



Solano County Fire Chiefs Association GUIDELINES

Guideline Name:	CICCS
Number:	08
Revision / Reviewed Date:	March 02, 2018

I. Purpose

The Office of State Fire Marshal (OSFM), California Emergency Management Agency (CALEMA), and Firescope have developed a California recognized standard certification system for wildland firefighting and Incident Command System (ICS) positions known as The California Incident Command Certification System (CICCS).

The Solano County Operational Coordinator has established a county level Peer Review Committee to review positions as required by the CICCS.

The Solano County Operational Area will follow the most current version of the CICCS Qualification Guide.

II. Criteria:

- All applicants **MUST** meet the most current version of the CICCS Qualification Guide.
- Verifying Official **MUST** verify requirements are true and correct, utilizing the CICCS Application Form.
- Verifying Official **MUST** verify experience for the position for which the applicant is applying for utilizing the CICCS Application-Experience page.
- All applicants **MUST** record pertinent training courses for the applied for position, utilizing the CICCS Application-Training page.
- Applicants **MUST** submit the appropriate certification, letter, and or a Position Task Book for the final review process.

III. Submission Process:

A. Requirements

1. Complete the most current version CICCS application packet, available on line at <http://www.firescope.org/specialist-groups/ciccs/ciccs.php>
2. Submission Packets shall include the following:
 - A completed CICCS Application
 - Completed Task Book in its entirety with page number two signed by the Fire Chief
 - A copy of all Performance Evaluations (ICS form 225) for the position being applied for is desired



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- An original letter on agency letterhead signed by the Fire Chief with the following information:
 - Applicant's name and agency rank
 - The position the applicant is applying for and verification that the individual meets the certification requirements as set forth in the most current CICCS Qualifications Position Guide
 - A statement identifying whether the applicant is approved for trainee position or has completed the qualifications from the Task Book for the position requested and is now qualified for the position
 - A statement indicating the applicant meets the arduous physical requirement set forth in the CICCS Qualification Guide
 - Copies of Course Completion Certificates for required training as set forth in the most current CICCS Qualifications Position Guide. **NOTE:** Applicants are encouraged to only submit the certificates required for the position applying for
 - 3. The agency's designated official, shall review the application packet to verify that it is complete prior to submitting to the Peer Review Committee
 - 4. The agency's designated official shall email a PDF copy of the application packet to the CICCS Peer Review Committee Chairperson to expedite the process
 - 5. Applicants shall submit a separate application packet for each position for which they desire to be approved
- A. Peer Review Process
1. The Peer Review Committee will meet on a regular or as needed bases to review the submitted applications.
 2. The Peer Review Committee will make recommendations as to whether the individual should be approved or denied based on the completeness of the CICCS application, documented experience, and course certification.
 3. A letter will be sent to the individual and the Fire Chief advising them whether they were approved or denied and give a short description of reasoning if an individual is denied.
 4. Applications submitted to the Peer Review Committee that do not meet the requirements or are not complete will be denied and a letter will be sent to the individual stating the reason



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5. If a meeting is not scheduled in the immediate future, the Chairperson will review packets submitted for completeness and email in PDF format to the committee for consensus on approval or denial.
 6. The Chairperson will keep all submitted applications and documentation as well as generate the Solano County Operational Area Personnel Qualifications List.
 7. The qualified person will be added to the call out list and updated or added to ROSS.
- B. Additional Requirements from the Solano County Fire Chiefs
1. All overhead positions must attend an annual orientation prior to deployment. These orientations are to be scheduled in alignment with typical wildland season declarations. A *Solano County orientation is required for all first time overhead positions prior to being entered into ROSS*. All previously qualified personnel may attend an orientation in another county in order to fulfill the annual requirement.
 2. Applicants applying for the position of Strike Team Leader must hold a minimum rank of Captain within the organization that is approving the individual. It is desirable that the position of Strike Team Leader be held by a Chief Officer.
 3. The Peer Review committee will review the following positions as established by the Fire Chief's.
 - Fireline EMT
 - Fireline Paramedic
 4. Additional courses above and beyond the recommended certification for Line EMT/Paramedic outlined in the CICCS Position Guide include:
 - S-231 Engine Boss
 5. Individual's must have been on a minimum of 2 strike team assignments prior to becoming qualified and must show proof with appropriate documentation. Acceptable documentation may include an ICS-214 or F-42 document.



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C. Appeals Process

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

D. Acceptance of CICCS Positions from other Operational Areas submitted for Peer Review

1. Copies of the Approval letters from the former Operational Area CICCS Committee for each position to be considered including any documentation or Red Cards shall be submitted for review
2. An original letter on Department letterhead and signed by the Fire Chief from the Solano County agency sponsoring the individual with the following information shall be submitted:
 - Identify the applicant's name and agency rank
 - Describe the position(s) the applicant is applying for
 - Verify that the individual meets the certification / qualification requirements set forth in the most current CICCS Qualification Guide
 - That the applicant meets the arduous physical requirement set forth in the most current CICCS Qualification Guide
 - Demonstrate that the individual meets currency for the position(s) requested through documentation, I.A.P. or ICS 225 Performance Evaluations.

E. Approval

1. Once the individual has been approved for the position(s) requested, they will receive an approval letter and their name will be placed on the Solano County Operational Area Personnel Qualifications List. A letter will also be sent to the Fire Chief of the applicants department for notification.