

**State of California
Memorandum**

Natural Resources Agency

To: Forest Service Candidates

Date: Nov. 14, 2016

Telephone: (209) 274-2426

Fax: (209) 274-2034

From: Department of Forestry and Fire Protection
CAL FIRE Academy

Subject: 4000 TRAINING
4040 Training Curriculum
CAL FIRE Academy
Instructions to Students

You have been selected to participate in a training course. If you have any questions or other problems that may affect your attendance or participation, please advise your immediate supervisor and the Academy.

SUBJECT: Emergency Command Center Academy #117

DATES: January 9 – February 3, 2017 (4 weeks)

TIME: Begins at 0800 on 01/09/2017 and ends at 1300 on 02/03/17

LOCATION: **CAL FIRE** Academy

ATTIRE: Refer to "Attire for Course"

COORDINATOR: Captain [Peter Billing](#), (209) 274-5591

SPECIAL INFORMATION: Plantronics SupraPlus Headsets with double plug prong adapters are used during the course. If your ECC has issued you a device you may wish to bring it to the course, but it is not required.

The ECC Operations Academy is designed for all new personnel who are currently working in a **CAL FIRE** and/or USFS ECC or who are anticipated to receive an ECC assignment within 1 year.

The ECC Operations Academy is designed to provide new ECC personnel with basic administrative knowledge and dispatching skills. Administrative topics include introduction to the California Mobilization Guide and CAL FIRE 8100 Command and Control Handbook, Stress management, Team Building, Radio Communications, OES Mutual Aid System, Resource Ordering, Air Operations, Fire Weather, Maps, Computer Skills, Dealing with the Media, Dispatcher Liability, and Law Enforcement Dispatching. The primary focus of this course is to provide the student with call taking and dispatching skills and the use of Altaris CAD and ROSS, during the Initial Attack Phase, for incident documentation and status keeping of resources. Altaris CAD instruction will include the CAD to CAD and CAD to ROSS processes.

CAL FIRE students must be an active HEMS program user with a valid password. If you have any questions please contact Chief Joe Roberson at 916-845-8650.

Prerequisite: ICS 100. ICS 200 is highly recommended, but not required

Pre-course Work: Each student for this class must read the first three chapters of the “Basic Land Navigation,” print and complete the “Check your Understanding” at the end of each chapter.

Additionally, each student must read the “Radio Use Program Text”, print and complete the following pages, 11, 14, 19, 22, 25, 28, 31, 34, 42, 45, 49, and 51 – 54. (Most of these pages only have two or three questions).

Bring all the pre-course work with you on the first day of class.

The pre-course work is available at:

<http://www.nwccg.gov/sites/default/files/publications/pms475.pdf>
<http://calfireweb.fire.ca.gov/employeecenter/training/university/documents/radio-use.pdf>

All travel to and from the Academy, per-diem, overtime and cover behind are to be borne by your Home Unit.

REASONABLE ACCOMMODATION

Students with reasonable accommodation requirements must submit a completed Reasonable Accommodation Request (PO-108) form to their Unit Coordinator. All requests will be reviewed by OSHPros, who is responsible to provide the final recommendation. Those who fail to make this request prior to attending the Academy may not be able to have their request met.

The Unit Coordinator must submit all completed forms along with the final recommendation from OSHPros, to the Department Training/Academy Administrator, Staff Chief [Brent Stangeland](#) (209) 274-5500, cell (209) 601-1015 seven days prior to the start of class.

TRAINING LOCATION

The Academy is located just off Highway 104 approximately one mile northwest of the center of the town of Lone at 4501 State Highway 104 in Amador County. **The electronic gate at the Academy is closed 24 hours a day. To receive the gate code, please contact the Academy Coordinator Monday – Friday between the hours of 0800 – 1700. Once you enter through the gate, the gate will automatically close.**

LODGING

Reservations have been made **double occupancy** at the **Days Inn** located in Sutter Creek at 271 Hanford Street. When you arrive tell the motel you are student in ECC Academy #117 that is being held at the **CAL FIRE** Academy. You may check in on Sunday, January 8th after 1500 and check out on Friday, February 3rd prior to leaving for class. Please let the Class Coordinator know if you will be staying over the weekends so reservations can be made. *Rooms will be on a first come first serve basis. Room assignments will be established double occupancy by management.*

The Academy will not pay for motel telephone usage. If you use the room telephone and do not pay for the calls prior to your leaving, your unit will be billed. Please pay for your telephone charges before you check-out.

MEALS

Meals will be provided at the Academy during your assignment.

ATTIRE FOR COURSE

The required uniform for **CAL FIRE** uniformed employees is the long sleeve work response uniform with tie. Refer to the 1500 Uniform and Identification Handbook for uniform requirements and Section 1506 for grooming standards. The required uniform for co-operating agencies is an equivalent administrative uniform with long sleeve shirt and tie.

Non-uniformed employees will wear business or professional attire suitable for office wear. Any clothing with rips, tears, ragged, frayed cuffs or hems or with offensive language or pictures is unacceptable. The following are examples of unacceptable items of clothing:

Midriff blouses/Halter/bikini top	Tee shirt/tank top/undershirt
Shorts/cutoffs	Sweatshirts/sweatpants/hoodies
Sandals/Flip Flops/Shower shoes	Denim/Blue Jeans
Tennis Shoes	

Caps and unacceptable items of clothing will not be worn in classrooms or the dining hall.

PARKING

All non-Academy staff are to use the designated parking lot. As you enter the Academy grounds, turn left at the second driveway marked "Students and Visitors Parking Only." **DO NOT** park in spaces reserved for Academy staff. There is a loading zone to the north of the 500 wing.

PERSONAL MAIL SHOULD BE ADDRESSED TO YOU AS FOLLOWS:

YOUR NAME/Class Name
CAL FIRE Academy
4501 State Highway 104
Ione, California 95640

PERSONAL TELEPHONE CALLS

The Academy office telephone number is (209) 274-2426. Please advise those who may contact you that calls during normal office hours (0800 - 1700) should be limited to **genuine emergencies**.

FIREARMS

Please do not bring firearms to the Academy unless you are a sworn officer.