



Butte County Fire Department POLICIES & PROCEDURES

Training

MINOR SUBJECT: ICS Qualifications
SPECIFIC SUBJECT - Employee ICS Qualifications in ROSS

No. 4000.1
Date: June 1, 2013

POLICY:

All Butte Unit career personnel are required to complete a standard process to be entered into and maintain ICS qualifications in ROSS.

PROCEDURE:

Below is the process for Butte Unit career personnel to obtain trainee and/or qualified status and maintain ICS qualifications in ROSS.

Employees need to work with their Battalion Chiefs to select an ICS track in addition to the operations track. Once an ICS track has been selected, employees must pursue ICS training classes and qualifications within their chosen ICS track and operations.

Before employees submit TR-7's to attend ICS position training classes, first the employee needs to review 4039 (ICS Position Development) to confirm they have completed the required pre-requisite training courses for the desired ICS qualification. If the required pre-requisite training courses have not been completed, TR7's must be submitted and the pre-requisite courses must be completed prior to attending the ICS position training course. The ICS position training courses are time sensitive and expire after a specific period of time.

After the above steps have been followed and all of the required pre-requisite and ICS training courses and experience for the desired ICS qualification has been completed, employees will need to follow the below process to be placed in ROSS and have their task book initiated (if applicable).

Trainee Status & Task Books

To be placed in ROSS as a trainee for an ICS position, please submit the below documentation to your supervisor for approval.

Provide the below PQS packet to your BC:

*Completed PQS form for your supervisor's signature. If the supervisor is not a BC or higher, your BC must also sign below the supervisor's signature or the PQS package will be returned to the employee.

*A copy of the training and experience requirement sheet for the desired ICS qualification from 4039

*A copy of the certificate of completion for the ICS position being requested.

*A copy of the certificate of completion for ALL required pre-requisite training classes for the ICS position being requested.

*A blank task book (if applicable) for the ICS position being requested.

The supervisor (BC or higher) will forward the PQS packet to the Training and Safety Bureau Chief after the supervisors approval.

After all of the above steps have been taken, the Training & Safety Bureau Chief will confirm all of the submitted documentation is complete and the employee meets the minimum requirements to be placed in ROSS for the desired ICS qualification.

If the minimum qualifications have been met, the PQS packet will be forwarded to the executive staff (and region staff for 400 level qualifications) for approval. If approved by the executive staff (and region staff if applicable), the Training & Safety Bureau Chief will do the following:

*Notify the ECC to add the employee to ROSS for the appropriate ICS position

*Initiate the task book (if trainee status is required)

*Add the employees name and ICS position to the units Priority Trainee List (if trainee status is required)

Depending on the ICS qualification, employees will have 2, 3 or 5 years to complete their task book and become qualified in the ICS position (refer to 4039 for certification time lines). The time starts with the completion date on the ICS position certificate of completion and not when the PQS packet is submitted.

As an example, If you complete the S-339 Division Group Supervisor class on 6/1/12, and you submit your PQS packet through the process on 6/1/13, you will only have 4 years to complete the task book since the certificate of completion was 1 year old when the PQS packet was submitted.

The ICS qualification certificate of completion is time sensitive and the allocated time to complete a trainee assignment starts with the date on the ICS qualification certificate of completion. It is critical employee meet the experience requirements and complete the required pre-requisite training courses prior to attending the ICS qualification course.

Notes

*Only the Training & Safety Bureau Chief can initiate an employee task book and add employee ICS qualifications to ROSS.

*Employees cannot get a task book assigned at an incident and signed off prior to meeting the required prerequisites for the ICS position, attending the required training classes and going through the process to be added to ROSS.

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Qualified Status from Trainee

To be placed in ROSS as qualified for an ICS qualification, employees must follow the below process.

Provide the below PQS packet to your BC:

*Completed PQS form for your supervisor's signature. If the supervisor is not a BC or higher, your BC must also sign below the supervisor's signature or the PQS package will be returned to the employee.

*Completed task book (minimum of two assignments) with the evaluator sections and the final evaluator verification section completed.

*Completed ICS 225 for each trainee assignment (incident personnel performance rating sheets)

The supervisor (BC or higher) will forward the PQS packet to the Training and Safety Bureau Chief after the supervisors approval.

After all of the above steps have been taken, the Training & Safety Bureau Chief will confirm all of the submit documentation is complete and the employee meets the minimum requirements to be placed in ROSS as qualified for the desired ICS qualification.

If the minimum qualifications have been met, the PQS packet will be forwarded to the executive staff (and region staff for 400 level qualifications) for approval. If approved by the executive staff (and region staff if applicable), the Training & Safety Bureau Chief will do the following:

*Notify the ECC to update the employee in ROSS to qualified for the appropriate ICS position

*Remove the employees name and ICS position from the units Priority Trainee List (if trainee status was required)

Notes

Employees are required to complete a minimum of two incident assignments to achieve qualified status using the task book process.

Maintaining Qualified Status

For employees to maintain their ICS qualification in ROSS, documentation of completed assignments must be provided to the Training and Safety Bureau Chief.

Acceptable documentation of completed assignments is outlined below.

*Completed ICS 225 (incident personnel performance rating sheets) (this is preferred)

*Copy of incident action plan (IAP) showing the employees name, assignment and operational period (dates and times)

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*Copy of completed EFC33

Refer to 4039 for currency requirement for specific ICS qualifications.

Notes

All required policy, forms and documents are located on the units training website located at:
<http://btutrainig.org/ics-qualifications>

PQS packets submitted using old forms will be returned to the employee for correction.