



SAN DIEGO OPERATIONAL AREA

DIRECTIVE # 6 CICCS Priority Trainee List

Purpose: To ensure that Metro, North and Central Zone agencies have a sufficient pool of CICCS qualified personnel to manage major incidents. The intent of this policy is to enable individuals to complete task books and become CICCS qualified in overhead positions in an efficient manner.

**East Zone will continue to follow established procedures via MVU, but this directive does not preclude east zone agencies from participating should a request be made.*

Guidance: All San Diego County Fire Agencies will maintain a priority trainee list of individuals needing assignments to obtain CICCS qualification. The Op Area coordinator or home dispatch center will fill trainee overhead requests from the combined priority trainee list prior to going to the zone rotation.

Definition: *Priority Trainee* – An individual who meets all the CICCS requirements to be an overhead trainee in a given position and who is identified by their zone as needing quality assignments to complete a task book in a needed position.

Procedures:

The Op Area and Zone Coordinators determined an equitable ratio of 3-3-1 for priority trainees from Metro, North and Central Zones, respectively, on a 21-member list. The ratio is derived from the average daily staffing by zone and allows for (9) Metro, (9) North and (3) Central Zone priority trainees. The number and ratio of trainees will be reviewed on an annual basis by the Op Area and Zone Coordinators with input from the CICCS Committee.

Each zone will supply the Op Area Coordinator with a list of names and positions to be included on the priority trainee list. The Op Area Coordinator shall compile a master priority trainee list and supply it to the Operational Area Communications Center.

Priority trainees shall come from the list of positions required by OES or FEMA/EMAC for an AHIMT3 or be pre-requisite positions for AHIMT3 positions. These are the core positions necessary for the Op Area to maintain readiness. The list of AHIMT3 positions is in OES Operations Bulletin 43, available at:

https://www.caloes.ca.gov/FireRescueSite/Documents/Operations_Bulletin_Cal_OES_43.pdf

The Operational Area Communications Center (OACC) will actively seek out trainee opportunities for those on the priority trainee list. Name requests will be allowed for those on the priority trainee list to expedite qualification. Agencies within the zone will attempt to utilize priority trainees wherever possible on incidents or planned events.

The OACC will go to the priority trainee list first to fill any trainee overhead order. If there are multiple trainees in the same position, the zone rotation shall be followed. If there are no priority trainees who can fill the order, the normal zone rotation shall be followed.

When a priority trainee becomes qualified, the respective zone will replace that individual on the priority trainee list.

Zones shall monitor personnel on the priority trainee list to ensure that the intent of this policy is being met. Those not progressing towards qualification shall be removed from the list.