

State of California
Memorandum

Natural Resources Agency

To: Selected Students

Date: December 22, 2015

Telephone: (209) 274-2426

Fax: (209) 274-2034

From: Department of Forestry and Fire Protection
CAL FIRE Academy

Subject: 4000 TRAINING
4040 Training Curriculum
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 Chief Phil Veneris.

SUBJECT: L-950 Incident Commander #12

DATES: February 15 – 19, 2016

TIME: Begins at 0800 on 02/15/16 and ends at 1700 on 02/19/16

ACADEMY

COORDINATOR: Battalion Chief [David Esteves](#), (209) 304-4576

COURSE

COORDINATOR: Chief [Phill Veneris](#), (805) 903-3411

ATTIRE: Refer to “Attire for Course”

SPECIAL INFORMATION: The course includes the purpose of the incident briefing and the incident briefing form, incident planning, incident management, responsibilities on a single and multi-agency incident, incident demobilization, and incident evaluations. **Please call or email Chief [Phil Veneris](#) at (805) 903-3411 with any questions.**

Target Audience: Personnel with multi-division incident command experience who will be multi-branch incident commanders.

Prerequisites: **CAL FIRE Required** ICS qualifications include:

- I-400 Advanced ICS
- S-390 Introduction To Wildland Fire Behavior Calculations
- Haz-Mat – IC/Scene Manager or Command 2B Haz-Mat
- Incident Management 3

Bring a copy of your certificate or “Red Card” or Unit Approved Qualls Card. Those who cannot produce proof of meeting prerequisites may be removed from the class.

All other agencies must meet the qualifications as stated in the Field Manager's Course Guide.

Pre-study Materials: Students are to review I 300/400 Principles or Course Materials prior to attending the class as pre-work.

Each student needs to bring a F.O.G ICS 420-1 and/or N.W.C.G. 410-1 Fire Line Handbook, an N.W.C.G. Task Book (Type 1/2) initiated by their unit to class and **any materials, forms or checklists needed to be successful as an Incident Commander.**

All travel, per-diem to and from the Academy, 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 OSHPRO, 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 OSHPRO, to the Academy Administrator, Deputy Chief [Brent Stangeland](#) cell (209) 274-5501, 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 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 a student in L-950 Incident Commander that is being held at the **CAL FIRE** Academy. You may check in on Sunday, February 14th and check out on Friday, February 19th. *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 the entire course.

ATTIRE FOR COURSE

The required uniform for uniformed employees is the long sleeve work response uniform with tie. The required uniform for co-operating agencies is an equivalent work uniform with long sleeve shirt and tie.

Non-uniformed employees will wear business or professional attire suitable for office wear and public contact. 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 is 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 20-minute loading zone to the north of the 500 wing.

FIREARMS

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