



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
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JON S. CORZINE
Governor

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Acting Commissioner

MEMORANDUM

TO: All Fire Chiefs
FROM: William Kramer, Jr., Chief, Bureau of Fire Department Services
DATE: November 13, 2009
SUBJ: Fire Officers Requirements

As this time of year if when most volunteer fire departments prepare to select fire officers for calendar year 2010 it is important to ensure that those selected meet the minimum incident management requirements established by the Division of Fire Safety.

NJAC 5:73-1.6 states that no person shall be promoted, assume or assigned (included elected) any fire service position the duties of which include the management of emergency operations unless that person has obtained, at a minimum, Incident Management Level 1 certification issued by the Division of Fire Safety.

In order to qualify for Incident Management Level 1 certification a person must meet the following requirements:

- Have obtained Firefighter 1 certification issued by the Division of Fire Safety
- Have three year of documented experience in the fire service. (This means three years as a firefighter and does not include time spent in an Explorer or Junior Firefighter program).
- Attended a 12 hour classroom based Basic Incident Management Course (I-200) offered or approved by the Division of Fire Safety.

These requirements are just that, requirements. They are backed by legislation and regulations. They **MUST** be met. Failure to do so will result in violations being issued to the fire company, municipality and the individual holding the office.

In addition, the Division is recommending the following to ensure compliance with the Governor's Executive Order #50 and the Presidential Executive Order #5. Failure to do so may eliminate your department's or municipality's chances of being awarded federal or State homeland security grants:

Entry Level First Responders including but not limited to firefighters, engineers, driver operators, fire police and support personnel – I-100 and IS-700.



First Line Supervisors including but not limited to Lieutenants and Captains, acting Lieutenants and Captains, and Lead Dispatchers – 1-200 and IS-700. With the exception of dispatchers, the Division of Fire Safety currently requires these individuals to hold Incident Management Level 1 certification issued by the division.

Middle Management including but not limited to Battalion Chiefs and acting Battalion Chiefs – I-300 and IS-700. It is also recommended that IS-800, Introduction to the National Response Plan be completed. Completion of these courses will qualify the individual for Incident Management Level 2 certification issued by the Division of Fire Safety.

Command and General Staff including but not limited to Deputy Chiefs and acting Deputy Chiefs, Assistant Chiefs and acting Assistant Chiefs, Chief of Department and acting Chief of Department – I-400. It is also recommended that both the IS-800 and IS-701, Introduction to Multi-Agency Coordination Systems, be completed. Completion of these courses will qualify the individual for Incident Management Level 3 certification issued by the Division of Fire Safety.

Combination and volunteer departments need to determine how to comply with ICS when their officers are not available and incidents may be under the command of someone who is less trained or qualified. This can be accomplished by determining what other members of your department may be in command and ensure that they have the proper level of training. Another way is to adopt SOG's or mutual aid agreements that address utilizing qualified officers from other departments or county/regional Incident Management Teams.

Simply attending the above listed courses does not qualify someone for any ICS position. There are many position specific training programs that are available through the Division of Fire Safety or the Emergency Management Institute include "Staging Area Manager", "Strike Team Leader", "Resource Unit Leader" and "Division/Group Supervisor" that provide detailed training in these areas leading to a better understanding of how ICS is designed to work.

If you need assistance or have questions, please contact us at 609-324-7336.

