



State of New Jersey
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MEMORANDUM

TO: All Fire Departments
FROM: William Kramer, Jr.
Acting Director/State Fire Marshal
DATE: November 14, 2011
SUBJ: Fire Officer Requirements

As in years past, the New Jersey Division of Fire Safety is notifying all fire departments of the minimum mandatory incident management requirements for fire officers.

N.J.A.C. 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 years 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.

A certification application must be submitted to receive the Incident Management Certification.

This means that every fire officer, career and volunteer, **MUST** have at a minimum Incident Management Level 1 Certification issued by the Division of Fire Safety. We have heard a number of times that some volunteer fire departments believe that these requirements do not apply to them. This is incorrect. Failure to comply may result in violations being issued to the fire company, municipality and the individual holding the office.

In order to ensure compliance with NIMS, which may be required to receive Federal and/or State Homeland Security Grants, the Division of Fire Safety recommends the following:

- 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, Lead Dispatchers, 1-200 and IS-700.
- Middle Managers, including but not limited to, Battalion Chiefs, 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 and holding the prerequisite of Incident Management Level 1 Certification 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, the Chief of Department or Acting Chief of Department, the second in command such as Deputy Chiefs, Acting Deputy Chiefs or Assistant Chiefs and Acting Assistant Chiefs, 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 and holding the prerequisite of Incident Management Level 2 Certification 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 certified officers are not available. This can be accomplished by determining what other members of your department may be asked to assume a command position and ensure that they have the proper level of training. Another way is to adopt SOG's or mutual aid agreements that address utilizing certified officers from other departments or county/regional Incident Management Teams.

However, simply attending the above listed courses does not qualify someone for all ICS positions. There are many position specific training programs that are available through the Division of Fire Safety or the Emergency Management Institute including, "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 the Office of Fire Department Preparedness at 609-292-4109.