XST CICCS Peer Review Committee

Organizational Chart

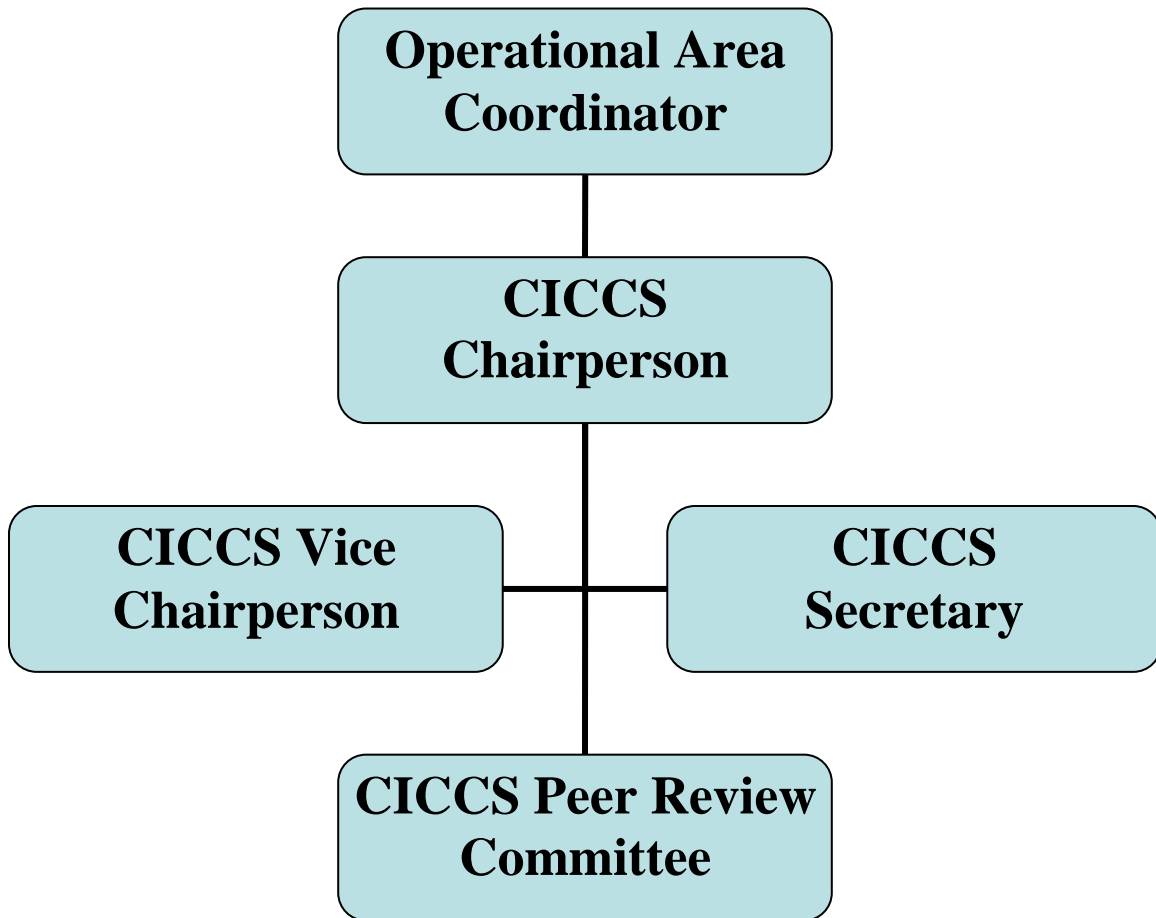Operational Area Coordinator

CICCS Chairperson

CICCS Vice Chairperson

CICCS Secretary

CICCS Peer Review Committee

Roles and Responsibilities

Operational Area Coordinator: It is the role of the Operational Area (XST) Coordinator to maintain supervision over the CICCS Peer Review Committee (PRC) through the chairperson. These responsibilities include:

➢ Notify all qualifying CICCS applicants that a position task book may be initiated by their fire chief or designee
➢ Maintaining records of all CICCS Operational Area members
➢ Maintain accuracy of CICCS Operational Area members in Incident Qualification System (IQS) and Resource Ordering Status System (ROSS)
➢ Issue Incident Qualification Cards (Red Cards) to all qualified CICCS members

Chairperson: It is the role of the chairperson to oversee the XST PRC and work with the Operational Area Coordinator to assure all aspects of CICCS are being performed. These responsibilities include:

➢ Oversee XST PRC
➢ Facilitate all XST PRC meetings and conference calls
➢ Assist new CICCS applicants in obtaining certification
➢ Review all CICCS applications, prior to distribution to the PRC, for completion
➢ Review all taskbooks, prior to distribution to the PRC, for completion
➢ Assist the XST Coordinator to assure all qualifying members are documented in IQS and ROSS

Vice Chairperson: It is the role of the vice chairperson to assist the chairperson with the responsibilities of overseeing the XST PRC and work with the XST Coordinator to assure all aspects of CICCS are being performed. These responsibilities include:

➢ Maintain cohesion with the chairperson to assume responsibility of the PRC when the chairperson is absent
➢ Assist the chairperson with any responsibilities they may need assistance
➢ Facilitate all XST PRC meetings and conference calls when the chairperson is being reviewed for a CICCS position

Secretary: It is the role of the secretary to maintain all administrative aspects of the XST PRC. These responsibilities include:

➢ Distribute all CICCS applications to PRC members
➢ Assist in issuing certificates to all qualifying CICCS members
➢ Provide documentation of an approval for a CICCS position to the XST Coordinator
➢ Maintain and update all documentation applicable to the XST PRC
➢ Maintain current documentation on the Stanislaus County Fire Warden website
➢ Assist the chairperson with any responsibilities they may need assistance

CICCS Committee Members: It is the role of the PRC members to review all CICCS applications and taskbooks pertaining to the XST PRC. These responsibilities include:

➢ Giving input and suggestions on all applications and taskbooks
➢ Be present at all XST PRC meetings and conference calls