

**OES Fire and Rescue – Monterey County Operational Area  
CICCS Peer Review Committee**

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**California Incident Command Certification System (CICCS)  
Procedures**

(Revised August 15, 2003)

**I. ICS 100/200 Level Positions:**

- A. The Fire Chief of an organized fire department is authorized to review and determine certification eligibility for any ICS 100/200 level position.
  1. The Fire Chief may elect to appoint an individual or committee from the organization to conduct the review and make recommendations.
  2. The Fire Chief shall issue a signed department certificate for any ICS 100/200 level position for which an applicant meets the CICCS standards as specified in the latest edition of the National Wildfire Coordinating Group (NWCG) Wildland Qualifications Guide 310-1.
  3. The decision of the Fire Chief is final.

**II. ICS 300 Level Positions:**

- A. An *Operational Area Peer Review Committee* reviews and determines certification eligibility for all ICS 300 level positions.
  1. The *Monterey County Operational Area Peer Review Committee* consists of the following members:
    - a. Operational Area Fire and Rescue Coordinator.
    - b. Alternate Area Fire and Rescue Coordinator representing City Fire Departments.
    - c. Second Alternate Area Fire and Rescue Coordinator representing Fire Districts and Volunteer Fire Companies.
    - d. OES Region II Fire and Rescue Assistant Chief representing State OES Fire and Rescue Branch.
    - e. Ord Military Community Assistant Chief representing Federal Military Fire Agencies.

2. The Peer Review Committee shall meet at least annually, or more frequently as determined by the Chairperson, to review applications for ICS 300-level positions.
  3. The committee may request additional information or documentation if an application is determined to be incomplete.
- B. An applicant desiring certification for any ICS 300 level position shall submit a standard CIGCS application form to the Monterey County Operational Area CIGCS Peer Review Committee Chairperson.
1. Application must include completed position experience form, training form with copies of course certificates, and completed position task book, as applicable.
  2. Application must include cover letter signed by the Fire Chief or Agency Administrator authorizing the application.
- C. The *Monterey County Operational Area Peer Review Committee* shall evaluate each application in strict accordance with the requirements of the current edition of NWCG 310-1. Course equivalencies as referenced in CIGCS will be recognized. Historical experience will not be recognized as a substitute for meeting established NWCG 310-1 requirements.
1. Applicant will be notified by mail of the Committee's determination within 5 days of the *Operational Area Peer Review Committee* meeting.
  2. The committee shall issue a State Fire Marshal certificate for each application meeting CIGCS position certification requirements.
  2. Applications denied by the *Operational Area Peer Review Committee* may be appealed to the State Fire Marshal's Office Appeals Committee as follows:
    - a. In writing within 30 days of notification of initial review and denial. Appeal must contain a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
    - b. The decision of the SFM Appeals Committee is final.

### **III. ICS 400 Level Positions:**

- A. A *Regional Peer Review Committee* reviews and determines certification eligibility for all ICS 400 level positions.
- B. Applicants seeking certification for an ICS 400 level position shall submit a standardized CICCIS application package to the Monterey County Operational Area Fire and Rescue Coordinator.
  - 1. Application must include completed application form, position experience form, training form with copies of course certificates, and completed position task book, as applicable.
  - 2. Application must include cover letter signed by the Fire Chief or Agency Administrator authorizing and supporting the application.
- C. The Monterey County Operational Area Fire and Rescue Coordinator shall review the application for completeness, then forward within five working days to the OES Region II Fire and Rescue Branch Assistant Chief.
- D. The *Regional Peer Review Committee* shall notify the applicant of their determination within 5 working days of their meeting. Approved applications shall be issued a State Fire Marshal's certificate for the position.
- E. Successful applicants will be added to the XMY Emergency Resource Directory (ERD).
- F. Applications denied by the *Regional Peer Review Committee* may be appealed to the State Fire Marshal's Appeals Committee as follows:
  - 1. In writing within 30 days of notification of initial review and denial. Appeal must contain a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
  - 2. The Appeals Committee shall notify the applicant of their determination within 30 days of receipt of the appeal. The decision of the committee shall be final.

### **IV. ICS 500/600 Level Positions:**

- A. The *PACE V Peer Review Committee* reviews and determines certification eligibility for all ICS 500/600 level positions.
- B. Applicants seeking certification for an ICS 500/600 level position shall submit a standardized CICCIS application package to the Monterey County Operational Area Fire and Rescue Coordinator.

1. Application must include completed application form, position experience form, training form with copies of course certificates, completed position task book (as applicable), resume, and any correspondence or other communication supporting the applicant's qualifications.
  2. Application must include cover letter signed by the Fire Chief or Agency Administrator supporting the application.
  3. The Monterey County Operational Area Fire and Rescue Coordinator shall review the application package for completeness, and forward within 5 working days to the Chair of the *PACE V Peer Review Committee*.
- C. The *PACE V Peer Review Committee* shall notify the applicant of their determination within 5 working days of their meeting. Approved applications shall be issued a State Fire Marshal's certificate for the position.
- D. Successful applicants will be added to the XMY Emergency Resource Directory.
- E. Applications denied by the *PACE V Peer Review Committee* may be appealed to the State Fire Marshal's Appeals Committee as follows:
3. In writing within 30 days of notification of initial review and denial. Appeal must contain a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
  4. The Appeals Committee shall notify the applicant of their determination within 30 days of receipt of the appeal. The decision of the committee shall be final.