

Los Angeles Fire Department

DEPARTMENTAL

BULLETIN

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TO: All Uniform Members

FROM: Leonard C. Thompson, Chief Deputy, Emergency Operations
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SUBJECT: **CALIFORNIA INCIDENT COMMAND CERTIFICATION SYSTEM (CICCS)
PROCESS AND OVERHEAD DEPLOYMENT SELECTION
STANDARD OPERATING GUIDELINES**

SUMMARY

Section I of this document contains information on the California Incident Command Certification System (CICCS) certification and qualification process for Los Angeles Fire Department (LAFD) members interested in obtaining both trainee and full qualification status in a CICCS overhead position. This document will provide members with a working knowledge of the CICCS structure and the necessary steps to obtain certification, qualification, and other member responsibilities.

Section II of this document will serve as a guide for all LAFD members holding CICCS qualifications for specific overhead positions and those assigned to Incident Management and Federal Emergency Management Agency (FEMA) Incident Support Teams. The information provided outlines the process of selecting members for requests along with the member's responsibilities regarding deployments outside the City.

SECTION I

THE CERTIFICATION PROCESS FOR CICCS

Since 2002, the Los Angeles Fire Department has been working through the efforts of our members and the Area "A" Peer Review Board to obtain various position certifications through CICCS. In order to be considered for deployment in any given overhead position, members must obtain the required education and experience. Those requirements are outlined in the **CICCS 2010 Position Guide and CICCS 2010 Qualification Guide**. Refer to the following CICCS information links:

<http://www.firescope.org/specialist-groups/ciccs/ciccs.htm>

<http://www.calema.ca.gov/>

<http://osfm.fire.ca.gov/>

<http://lafdtraining.org>

CICCS uses a performance process that requires completion of specific training along with demonstrated position performance. The Position Task Book (PTB) documents a member's performance regarding specific tasks on wildland fires, pre-planned events, all-risk incidents, miscellaneous job activities, simulated exercises, and classroom activities. The criterion for qualification is individual performance as observed by a certified evaluator and as approved and documented by the CICCS peer review committee.

Position Task Book (PTB)

The PTB has a number of tasks for each discipline and position. The content of the PTB has been established by subject matter experts from the National Wildfire Coordinating Group (NWCG), modified and adopted for the use by the California Fire Service. The PTB documents a trainee's performance and ability to perform each task. **Each task pertains to tactical decision-making and safety considerations requiring position-level performance on a wildland fire.**

Successful completion of all required tasks of a position, as determined by the evaluator(s), will be the basis for recommending certification. **Certification and documentation of the completed PTB is the responsibility of the member. Members will be required to provide proof of qualifications on any deployment outside the City.** Certain restrictions apply to both the Incident Qualification Cards and PTB's including specific timeframes. It is the member's responsibility to be familiar with current CICCS rules and policies.

MENTORSHIP

In order to facilitate the process and assist members to successfully attain certification, LAFD has identified a mentor (subject matter expert) in each of the CICCS disciplines. Mentors for each discipline, Command and General Staff, Operations, Air Operations, Planning, Logistics and Finance/Administration, may be accessed by Critical Incident Application (CIA). The CIA information will also provide guidance on the certification process and deployment updates.

PEER REVIEW

The CICCS 2010 Qualification Guide delineates the following:

- Establish minimum requirements for training, experience, physical fitness levels, and current standards for wildland fire positions (The CICCS Peer Review Committee may require additional certifications or wildland classes to increase members training and experience in the wildland.)
- Allow cooperating agencies to jointly participate and agree upon the specific training, experience, physical fitness levels and current standards to meet fire management needs for wildland fires.
- The NWCG recognizes the ability of cooperating agencies at the local level to jointly define and accept each other's qualifications for initial attack, extended attack, and large fire operations.

DOCUMENTATION FOR TRAINEE ASSIGNMENT

Following the selection of a specific position and the completion of prerequisites needed to obtain a certificate, the member is required to:

- Provide a copy of certificate(s) for the position (refer to **CICCS 2010 Position Guide**) to the In-Service Training Section (ISTS), attention CICCS Coordinator.
- Transmit an F-225 through channels with certifications attached to the Special Operations Division Commander, Emergency Services Bureau (ESB), requesting approval for inclusion into the Resource Ordering and Status System (ROSS) database. Include a statement that you have reviewed and will adhere to the policies and guidelines of this training bulletin.

Following Department approval for "Trainee" status in the overhead position, ISTS will initiate a PTB. **All PTB's shall be initiated by the CICCS Coordinator.**

When the member successfully completes their PTB through demonstrated performance, certifications, training and experience, the packet and application for the specific certification shall be submitted to the CICCS Coordinator at ISTS. The member shall provide the listed items below:

- Application form with all appropriate signatures
- Experience Resume
- Training Resume with attached copies of course completion certificates
- Completed PTB, including all supporting documentation (i.e., ICS Form 225 *Incident personnel performance rating*)
- An original letter on Department letterhead, signed by the Fire Chief, or his designee, describing the applicant's specific background as it relates to the occupational experience requirement, must be included. **The CICCS Coordinator at ISTS will handle this requirement.**

Samples of all documents are available on the Internet at <http://www.lafdtraining.org> under the "In-Service Training" link. A separate application must be submitted for each position that requires certification.

The ISTS will verify that requirements and experience for the position requested has taken place within the last five years. The member's PTB is only valid for specific time periods from the date it is initiated. Members are also limited to a certain number of PTBs open at any one time. Members need to keep their original PTB and make copies to assure safekeeping of information. It is the member's responsibility to be familiar with all current CICCS rules and policies.

TRAINEE ASSIGNMENT

Member responsibilities:

- Review and understand the instructions in the PTB.
- Ensure readiness to perform the mission tasks of the position prior to undertaking a position performance assignment (i.e., required training, certifications, knowledge and skills).

- Identify the location at the Incident Command Post of the **TRAINING SPECIALIST (TNSP)** and present a valid, properly initiated PTB from the ISTS and be guided by the TNSP's instructions.
- Meet with the trainer/evaluator and identify mutually agreed upon goals and objectives for an assignment.
- Provide background, experience and training to the trainer/evaluator.
- Ensure evaluator completes the appropriate evaluation record, initials completed tasks and enters a number in the evaluation record number column.
- Ensure evaluator completes an ICS Form 225 for member's assignment.
- Document member's assignment on ICS Form 214 and submit to Demobilization Unit Leader. Members shall retain a copy for their records.
- On return from the assignment, the member shall refer to the CICCIS Coordinator to ensure that all documentation is properly completed.

SECTION II

The Los Angeles Fire Department is the California Emergency Management Agency (Cal-EMA) Region I - Area "A" Coordinator and is responsible for the management of mutual aid requests. The on-duty Operations Control Dispatch Section (OCD) Battalion Chief is the primary control point for coordinating and processing mutual aid requests including making official notification to qualified members for outside-the-city deployments. Upon notification from Region I (Los Angeles County Fire Department) or Angeles National Forest (ANF) of requests for apparatus, equipment, and/or overhead personnel, the OCD Battalion Chief will process the request from the initial notification of the member through the completion of the deployment.

POSITION QUALIFICATION

Members interested in participating in overhead deployments outside the City must obtain the proper certification for the desired position through ISTS. Members completing the required education and training will be entered into ROSS following written approval from the Department. This is a mandatory requirement to serve in a position either as a "Trainee" or as a member qualified and possessing a valid Incident Qualification Card (sometimes referred to as a Red Card). Members shall refer and adhere to the current Department policies and guidelines pertaining to the CICCIS and approval process as outlined in this document.

MEMBER RESPONSIBILITIES

Contact Information

Along with obtaining and maintaining proper qualification for any overhead position, all members are responsible for keeping their personal contact information in both Network Staffing System (NSS), and the CIA.

Critical Incident Application (CIA)

This internet-based program was first developed for the purpose of Department-wide recall of select management teams and uniformed members. The program has progressed to include a multitude of useful functions including Incident Management and Support Team rosters with "on-call" position trading, member search and contact information, member special certifications, overhead deployment tracking, and apparatus tracking. The CIA is the primary source used by OCD when contacting or recalling members. ***All members must develop a***

working knowledge of this application to use as a tool in conducting Department business.

CIA Log-In

The website and log-in instructions are:

1. At LAFD Portal, click the "CIA" link, **or** from Internet Explorer type:
<http://web.lafd.org/lafd>
2. Log-in ID is the member's employee ID number
3. Password is: lafire (you will be asked to change it)
4. Create a shortcut (and/or "Favorite") for computer desktop at work and at home

View/Update Your Profile

1. Log-in to the CIA
2. Click "Main Menu"
3. Click "View Profile" under "My Account"
4. Check Your Information
5. Click "Edit Profile" (to change/add information)
6. Use "Comments" box for additional information such as instructions for contacting/other phone numbers

Incident Management/Support Team On-Call Status

Members assigned to the Department's Incident Management or Support Teams who are "on-call" or "backup" status will not be considered for outside deployment. Respectively, members on these teams may arrange for their own replacements only through the approval of their team leader. In any case, members shall obtain approval from their immediate supervisor having given consideration to their regular working assignment responsibilities, workload, and staffing availability.

State/Federal Teams – Annual Department Approval

Each January, members previously approved for deployment on a state or federal team shall submit an F-225 report to the Special Operations Division Commander, through channels, requesting approval to continue in that position for the upcoming calendar year. Members shall include a listing and summary of all deployments completed during the previous calendar year.

ROSS – Audit/Reviews

The Department will conduct quarterly audits and reviews of members approved for overhead positions for the purpose of maintaining accurate files and ROSS data. Each quarter, or as needed, a complete certification list will be posted on the Department Portal.

REQUESTS AND SELECTION

Mutual Aid requests for overhead personnel are either in the form of a "Named Request" or "Position Request". However, it is Department policy that members certified for a particular position be selected based on their "Annual Deployment Selection Number" and availability.

Area "A" Fire Departments

Beverly Hills, Culver City, Santa Monica, and Los Angeles Fire Departments form the Area "A" Operational Area and participate equally in mutual aid overhead deployment requests coordinated by the OCD Section Commander.

Deployment Selection Number/Availability

Members deployed to an incident working in a specific position will receive one deployment selection number for each full hour on deployment for that position. In other words, a member will receive separate deployment selection numbers for each position type deployed. This is to assure fairness in the selection process for each position type that may be requested for deployment. The time on deployment will be calculated from the time the member leaves home (or their place of assignment) for the incident, to the time the member arrives back home (or to their place of assignment) from the incident (portal to portal). The member's Annual Deployment Selection Number will be used for deployment selection purposes and will "zero-out" on January 1 of each calendar year. However, the member's historical deployment selection number will continue indefinitely in tracking a member's deployment history for each position held.

Note: Members approved for overhead deployments are reminded to maintain their availability status under the "Do Not Call" tab under "My Account" in the CIA.

A member's deployment availability impacts the selection process, e.g., a member's on-duty and off-duty commitments, duty status, on-call status, and annual deployment selection number. Participating in overhead deployments outside the City is generally considered voluntary. Members approved for overhead positions and deployment should play an active and responsible role in the system.

Members will be considered "available" for overhead deployment unless the CIA reflects that member as unavailable or their supervisors do not approve the deployment based on the needs of the Department.

Incident Reassignment

When a member is working an overhead position at an incident, and the Incident Commander requests that such member be reassigned to another type of overhead position within that same incident, that member will continue to receive deployment selection numbers for the original position assigned as if no reassignment occurred. Selection of available members for the new position will not be necessary.

DEPUTY DEPARTMENT COMMANDER (DDC)

Approval Required

A member is selected for deployment outside the City, including reassignment to another incident; the DDC is immediately contacted by the OCD Battalion Chief for approval or disapproval. Consideration for approval is based on several criteria including:

- Valid qualification for the position requested
- Proper duty status (full duty status usually required)

- Member cannot be on or scheduled for any type of Department Leave including Disciplinary Leave
- Department, federal, state team on-call status
- Availability for extended deployments up to 21 days or more
- Needs of the Department including consideration to member's assignment, workload, and staffing availability

DEPLOYMENT

Readiness/Availability for Deployment

Members must ensure their equipment and personal items are in order and ready at all times. Members must also ensure that their Incident Qualification Card and/or PTB are valid. Certain restrictions apply to both the Incident Qualification Cards and PTBs including specific timeframes. It is the member's responsibility to be familiar with the CICC rules and policies.

Conduct of Deployed LAFD Members

Each member's actions and personal conduct reflect directly on the Department and all its members. It is essential that members conduct themselves in a respectful and professional manner at all times. It is advised to maintain a business-type demeanor and never discuss salaries while on an incident. Members will be held accountable for any violations of the Department's Policies, Rules and Regulations.

Safety

Safety is the highest priority especially considering some deployments require extended traveling/driving distances. Members must take into consideration their physical and mental state, and driving conditions. Members are also advised to contact the OCD Battalion Chief in the event delays to or from an incident are encountered.

Member Notification

Upon notifying the member, OCD Battalion Chief will verify their availability and provide information and instructions including the Incident Name, Order Number, Request Number, reporting times and locations. The member must also be prepared to provide the following information:

- Estimated time of departure to the incident
- Estimated time of arrival at the incident
- Member's primary contact (cell number)
- Mode of transportation:
 - Ground Transportation – Year, make, model, license plate number of personal vehicle (or rental car if approved prior by the "Incident").
 - Air Travel – Airport, airline, flight number, time of departure, time of arrival (same information will be needed prior to return from incident).

Transportation

Members shall arrange for their own transportation to and from the incident, and any vehicle needed during the deployment. Members shall not use City vehicles for overhead deployments outside the City. Any exceptions shall be approved by the DDC via the OCD Battalion Chief.

Accommodations

It is the member's responsibility deployed in an overhead position to provide their own travel, food, and lodging, along with any equipment or personal items needed while on the deployment. As each incident may vary in providing certain logistical needs for overhead personnel, members should be prepared to provide for their own comforts and other personal needs.

Members are advised that any request for accommodations or reimbursement for certain costs must be made through the "Incident". **Travel, food, lodging and other expenses submitted to the Department for reimbursement will not be accepted.**

Note: The OCD Battalion Chief will contact the concerned member as additional information is received.

Incident Check-In

Members are required to process through check-in prior to functioning within an assignment. Members shall be prepared to show their Incident Qualification Card and/or PTB.

LAFD – Daily Check-In/Documentation

Members assigned on an overhead deployment shall check in with the OCD Battalion Chief on a daily basis to assure each member's deployment status and accountability. In addition, those members shall keep their regular assignment informed so that their Department responsibilities and any needed staffing can be properly managed during their deployment.

Note: It is the responsibility of the deployed member to maintain all appropriate forms and documentation as required by both the Incident Commander and the Department.

Returning from Deployment

Upon returning from any deployment, members shall be prepared to provide the on-duty OCD Battalion Chief with the following information:

- Time released from incident
- Time of arrival to home base (home or place of assignment)
- Any other deployment information/documents requested



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