



California Incident Command Certification System



Riverside Operational Area Committee

These procedures apply to individuals working for agencies within the Riverside Operational Area who wish to apply for ICS "300" level positions. A list of these positions is contained in Appendix A.

Nothing in these procedures is intended to change or contradict the statewide system, this document merely places in one document specific information about applying in Riverside County.

It is the intent of the Riverside Operational Area CICC Committee to reduce the amount of paperwork generated by this process. Therefore, we have established several goals:

1. The applicant / home agency is responsible to maintain accurate records of training certificates, completed taskbooks, and incident documentation for individuals.
2. The committee will transfer paper applications to electronic format after each meeting. Paper applications will be returned to the applicant/home agencies after each meeting.
3. An electronic copy of each meeting's applications will be created and stored by the committee, as part of the meeting minutes record.

QUALIFICATIONS

All applicants **MUST** meet current qualifications using the CICC adopted 2006 version of Wildfire Coordinating Group Wildland Qualifications Guide 310-1 or California Incident Command Certification System equivalencies.

Verifying official **MUST** verify qualifications are true and correct.
Use the attached Form # 1, Application Form.

Verifying official **MUST** verify experience for the position for which the applicant is applying. (Within the last 5 years, 3 years for aviation and dispatch positions).
Use the attached Form # 1, Application Form.

All applicants **MUST** record pertinent training courses for the applied for position.
Use the attached Form # 3, Training Courses.



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HOW TO APPLY

SEPARATE APPLICATIONS MUST BE SUBMITTED FOR EACH POSITION FOR WHICH AN APPLICANT DESIRES TO APPLY.

Application consists of:

1. Completed Application Form (Form # 1) with all appropriate signatures.
2. Completed Selection Criteria (Form # 2).
3. Completed Training Courses (Form # 3) with attached copies of course completion certificates.
4. Completed Position Task Book or documentation of historical experience that demonstrates the knowledge, skills and abilities for the applied for position.
5. An original letter on Department letterhead and signed by the Fire Chief, describing the applicant's specific background as it relates to the occupational experience requirement, **must** be included. ***The letter shall also include a statement from the fire chief that the individual meets the physical fitness requirements for the position being applied for, and a statement that the individual has kept current with RT-130 annual Fireline Safety Refresher Training.***

Applicants seeking 100/200 level certification should submit applications to their Fire Chief.

Applicants seeking 300 level certification should submit applications to their OES Operational Area Coordinator.

Applicants seeking 400 level certification should submit applications to their OES Regional Coordinator.

Applicants seeking 500/600 level certifications should submit applications to the PACE V Committee.



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Riverside Operational Area Application Submittal Procedures:

1. Submit the application packet to:

Riverside CICCIS Committee

c/o Murrieta Fire Department

Attn: Paul Christman

41825 Juniper Street

Murrieta, CA 92562

Applications may be also hand carried by a CICCIS committee member to a CICCIS application review meeting.

2. The Riverside Operational Area CICCIS Committee will review the application. When an application is approved, a FIRESCOPE/State Fire Training certificate will be awarded and forwarded to the individual's Department Fire Chief. If an application is not approved, a letter will be sent to the individual's Department Fire Chief, outlining the reason(s). The committee will forward the certification information to the RRU/XRI ERD manager for inclusion in the ERD and ROSS after the meeting is concluded.
3. Local Government agencies wishing to add personnel to the Emergency Command Center resource directory shall forward a letter from the Fire Chief with the name(s) of the person(s) and a copy of the certificate issued by the Operational Area CICCIS committee for ICS 300 level positions, or the Region CICCIS Committee for ICS 400 level positions to the RRU/XRI Emergency Resource Directory Manager. Since ICS 100-200 level positions are certified by the local agency, a certificate will not be issued, and is not necessary to include with the letter.



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Refer questions to:

1. Your Department Training Officer
2. Riverside Operational Area CICCIS Committee Chair

Chris Cox

Corona Fire Department

400 South Vicentia Street

Corona, CA 92882

(951) 736-2225

chriscox@ci.corona.ca.us

3. OES Fire and Rescue Branch, Region 6 Assistant Chief

Brian Woodbeck

2524 Mulberry Street

Riverside, CA 92501

(951) 320-2106

Brian.Woodbeck@oes.ca.gov



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APPLICATION FORM -- Form # 1

POSITION FOR WHICH YOU ARE APPLYING _____

Note: Separate applications must be submitted for each position applied for

NAME _____

AGENCY _____

UNIT _____

ADDRESS _____

PHONE NUMBER _____

E-MAIL ADDRESS (IF APPLICABLE) _____

WORKING TITLE _____

APPLICANT'S SIGNATURE

DATE

=====

I verify that the applicant meets all the certification and qualification requirements, as stated in the CICCIS adopted 2000 version of NWCG 310 -1, for the applied for position.

VERIFYING OFFICIAL AND TITLE

DATE

(EXAMPLE: FIRE CHIEF, UNIT CHIEF, ETC.)



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SELECTION CRITERIA -- FORM #2

RECORD OF EXPERIENCE FOR THE POSITION (LAST 5 YEARS)

(TYPE I/II)

(INCIDENT NAME) (LOCATION) (YEAR) (POSITION) (ASSIGNM'T) (# OF DAYS)



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SELECTION CRITERIA -- FORM # 2

RECORD OF EXPERIENCE FOR THE POSITION (LAST 5 YEARS)

(TYPE I/II)

(INCIDENT NAME) (LOCATION) (YEAR) (POSITION) (ASSIGNM'T) (# OF DAYS)

Journey Fire	SRF, CA	2000	DIVS	Type II	4
Maudlow Fire	CES, MT	2000	DIVS	Type II	7
Judith Complex	LCF, MT	2000	DIVS	Type II	7
Robinson Fire	PNF, CA	2000	DIVS	Type II	4
Pendola Fire	RNF, CA	1999	STL Engine	Type I	3
Jones Fire	SHU, CA	1999	STL Engine	Type I	1



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TRAINING COURSES -- FORM # 3

RECORD OF TRAINING COURSES FOR THE POSITION

(TRAINING COURSE)

(LOCATION)

(DATES)



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TRAINING COURSES -- FORM # 3

RECORD OF TRAINING COURSES FOR THE POSITION

(TRAINING COURSE)	(LOCATION)	(DATES)
I-401 Safety Officer	Ben Clark, Riverside	01/11-15/99
I-400 Advanced ICS	CDF/CZU	12/11-14/98
S-390 Intro to Fire Calcs	CA Interagency Wildland Trng Program (CAIWTP)	06/12-14/98
S-339 Division/Group Supervisor	ODTC-BAKERSFIELD	03/5-6/1997
S-234 Ignition Ops	CAIWTP, Sebastapol, CA	06/26-30/96
S-336 Fire Suppression Tactics	CAIWTP, Sebastapol, CA	05/01-05/96
S-290 Intermediate Fire Behavior	CAIWTP, Sebastapol, CA	04/17-21/96
I-300 Intermediate ICS	South Bay Regional Training/FSTEP	12/09-12/95
S-205 Fire Ops in Interface	CDF/BEU	completed 05/12/94
S-300 Extended Attack IC	CSFM Class equivalent	completed 01/10/92
S-301 Leadership & Org.	CSFM Class equivalent	completed 02/12/84
S-201 Supervisor concepts	CSFM Class equivalent	completed 02/12/84
S-334 Strike Team Leader	CDF/CZU	completed 08/10/84
S-200 Initial Attack IC	CSFM Class equivalent	completed 02/17/83



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Appendix A

ICS "300" Level Positions

Certified by the Operational Area Committee

<i>Position</i>	<i>4-Letter Mnemonic</i>
Incident Commander-Type 3	ICT3
Division/Group Supervisor	DIVS
Air Support Group Supervisor	ASGS
Strike Team Leader-Engine	STEN
Strike Team Leader-Dozer	STDZ
Strike Team leader-Crew	STCR
Demobilization Unit Leader	DMOB
Documentation Unit Leader	DOCL
Resources Unit Leader	RESL
Situation Unit Leader	SITL
Communications Unit Leader	COML
Facilities Unit Leader	FACL
Food Unit Leader	FDUL



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Ground Support Unit Leader	GSUL
Medical Unit Leader	MEDL
Supply Unit Leader	SPUL
Compensation/Claims Unit Leader	COMP
Cost Unit Leader	COST
Procurement Unit Leader	PROC
Time Unit Leader	TIME