



CAL FIRE
San Luis Obispo
County Fire Department

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Matt Jenkins, Fire Chief

Date: June 15, 2011

From: Paul Van Gerwen, Battalion Chief Training,,

Subject: SLU Emergency Resources Directory (ERD/ROSS)
CAL FIRE Policy 4039 ICS Qualification application process

Attached is an application form and a check-off sheet to assist you with the application process. Please fill out a *separate* application for each position for which you are requesting certification.

The training, experience, currency and qualification requirements for each ICS position can be found in the CAL FIRE HB 4000, under "Exhibits/ICS Development Guide – ICS Position Guide 4039 (CURRENT)."

Please submit:

- "ICS Position Qualification Status" form signed by your supervisor
- Completed and Signed / dated application
- Copies of all pertinent certificates
- Current copy of the respective task(s) books.
(Task books can be obtained from NWCG web site)

Please contact me if you have any questions or require additional information.

Best Regards,

Paul Van Gerwen
Battalion Chief, Training

SLU Incident Command Qualification / Certification System

QUALIFICATION CRITERIA

- All applicants **MUST** meet current requirements using the CAL FIRE HB 4000, under “Exhibits/ICS Development Guide – ICS Position Guide 4039 (CURRENT).”
- Verifying official **MUST** verify requirements are true and correct, utilizing the Application information, Certifications, and Relevant Training records.
- Verifying official **MUST** verify experience for the position for which the applicant is applying, (Within the last 5 years, 3 years for aviation and dispatch positions) utilizing the SLU Application-Experience.
- All applicants **MUST** record pertinent training courses for the applied for position, utilizing the SLU Application-Training.

HOW TO APPLY for Training Status

SEPARATE APPLICATIONS MUST BE SUBMITTED FOR EACH POSITION FOR WHICH AN APPLICANT DESIRES TO APPLY.

Application consists of:

1. Completed Application Form with all appropriate signatures.
2. Completed Experience.
3. Completed Training with attached copies of course completion certificates.
4. A blank copy of the Task Book for the position requested to allow for initiation.

HOW TO SUBMIT RECORD OF QUALIFIED FROM TRAINEE

1. Complete and submit a “ICS Position Qualification Status” form signed by your Supervisor
2. Submit a Completed Position Task Book with documentation of historical experience that demonstrates the knowledge, skills and abilities for the applied for position.

HOW TO APPLY FOR QUALIFIED WITH NO TRAINING REQUIREMENT

- 1 Completed Application Form with all appropriate signatures.
- 2 Completed Experience.
- 3 Completed Training with attached copies of course completion certificates, a letter describing the applicant’s specific background as it relates to the occupational experience requirement, must be included.

Refer questions to:
SLU Training Chief B3419



**Cal Fire SLU
ICS Position Qualifications System Form**

In accordance with Cal Fire 4039 Policy

Name: _____

ICS Position: _____

Step #1

I am requesting to be certified as (please select from the following):

A. Trainee (T)

Trainees must be qualified in any prerequisite positions and successfully complete the required training prior to task book initiation and/or position performance. The Unit T.O. will initiate the Position Task Book.

- o Provide a copy of this form, signed by your supervisor
- o Provide a copy of the SLU ICS Position Application (next page), signed / dated by applicant
- o Include task book for required position (available online at www.nwccg.gov)
- o Attach all required training certificates as noted in HB 4039*
- o Attach a copy of 4039 ICS Position Qualifications page of the position you are requesting

B. Qualified (Q) from a Trainee (T)

Individual must have successfully completed the task book.

- o Provide a copy of this form, signed by your supervisor
- o Attach copies of Incident Personnel Performance Rating (ICS-225) completed for each trainee assignment (minimum of two)
- o Attach the original completed Position Task Book

C. Qualified (Q) (for ICS positions not requiring Trainee Assignments)

Individual must be qualified in any prerequisite positions and successfully complete the required training.

- o Provide a copy of this form, signed by your supervisor
- o Provide a copy of the SLU ICS Position Application (next page), signed / dated by applicant
- o Attach a copy of all your certificates required for the ICS position being requested
- o Attach a copy of 4039 ICS Position Qualifications page of the position you are requesting

Supervisor Signature: _____ **Date:** _____

** The Cal Fire Incident Command System – Position Development Guide (PDG) lists the training, experience, currency and qualification requirements for each ICS position and can be found in Cal Fire HB 4000/other exhibits ICS Development Guide.*

Step #2

Please submit this form, along with all needed documentation to the SLU Training Bureau Chief.

****The remainder of this form to be completed by the Training Bureau Chief****

Training Officer Signature: _____ **Date:** _____

Unit Chief Signature (ICS 100-300 Level) OR Region Chief Signature (ICS 400 Level):

_____ **Date:** _____

Entered into ERD/ROSS by ECC:

Signature of ECC Employee: _____ **Date:** _____

**SLU Incident Command Qualification /
Certification System**

APPLICATION FORM

POSITION FOR WHICH YOU ARE APPLYING: _____

(Note: **Separate applications must be submitted for each position applied for**)

NAME: _____

AGENCY: **CAL FIRE / San Luis Obispo County Fire Department**

UNIT: **San Luis Obispo (SLU)**

ADDRESS: **635 N Santa Rosa, San Luis Obispo, Ca 93405**

PHONE NUMBER: **(805) 543-4244**

APPLICANTS PHONE NUMBER: _____

E-MAIL ADDRESS (IF APPLICABLE): _____

RANK AND WORKING TITLE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

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I verify that the applicant meets all the certification and qualification requirements, as stated in the CAL FIRE HB 4000, under "Exhibits/ICS Development Guide – ICS Position Guide 4039 (CURRENT)." for the position applied for .

VERIFYING OFFICIAL AND TITLE: _____

DATE: _____

SLU Incident Command Qualification / Certification System

EXPERIENCE

RECORD OF ALL EXPERIENCE FOR THE POSITION (Minimum LAST 5 YEARS):

INCIDENT NAME	LOCATION	YEAR	POSITION	TYPE I/II ASSIGNMENT	# OF DAYS
Journey Fire	SRF, CA	2000	DIVS	Type II	4
Maudlow Fire	CES, MT	2000	DIVS	Type II	7
Judith Complex	LCF, MT	2000	DIVS	Type II	7
Robinson Fire	PNF, CA	2000	DIVS	Type II	4
Pendola Fire	RNF, CA	1999	STEN	Type I	3
Jones Fire	SHU, CA	1999	STEN	Type I	1

SLU Incident Command Qualification / Certification System

TRAINING

RECORD OF TRAINING COURSES FOR THE POSITION:

<u>TRAINING COURSE</u>	<u>LOCATION</u>	<u>DATES</u>
I-401 Safety Office	Ben Clark, Riverside	01/11-15/99
I-400 Advanced IC	CDF/CZU	12/11-14/98
S-390 Intro to Fire CalcS	CA Interagency Wildland Trng Program(CAIW	06/12-14/98
S-339 Division/Group Sup	ODTC-BAKERSFIELD	03/5-6/1997
S-234 Ignition Ops	CAIWTP, Sebastapol, CA	06/26-30/96
S-336 Fire Suppression Tactics	CAIWTP, Sebastapol, CA	05/01-05/96
S-290 Intermediate Fire Behav	CAIWTP, Sebastapol, CA	04/17-21/96
I-300 Intermediate ICS	South Bay Regional Training/FSTEP	12/09-12/95
S-205 Fire Ops in Interface	CDF/BEU	completed 05/12/94
S-300 Extended Attack IC	CSFM Class equivalent	completed 01/10/92
S-301 Leadership & Org.	CSFM Class equivalent	completed 02/12/84
S-201 Supervisor concepts	CSFM Class equivalent	completed 02/12/84
S-334 Strike Team Leader	CDF/CZU	completed 08/10/84
S-200 Initial Attack IC	CSFM Class equivalent	complete 02/17/83