



Memorandum

Memorandum No: 21-31

Date: September 30, 2021

To: Department Directors and NIMS Coordinators

From: Chris Lagerbloom, ICMA-CM, City Manager

Re: NIMS Incident Command System Certifications and Tracking in Log

Maintaining Certification Compliance with the Federal Emergency Agency's (FEMA) National Incident Management System (NIMS) is of paramount importance for the City of Fort Lauderdale. The FEMA NIMS certifications and the accurate tracking of each is a requirement for FEMA reimbursement. Additionally, the certifications provide staff with essential training for working through emergencies.

All City employees are required to have NIMS certifications that correspond to their positions and/or management levels. The online (Independent Course Study) ICS100, 200, 700, and 800 courses must be completed within six months of hire or promotion date. The G300 and G400 certifications are required to be completed by City staff within a year of being assigned to the Emergency Operations Center (EOC), promoted, or moved to a new management level.

Completed courses must be entered into the tracking log by each department's designated NIMS coordinator. Please see the table below for required FEMA certifications.

NIMS certifications required for City of Fort Lauderdale personnel

Table with 7 columns: Level, ICS 100, ICS 200, ICS 700, ICS 800, G 300^A, G 400^A. Rows include Management Level I-V and Non-management.

R = required

S = suggested

\* - upcoming new standard by FEMA

^ - required for: Police: Captains and higher; Fire Rescue: Battalion Chief and higher; EOC direct assignments. G 300/400 are offered by the State at predetermined dates in consecutive order.

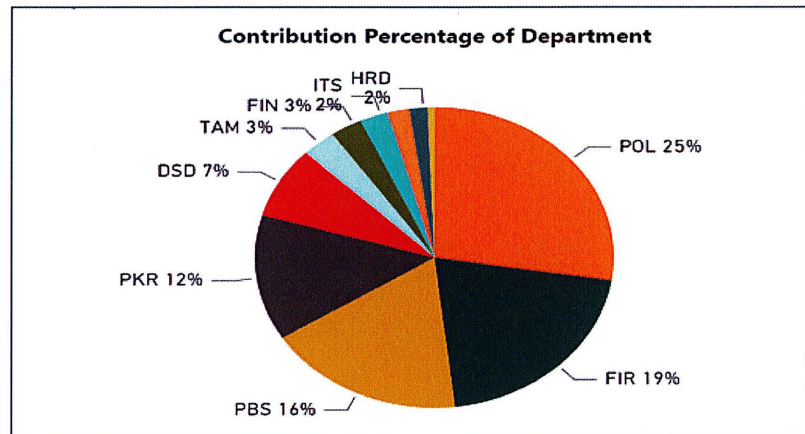
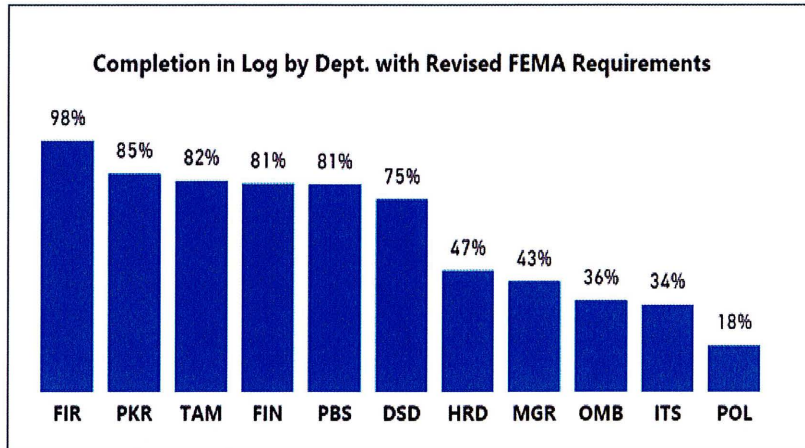
The G300 and G400 courses are offered by the State as, in-person only, three-day sessions. A wait period of 90 days is required between each session and courses must be taken in order. City staff requiring these certifications should refer to their NIMS coordinator to obtain information on fulfilling these requirements.

Required FEMA ICS training courses are located at the internet web address, below:  
<https://training.fema.gov/emiweb/is/icsresource/trainingmaterials.htm>

NIMS Coordinators: Please refer to the chart to the right for the current status of NIMS certifications as reflected in the tracking log on the Fire Rescue network drive. The data reflects only certificates entered in this log.

Please transfer all entries from your tracking log to this shared City tracking log, to reflect the aggregate percentages for all departments.

NIMS coordinators may contact Marco De Medici at extension 6813, Fire Rescue Administration, for guidance on entering certifications into the tracking log.



- c: Greg Chavarria, Assistant City Manager
- Tarlesha W. Smith, Esq., Assistant City Manager
- Alain E. Boileau, City Attorney
- Jeffrey A. Modarelli, City Clerk
- John C. Herbst, City Auditor
- CMO Managers
- Rhoda Mae Kerr, Fire Chief
- Jermaine Frazier, Battalion Chief, Emergency Manager