San Diego Operational Area CICCS Application Instructions

Review the CICCS application packet. A separate application must be completed for each ICS position.

Where to send the application:

The application packet should be scanned and emailed the current CICCS Committee chair no later than close of business on the Monday prior to the scheduled quarterly meeting. Late arriving packets which are incomplete may not be reviewed. The San Diego Operational Area CICCS Committee normally meets in March, June, September and December. Ensure that the scanned document is legible and is scanned at a reasonable file size. (Under 20 mb) If the file is too large to send as an email attachment, contact the CICCS committee chair for an alternate method of sending the file.

— Committee Chair: Battalion Chief John Fisher;
sdciccs@gmail.com

Your application consists of several parts and should be included in the order listed below:

Position Checklist:
— Checklists for positions are located on the SD Op Area website at: https://sdoparea.org/position-checklists/. Please submit your supporting information in the order listed on the checklist.

CICCS Application Form:
— **First Page-Applicant Information:** Be sure to fill this section out completely. The "verifying official" for your department must sign and date this page. The verifying official will be the Fire Chief or the Chief's designee, such as the Deputy Chief or Training Chief.

— **Experience:** List your incident experience that is relevant to the position for which you are applying. Do not list experience that is older than five years unless your taskbook expiration has been extended by the committee. "Operational periods" should list the number of work shifts on the incident.

— **Training:** List all completed training classes that are required and/or recommended for the applied position as listed in 310-1. For each listed NWCG course, there *may* be a NFA, CFSTES, FSTEP, or CDF

equivalency course. If you are submitting an equivalent course, make a note of the class and what it is equivalent to. See the CICCS Guidelines Appendix A for a list of equivalencies.

Chief's Letter:
— Include an original letter on Department letterhead and signed by the Fire Chief, or his/her designee. The letter must:

- Describe the applicant's fire service background as it relates to the position's occupational requirements.

- Include assurance that the applicant meets the position's physical fitness requirements (specify Light, Moderate, Arduous).

- Include the Chief's specific recommendation that the applicant be granted CICCS certification because his/she believes that the applicant has the level of education and experience necessary to safely and effectively fulfill the position.

- If your Department does not issue certificates for RT-130, the Chief's letter must mention that RT-130 was completed for the current year.

Position Task Book:
— All sections of your position task book must be completed.

— **Task book cover page:** Your name, duty location, and contact information is listed. The person who initiated (issued) the task book is listed. In most cases this will be the department's training officer. List the location and date the task book was initiated.

— **Verification/Certification page:** The person who serves as your final evaluator and verifies that you are qualified perform at any incident enters his/her name, date, and signature. In most cases this will be trainer/mentor on you latest trainee assignment. The verifying official from your agency enters his/her name, date, and signature. The verifying official will be the Fire Chief or the Chief's designee, such as the Deputy Chief or Training Chief.

— **Evaluation Records:** The evaluation sheets and an ICS 225 must be completed by the trainer for each trainee assignment. Attach **copies** of any supporting documentation such as F-42, ICS 214, and ICS 204.

Subordinate Positions: You must be fully qualified by the CICCS committee in subordinate positions prior to opening a taskbook for a higher position. If the position you are applying for requires CICCS certification for *subordinate* position(s), attach a **copy** of the appropriate CICCS certificate(s).

Training Course Certificates: Attach **copies** of class certificates for all required classes you have listed.

Revised 9-21