

CALIFORNIA DEPARTMENT OF FORESTRY  
AND FIRE PROTECTION

February 12, 2016

**TO:** REGION/SACRAMENTO HEADQUARTERS  
Attention: Training Coordinators

**FROM:** **CAL FIRE** Academy  
(209) 274-2426

**DUE DATE: ASAP**

**SUBJECT:** S-420 Command and General Staff

**DATES:** February 29 – March 4, 2016

**TIME:** Begins at 0800 on 02/29/16 and ends at 1700 on 03/04/16

Please ensure you make your travel arrangements to arrive before the 0800 start time and do not plan on being released before 1700.

**LOCATION:** Clark Training Center  
16902 Bundy Ave.  
Riverside, CA 92518

**ACADEMY**

**COORDINATOR:** Battalion Chief [David Esteves](#) (209) 274-5519

**CLASS**

**COORDINATOR:** Unit Chief [Nancy Koerperich](#) (559) 706-8800

**ALLOCATIONS:** CAL FIRE – 16 USFS – 16 Local Govt - 16

To: Command and General Staff Course Participants

Date: February 12, 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 notify Unit Chief Marc Hafner, Coaches Coach at (559) 358-7100 (cell) or by email at [marc.hafner@fire.ca.gov](mailto:marc.hafner@fire.ca.gov) as soon as possible so a replacement can be made.

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## **STUDENT COMMITMENT:**

The S-420 Command and General Staff course is designed for you to improve your skills and function in an interagency team environment. For S-420 to be a successful training experience, student commitment and attendance by all selected trainees is required. Each of the Command and General Staff positions are critical for an Incident Command Team to function properly and team inter-action is the most important aspect of this training. Seven other trainees are depending on your attendance.

The first two days of the course will involve you and your team developing interaction skills. Day three will include instruction and team exercises in the planning process and developing an effective Incident Action Plan. Day four is simulation day. The simulation will begin with a briefing at 0800 and conclude at approximately 1600, there will be no lunch break during the simulation and teams have traditionally made their own arrangements for meals. Day five is additional instruction, exercises, wrap-up and final evaluation for the course.

You may be assigned to a position that you did not apply for, and are not totally familiar with, but we will ensure your qualifications are commensurate with the tasks to be performed. Some candidates may have training in the function, but not Section Chief level training, and the expectation is that you will be functioning at the Section Chief level, so be prepared for that. Functional experts are a part of the cadre to assist you.

Your main goal is to function well in a team environment and the positions you have been assigned for the course are listed by your name in the addresses above.

## **LODGING/MEALS**

Attendees are responsible for making their own arrangements for meals. There are several restaurants and venues within driving distance of the facility.

Reservations have been made at Clark Training Center located at 16888 Bundy Avenue, Riverside. When you arrive, go to the office lobby on the first floor where you will find an envelope with your name and room number. You may check in on Sunday, February 28<sup>th</sup> and check out Friday, March 4<sup>th</sup> before 12:00 noon. Depending on dorm room availability, lodging may be double occupancy. You will be asked to sign their "Dorm Room Agreement." Cost of lodging will be paid for by the Academy, no payment is required at check in.

Dorm use is approximately \$34.00 per night. Cost of lodging will be paid for at check in. To make arrangements to stay at the dorms, call 951-571-8612 or follow link below.

<http://www.rvcfire.org/stationsAndFunctions/AdminSppt/Training/Pages/Dorms.aspx>

You should be prepared to spend several hours; including meals and study time, outside of the classroom environment working with your team members and developing team relationships. Often, students that live close, wish to travel home, but it would not be conducive to an active team building environment. Please make arrangements to stay at the dorms. It is imperative that you spend as much time as possible with your team. For **CAL FIRE** employees you **must** receive permission from your Unit to make lodging accommodations away from the dorms and in doing so, may not charge the cost of the room to the Academy. Please contact Chief Hafner if you have been given an exemption from your unit to stay at lodging other than the dorms.

No Smoking is permitted in any building.

TR-60 ICS – Student TR-60 begins with page 2

## **LODGING/MEALS/TRAVEL COSTS**

All travel costs, per-diem to and from Clark Training Center, overtime and cover behind are to be borne by the sending Unit or Cooperating Agency. Cost of lodging for CAL FIRE students will be paid for by the Academy, no payment is required upon check-in. Meals, while assigned to the training site will be borne by the Academy, Index 5920 PCA 99200. A courtesy copy of your Travel Expense Claim is to be sent to the Academy, attention Dawn Muschetto.

**CAL FIRE** Academy  
4501 State Highway 104  
Lone, CA 95640

## **ATTIRE FOR COURSE**

Employees will wear business or professional attire, suitable for office wear. Thursday students must wear agency field uniforms. The following are examples of unacceptable items of clothing:

Halter/bikini top  
Midriff Blouse  
Shorts/cutoffs  
Sweatpants/Sweatshirts/Sweat suits  
Blue Jeans

Tank Top  
Tee Shirt / Undershirt  
Thongs or shower clogs  
Caps / Hats  
Tennis Shoes

Any clothing with rips, tears, ragged or frayed cuffs/hems, offensive language, pictures or considered unacceptable, will not be worn in the classroom.

If there are any questions regarding this course, accommodations or attire, please contact one of the Coordinators listed below via email or cell phone. **Please confirm your attendance with Chief Hafner as soon as possible.**

Chief Nancy Koerperich at [nancy.koerperich@fire.ca.gov](mailto:nancy.koerperich@fire.ca.gov) or call (559) 706-8800

Chief Marc Hafner at [marc.hafner@fire.ca.gov](mailto:marc.hafner@fire.ca.gov) or call (559) 358-7100

Federal employees contact: Anna Dinkel [adinkel@fs.fed.us](mailto:adinkel@fs.fed.us) or call (442) 300-4058

Local Government employees contact: Nick Duvalley [Nick.Duvalley@fire.lacounty.gov](mailto:Nick.Duvalley@fire.lacounty.gov) or call (213) 247-6685

## **ITEMS TO BRING:**

It is highly recommended that you review the ICS-420-I, Field Operations Guide (FOG), and the NWCG Fireline Handbook prior to attending the course.

Please bring the following with you when you come to the class:

1. Field Operations Guide (ICS 420-1) and/or NWCG Fireline Handbook.
2. **Your agency field uniform to be worn for the Thursday simulation exercise.**
3. Ten Business Cards (if you have them).
4. Optional –
  - a. Any items or functional kits you like to work with for your assignment.
  - b. Computer or printer

## **FIREARMS**

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

## **Billing Information**

### **Forest Service (Other Regions):**

The approved NWCG Nomination Form will be used for payment. This form must include proper agency charge codes and signatures.

### **Other Federal Agencies:**

The approved NWCG Nomination Form will be used for payment. This form must include proper agency codes, agreement numbers and signatures.

### **Cancellations:**

Cancellations must be made one week prior to the course start date. If a cancellation occurs after the one-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course.