



CICCS Operational Area Peer Review Process

Purpose

Establish guidelines for the application process to receive an incident qualification card (red card) for a California Incident Command Certification System (CICCS) position in the Stanislaus County Operational Area (XST).

Objectives, Process, and Design Responsibilities

The objective of CICCS is to create a qualification system that meets the needs of the California Fire Service. A single statewide system ensures a minimum standard for all personnel that are deployed to incidents outside of their home departments/agencies' area of responsibility or jurisdiction. The process uses the established organization and authorities of the State Fire Training (SFT) and Cal EMA. Cal EMA utilizes their affiliation with local departments/agencies to establish local and regional peer review committees (PRC). These committees are made up of a cross-section of the departments/agencies located within the jurisdictional boundaries of a PRC. The PRCs act as the certifying component of the CICCS process. A PRC issues an SFT certificate once the committee has determined that an individual is certified.

Explanation of CICCS Peer Review Committees

1. Department / Agency PRC (previously 100 / 200 level)
2. XST PRC (previously 300 level)
3. Cal EMA Region IV PRC (previously 400 level)
4. CICCS Pace V Task Force Committee (previously 500 / 600 level)

Operational Area Peer Review Application (PRC) Guideline

To apply for a position at the operational area level the candidate must refer to the CICCS 2018 Qualification Guide Position Guide. The Position Guide outlines the specific requirements for the position the applicant is applying.

Once all "Required Training" and "Required Experience" is met the candidate may submit an application to the XST PRC chairperson for review. The following is a list of documents that must be included in the application:

CICCS Operational Area Peer Review Process

Page 2

1. Letter from the Fire Chief
 - a. A letter from the chief/administrator on the sponsoring department/agency letterhead indicating that the applicant has met training requirements and they approve both the individual and position being applied for.
2. CICCS “Application Form”
 - a. The application needs to be signed by the applicant as well as the sponsoring department and agency chief /administrator verifying that all of the information in the application is accurate and verified.
3. CICCS “Experience Form”
 - a. A list of the incidents (emergency incidents or training) that the applicant has gained experience from. This list should be in chronological order with the oldest incident listed at the top of the page.
4. CICCS “Training Form”
 - a. A list of the completed classes list. This list should be in order by class number with the lowest class number at the top of the page.
5. Certification for “Required Training”
 - a. Copies of all course completion certificates will need to be provided for all of the courses listed as “Required Training” in the Positions Guide.
6. Certification for “Required Experience”
 - a. The “XST / Agency Certification and Qualification Tasksheet” will provide documentation that the candidate has completed “Required Experience” training at the agency level
 - i. With the use of “tasksheet” the applicant will not be required to submit certificates covered by that document.
 - b. The applicant may submit the certificate of completion for recognition of the position in “Required Training”
 - i. By submitting the certificate of completion for the position in “Required Experience” the applicant does not need to submit any of the certificates required to achieve that position certificate.
 - ii. The Operational Area Coordinator will produce the certificates for the candidates holding positions at the Operational Area level
7. S-290 Certificate
 - a. A copy of the S-290 certificate will be required in the application. The certificate must be issued by either California State Fire Training (SFT) or National Wildfire Coordinating Group (NWCG).
8. Position Task Book
 - a. Copy of a PTB will need to be provided for any position listed as “Required Experience” in the Positions Guide.

CICCS Operational Area Peer Review Process

Page 3

9. Additional Documentation
 - a. Any other documents can be included in the CICCS application that supports documentation of knowledge and experience. This includes IAP components, 214s, letters, pay documents, etc.

Operational Area Peer Review Process

Once an application has been completed by the applicant it will then be submitted to the XST PRC chairperson. Listed below is the process of review by the PRC:

1. Once the CICCS application is received the XST PRC chairperson will review the packet and note any discrepancies. If the application is complete with all required documentation and signatures the XST PRC chairperson will send out the application for review by the PRC.
2. The committee will have 21 calendar days to respond back to the XST PRC chairperson with his or her comments about the CICCS application.
 - a. If the application is approved, the applicant will be notified that their fire chief, or designee, may initiate a position task book for the position applied.
 - b. If the application is approved with contingencies, the XST PRC chairperson will work with the applicant to complete the application at which point the position task book will be issued.
 - c. If the application is denied, the XST PRC chairperson will make contact with the applicant and provide explanation as to why the application was denied.
3. When a position task book is initiated by the fire chief, or designee, the trainee has 5 years to perform in that specific position and receive the first sign off of a task.
4. Once the trainee receives the first sign off of a task in the position task book the trainee has 5 years to complete entire that position task book.
5. When the position task book is complete the trainee will submit a copy of the completed position task book to the XST PRC chairperson. The XST PRC chairperson will then submit the completed position task book to the PRC for review.
 - a. If the position task book and supporting documentation is approved, the trainee will be signed off in that specific position and a certificate of completion for that position will be distributed.

CICCS Operational Area Peer Review Process

Page 4

- b. If the position task book is not complete or there are discrepancies, the XST PRC chairperson will make contact with the trainee to make the corrections needed.

Positions above the Stanislaus County Peer Review Committee

An applicant applying for a position at the Cal EMA Region (400) or CICCS Task Force (500 / 600) level must submit his or her application for review by the XST PRC. This will allow for notification to the PRC that a position is being applied for and will allow the committee to assist the applicant to ensure that the application is complete.

Summary

The CICCS process can be a challenge to understand in its entirety. The purpose of this document is to provide clarity to the applicant as well as the PRC. As CICCS continues to evolve and expand the PRC will be committed to staying current with the changes. The PRC will also continue to provide communication about CICCS to bring clarity to all involved fire agencies. If there is ever a question about CICCS please contact the XST Area Coordinator or PRC chairperson.