifications.

Q: I'm not qualified but am interested, how can I view the different CICCS positions and course/training requirements?

A: All positions and requirements are listed in the *2014 CICCS Qualification Guide*, which is provided here: <http://firescope.org/specialist-groups/ciccs/ciccs.htm>. Refer to your Zones's specific procedure.

- North Zone agencies can find more information here: [EOM 403.03 California Incident Command Certification System Qualification Guide \(CICCS\)](#)

Q: Where do I find available courses?

A: The Office of the State Fire Marshal lists many courses that are available. (Must locate the desired course on the drop down menu.)

<http://osfm.fire.ca.gov/training/trainingclassselection.php>

Your training officer should be able to help find other ICS classes in the county, region and state.

Q: Once I complete a course(s) and meet all other position requirements, how do I initiate a task book?

A: Task books are initiated by the fire chief or their designee. In most cases this is either the Training Officer and/or a shift BC. Please contact your Training Division for the procedure. The fire chief (or designee) will verify all requirements are met for the desired position, *and must sign the task book before it is officially initiated*. Task books can be found here: <http://www.nwccg.gov/?q=publications/position-taskbooks>

Q: When can I be deployed as a Trainee?

Once the task book is initiated, your Training Division ensure that you are entered into your Zone's ERD) and Resource Ordering and Status System (ROSS) for availability for Area, Regional, State, and National needs as requested.

Q: As a trainee how long do I have to complete my task book?

A: Five (5) years for most positions, three (3) for aviation and select advance dispatch positions. The timer starts upon the completion of the first task. NOTE: Task Books must be initiated and started within 5 years of the position class.

Q: As a trainee how do I document my position experience?

A: Following demobilization of any position experience trainees are required to obtain a completed [ICS 225 form](#) from their immediate supervisor for that incident. (In addition, trainees must check in with the assigned Training Specialist (TNSP) at an incident when a TNSP is assigned.) In addition, a performance review page of the Task Book must be completed for each assignment. The number on this evaluation must correspond to the numbered items signed off in the Task Book. *Since trainees cannot reset their five (5) year task book time limit (or 3 for aviation/select advanced dispatch positions), those ICS 225 forms will become part of the task book and will be turned in only upon completion of the task book.*

Q: Once I complete my trainee task book how do I submit it to become qualified?

A: Once the task book has been completed within the allowable time frame, a Peer Review Application must be filled out, along with all related documents as indicated on that application. For the required chief/administrator sponsor letter contact your Training

Officer or fire chief's designee. The Training Division will submit it to the committee for review during their next scheduled meeting.

Q: How long on average does it take for the Peer Review Committee to make their decision, and how am I upgraded from trainee to qualified?

A: The San Diego Area CICCIS Committee meets quarterly and applications must be submitted prior to the meeting dates. Following committee meetings, results are usually sent within one week. Following approval, a CICCIS certificate is issued for the qualified position. The Fire Chief must give approval for all entries into the ERD that will then be entered into ROSS. With the Fire Chief's approval, the Training Officer will forward the completed form for entry into ERD/ROSS.

Q: I am a Fire Captain and need to obtain my Engine Boss certification. Do I have to complete a task book and go through Peer Review?

A: Yes and no. Engine Boss Trainees must complete the Task Book process to become certified, however the review and approval is done internally by the Fire Chief or their designee, and is not subject to committee review. For any other questions feel free to contact your respective Training Division.

Q: Where can I get additional information about CICCIS so that I can better understand the process?

A: The California Incident Command Certification System Qualification Guide 2014 is the controlling document for CICCIS. The document is easy to understand and should be your first resource for answering CICCIS questions. For any other questions feel free to contact your respective Training Division.