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TO: Chief Municipal Officials and Local Emergency Management Directors

CC: Regional Homeland Security Council Chairs and Fiduciaries

FROM: Juliette N. Kayyem, Undersecretary for Homeland Security

RE: Determining Municipal Compliance with the Federal Fiscal Year 2007
National Incident Management System Training Requirements

DATE: October 2, 2007

To assist municipalities in how they may determine whether they are in compliance with the Federal Fiscal Year (FY) 2007 National Incident Management System (NIMS) training requirements, the Executive Office of Public Safety and Security (EOPSS) has developed the following guidance.

This document has been reviewed by the State NIMS Advisory Group, the Regional Homeland Security Council Chairs and Fiduciaries, and the U.S. Federal Emergency Management Agency's NIMS Integration Center (FEMA-NIC).

First, it is understood by both FEMA and EOPSS that, due to issues such as the evolving nature of NIMS and attrition within municipal first responder ranks, NIMS training compliance will be an on-going initiative.

With this acknowledgement, municipalities can assess whether they have achieved NIMS training compliance by looking at their municipality within a single period of time, as opposed to a long-range view. This single period of time should be assessed on an annual basis, and can coincide with the annual NIMS Capability Assessment Support Tool (NIMSCAST) reporting requirement.

One method for municipalities to assess NIMS training compliance for this single period of time is outlined below:

1. Determine to what level of Incident Command System (ICS) training first responders within your municipality need. This determination is the responsibility of the municipality. Please note that IS 700, IS 800, ICS 100, and ICS 200, **for appropriate municipal first responders**, are required. ICS 300 and/or ICS 400, although encouraged by FEMA and EOPSS, are not required. Guidance specific to this issue has been disseminated and will be available on the EOPSS website.
2. Once you have made this determination, begin identification of the appropriate municipal first responders who would need to take which level of ICS training.
3. It is understood by EOPSS that not all identified municipal first responders may have completed the appropriate level of ICS courses by the initial state deadline for NIMS training compliance of September 30, 2007. However, if a municipality has first responders that have completed ICS training up to the level the municipality has determined, and develops a “NIMS Training Compliance Plan” that outlines how its remaining identified first responders will complete the level of ICS training determined by the municipality by **January 28, 2008**, then that municipality would be considered to have satisfied the federal FY 2007 NIMS training requirements.

Example: ‘x’ municipality has determined that it would need its first responders trained to the ICS 400 level and they have identified 10 persons who needs ICS 100, 8 persons who needs ICS 200, 4 persons who needs ICS 300, and one individual who needs ICS 400. In its ‘single period of time’ assessment, it is determined that 10 persons have completed ICS 100, 6 persons have completed ICS 200, 1 individual has completed ICS 300, and 1 individual has completed ICS 400. If the municipality develops a NIMS Training Compliance Plan so that the remaining first responders they have identified will receive the level of ICS training determined by the municipality by January 28, 2008, then that municipality would be considered to have satisfied the federal FY 2007 NIMS training requirements.

Further, the municipality would be able to complete the EOPSS ‘Certification of Completion of NIMS Training’ form (see attached) and **submit this form to its respective Council Fiduciary.**

It is strongly recommended that municipalities, who determine that by this standard they satisfy the federal FY 2007 NIMS training requirements, complete and submit this certification, to their respective Council Fiduciary, by **November 30, 2007**, as there may be additional funding made available to communities who have achieved NIMS training compliance.

If a municipality has developed a NIMS Training Compliance Plan that leads it to achieving NIMS training compliance, **this plan must be submitted with their Certification of Completion of NIMS Training form.** NIMS Training Compliance Plans **must** include: the number of first responders identified that need to take ICS and to which level; each individual's rank and hourly pay rate if the individual is eligible for backfill/overtime; and when the necessary ICS course(s) would be completed.

To summarize, this memorandum:

- Defines NIMS training compliance at the municipal level;
- Provides a method for municipalities to make this determination;
- Extends the state's deadline for NIMS training compliance to January 28, 2008;
- Provides a method for municipalities to submit the EOPSS "Certification of Completion of NIMS Training" form, with a "NIMS Training Compliance Plan" if necessary, by November 30, 2007;

If you should have any questions regarding this memorandum please contact Jeff Timperi, Assistant Director, Homeland Security Division, at 617.725.3324, or via email at Jeff.Timperi@state.ma.us.