VALENCIA COUNTY
BOARD OF COUNTY COMMISSIONERS

RESOLUTION № 2016- *15*

DIRECTING VALENCIA COUNTY EMPLOYEES TO OBTAIN REQUIRED NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) INCIDENT COMMAND SYSTEM (ICS) TRAINING

WHEREAS, Valencia County has adopted the NIMS/ICS under Valencia County Resolution No. 2015-13 "Designating the NIMS as the Basis for all Incident Management within Valencia County, New Mexico."; and,

WHEREAS, Homeland Security Presidential Directive (HSPD-5), directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), initially published in March 2004 and then revised in December 2008, which provides a consistent nationwide approach for federal, state, tribal, and local governments to work together more effectively and efficiently to prevent against, protect against, prepare for, mitigate for, respond to and recover from domestic incidents, regardless of cause, size, and/or complexity; and,

WHEREAS, the collective input and guidance from all federal, state, tribal, and local homeland security partners has been, and will continue to be, vital to the development of effective implementation and utilization of a comprehensive national incident management system; and,

WHEREAS, it is necessary and desirable that all federal, state, tribal, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest level of incident management; and,

WHEREAS, to facilitate the most effective and efficient incident management it is crucial that federal, state, tribal, and local organizations utilize standardized terminology, organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualifications, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during a major emergency or disaster; and,
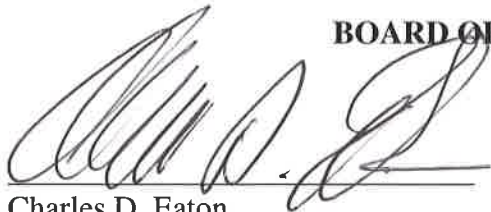
WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the county's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline the incident management process; and,

WHEREAS, Valencia County wishes to assure that any employees that could be involved in managing an incident for the County have the proper training that will be needed for their level of involvement and to be compliant with HSPD-5,

NOW THEREFORE BE IT RESOLVED, that the Board of County Commissioners of Valencia County hereby adopts the National Incident Management System (NIMS) Incident Command System (ICS) Training Resolution indicating that in all instances where employees are required to obtain NIMS/ICS training by virtue of their assigned position, and in accordance with the Valencia County National Incident Management System (NIMS) Compliance Matrix, will ensure completion of all such training within the time identified under standards set forth by the County and such a program being administratively administered by the Valencia County Human Resources Department.

APPROVED, ADOPTED, AND PASSED on this 27th day of January, 2016.
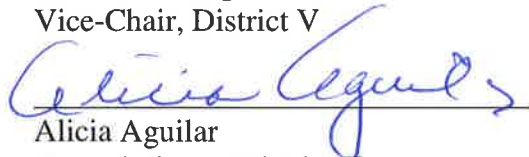
BOARD OF COUNTY COMMISSIONERS

Charles D. Eaton
Chair, District IV

Jhonathan Aragon
Vice-Chair, District V

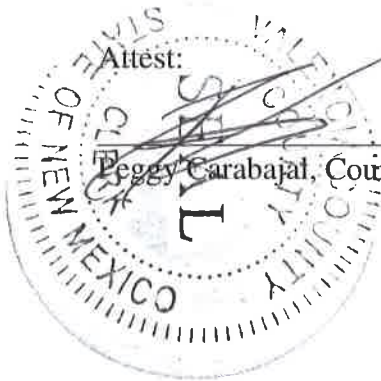Helen Y. Cole
Commissioner, District I

Alicia Aguilar
Commissioner, District II

David A. Hyder
Commissioner, District III

Attest:

Peggy Carabajal, County Clerk

Valencia County National Incident Management System (NIMS) Compliance

Background

The National Incident Management System (NIMS) was first published by the Department of Homeland Security on March 1, 2004. It provides a comprehensive and consistent national approach to all-hazard incident management at all jurisdictional levels and across all functional emergency management disciplines.

Since all incidents that occur and are handled by the local government, the **support** of elected and appointed officials in the NIMS implementation process is crucial to the nation's success in preventing, protecting against, preparing for, responding to, and recovering from technological, natural, and man-made disasters – regardless of size and/or complexity.

The benefit of NIMS is especially evident at the local level, when the entire community prepares for and provides an integrated response to an incident. All government employees, but especially elected and appointed officials need to be involved in all aspects of NIMS implementation to include the following:

* Adoption of the NIMS at the community level for all government departments and agencies and encourage the NIMS adoption and use by associations, utilities, non-government organizations and the private sector.

* The NIMS should be adopted through executive order, proclamation, resolution, or legislation as the jurisdiction's official all-hazards, incident response system and in line with this the Valencia County Board of County Commissioners adopted resolution number 2015-13 on the 4th of February, 2015.

The NIMS mandates the use of the Incident Command System (ICS), the Multi-Agency Coordination System (MACS) and a public information system. All of these command and management systems rely on the direct involvement of emergency management with elected and appointed officials within a community during an incident.

When implementing the NIMS all community plans must incorporate the NIMS components, principles, and policies; which include emergency planning, training, response, exercises, equipment, evaluation, and corrective action plans. Elected and appointed officials within the community need to be directly involved in these NIMS preparedness elements, especially when the community exercises its emergency management policies, plans, and procedures.

As of 2006 all jurisdictions are required to meet the NIMS implementation requirements as a condition of receiving federal preparedness funding assistance beginning in 2007 and continuing into today and moving forward into the future. However, it is important to recognize that the NIMS is a dynamic system and the doctrine as well as the implementation requirements will continue to evolve as our emergency management capabilities change based on the threats, hazards, and risks to our community and nation.

Who has to take NIMS and ICS training?

The US Department of Homeland Security has named the National Incident Management System (NIMS) as the nation's first standardized management approach that unifies government, private-sector, and nongovernmental organizations (NGO) for incident response that includes standardized incident management processes, protocols, and procedures that all responders—Federal, state, tribal, and local—can use to coordinate and conduct their response actions. With responders using the same standardized procedures, they share a common focus and are able to place full emphasis on incident management when a homeland security incident occurs— whether it is terrorism or a natural disaster.

Incident Command System, or ICS, training is required by the Department of Homeland Security for all federal, state, tribal, and local entities, Private-sector and NGO personnel with a direct role in emergency management and response must also be NIMS and ICS trained. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and any other emergency management response, support, and/or volunteer personnel, as listed above.

NIMS Training Program

The NIMS Training Program identifies those courses critical to train personnel capable of implementing all functions of emergency management. This program revises the NIMS core curriculum to ensure it adequately trains emergency and incident response personnel to all concepts and principles of each NIMS component. For more information please click the following link to read the 85-page NIMS Training Program document published in 09/2011: https://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf

Baseline Training

The following courses are designed to provide a baseline as they introduce ICS and NIMS while providing the foundation for higher level ICS-related training:

ICS-100 Introduction to the Incident Command System: This course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. It also explains the relationship between ICS and NIMS. (*online or classroom*)

IS-700 National Incident IMS, an Introduction: This course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents. (*online or classroom*)

NIMS Core Curriculum

ICS-200 ICS for Single Resources and Initial Action Incidents: This course is designed to enable personnel to operate efficiently during an incident or event within the ICS. It provides training and resources for personnel who are likely to assume a supervisory position within the ICS. (*online or classroom*)

IS-800 National Response Framework (NRF), an Introduction: The course introduces participants to the concepts and principles of the NRF. (*online or classroom*)

ICS-300 Intermediate ICS for Expanding Incidents: ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in its prerequisites ICS-100, ICS-200, and ICS-700 courses. (*classroom only*)

ICS-400 Advanced ICS: This course provides training and resources for personnel who require advanced application of ICS. This course expands upon its prerequisites of ICS-300 and ICS-800. (*classroom only*)

Valencia County National Incident Management System (NIMS) Compliance

Additional Required Training

The following courses are designed to provide an overview of key NIMS principles relating to MACS, public information, resource management, mutual aid, and communication and information management. FEMA recommends completion of the two baseline courses identified above prior to taking the following awareness and additional training relating to MACS, EOC, and ICS.

> IS-701 NIMS MACS: This course introduces MACS and provides examples of how these systems can be used to improve incident response.

> IS-702 NIMS Public Information: The public information systems described in NIMS are designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response.

> IS-703 NIMS Resource Management: This course provides training to help resource managers prepare before an incident and contribute effectively to incident response.

> IS-706 NIMS Intrastate Mutual Aid, an Introduction: This independent study course provides an introduction to NIMS intrastate mutual aid and assistance. Participants will learn about the purpose and benefits of mutual aid and assistance, as well as the emphasis that NIMS places on mutual aid and assistance.

Valencia County Employee Compliance

To see what courses employees are required to take there are two charts identifying required training for all Valencia County employees, including elected personnel as they are paid by Valencia County.

- **CHART – 1:** Identifies employees by department and their training level and which classes they are required to complete. These classes will be a part of Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 courses.
  - *Note: ICS 300 and 400 are available by classroom only. To take these courses you must coordinate with the Valencia County Emergency Manager to attend. All of the other courses 100, 200, 700, and 800 are available online or in a classroom.*

- **CHART – 2:** Identifies employees by department and their position which will require them to complete the Independent Study (IS) Courses 701, 702, 703, and 706.

  - **701-** NIMS Multiagency Coordination System (MACS) Course

  - **702-** National Incident Management System (NIMS) Public Information Systems

  - **703-** NIMS Resource Management

  - **706-** NIMS Intrastate Mutual Aid - An Introduction

ALL PERSONNEL WILL FOLLOW TRAINING AS LISTED:

Entry Level: (These two classes will be required by ALL employees)

ICS-100: Introduction to Incident Command System, ICS-100

ICS-700: National Incident Management System (NIMS) An Introduction

ADDITIONALLY:

ALL employees in Emergency Management, Emergency Medicine, Fire/Rescue, Law Enforcement, and Public Works departments will need:

ICS-200: ICS for Single Resources and Initial Action Incidents

ICS-800: National Response Framework, An Introduction

Detentions:

ICS-200: ICS for Single Resources and Initial Action Incidents

Supervisors in any department (*LE/FR/Detentions – anyone Sargent or higher*):

ICS-300: Intermediate ICS for Expanding Incidents

Department Directors (*LE/FR/Detentions – anyone Lieutenant or higher*):

ICS-400: Advanced ICS, Command and General Staff-Complex Incidents

Elected Officials:

The National Integration Center (NIC) strongly recommends that elected and appointed officials complete ICS-100, ICS-700, and ICS-402 ICS for Executives/Senior Officials.

VALENCIA COUNTY COMPLIANCE CHART
INCIDENT COMMAND SYSTEM (ICS) 100, 200, 300, 400, 700 and 800

CHART – 1

DEPARTMENT	TRAINING LEVEL				
	100 700	200 800	300	400	402
ADMINISTRATION/ MANAGERS OFFICE	ALL	SUPERVISORS MANAGER/ DPTY MNGR	MANAGER DPTY MNGR	MANAGER DPTY MNGR	MANAGER
ANIMAL CONTROL	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
ASSESSORS OFFICE	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	N/A	DIRECTOR
CLERKS OFFICE	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	N/A	DIRECTOR
CODE ENFORCEMENT	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
COMMUNICATIONS (VRECC)	ALL	ALL	SUPERVISORS DIRECTOR	DIRECTOR	N/A
DETENTIONS CENTER	ALL	200 (ALL)	SARGENTS AND HIGHER	MAJOR AND HIGHER	N/A
ELECTED OFFICIALS*	ALL	N/A	N/A	N/A	COMISSIONERS PROBATE
FINANCE/ PROCUREMENT/ GRANTS	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
FIRE/EMS/ EMERGENCY MANAGEMENT	ALL	ALL	LIEUTENANTS AND HIGHER	CAPTAIN AND HIGHER	N/A
HUMAN RESOURCES (HR)	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
INFORMATION TECHNOLOGY (IT)	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
OLDER AMERICANS	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
PLANNING AND ZONING	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
PUBLIC WORKS	ALL	ALL	SUPERVISORS DIRECTOR	DIRECTOR	N/A
SHERIFF'S OFFICE	ALL	ALL	SARGENTS AND HIGHER	LIEUTENANTS AND HIGHER	N/A
TREASURERS OFFICE	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	N/A	DIRECTOR

* NOTE: If you are an elected official and a director of a specific department then you MUST adhere to the department director training, NOT elected official requirements.

VALENCIA COUNTY COMPLIANCE CHART
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) 701, 702, 703, AND 706

CHART – 2

DEPARTMENT	TRAINING LEVEL			
	701	702	703	706
ADMINISTRATION/ MANAGERS OFFICE	ALL	COUNTY PIO	MANAGER/ DPTY MANAGER	MANAGER/ DPTY MANAGER
ANIMAL CONTROL	DIRECTOR/ BACK-UP	N/A	DIRECTOR/ BACK-UP	N/A
ASSESSORS OFFICE	GIS	N/A	GIS PERSONNEL	GIS
CLERKS OFFICE	N/A	N/A	N/A	N/A
CODE ENFORCEMENT	DIRECTOR/ BACK-UP	N/A	DIRECTOR/ BACK-UP	N/A
COMMUNICATIONS (VRECC)	N/A	SUPERVISORS AND HIGHER	SUPERVISORS AND HIGHER	SUPERVISORS AND HIGHER
DETENTIONS CENTER	N/A	N/A	CAPTAINS AND HIGHER	WARDEN/ DPTY WARDEN
ELECTED OFFICIALS*	RECOMMENDED	N/A	RECOMMENDED	RECOMMENDED
FINANCE/ PROCUREMENT/ GRANTS	DIRECTORS/ BACK-UP	N/A	DIRECTORS/ BACK-UP	N/A
FIRE/EMS/ EMERGENCY MANAGEMENT	LIEUTENANTS AND HIGHER	PIO/EMERGENCY MANAGER	LIEUTENANTS AND HIGHER	LIEUTENANTS AND HIGHER
HUMAN RESOURCES (HR)	DIRECTOR/ BACK-UP	N/A	DIRECTOR/ BACK-UP	DIRECTOR/ BACK-UP
INFORMATION TECHNOLOGY (IT)	N/A	N/A	DIRECTOR/ BACK-UP	N/A
OLDER AMERICANS	N/A	N/A	N/A	N/A
PLANNING AND ZONING	N/A	N/A	DIRECTOR/ BACK-UP	N/A
PUBLIC WORKS	DIRECTOR/ BACK-UP	N/A	DIRECTOR/ BACK-UP	DIRECTOR/ BACK-UP
SHERIFF'S OFFICE	CHIEF DEPUTY AND HIGHER	PIO	LIEUTENANTS/ CHIEF DEPUTY	LIEUTENANTS/ CHIEF DEPUTY
TREASURERS OFFICE	N/A	N/A	N/A	N/A

* NOTE: If you are an elected official and a director of a specific department then you MUST adhere to the department director training, NOT elected official requirements.