

**ADMINISTRATIVE PROCEDURES**

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| **80.01 Incident Qualifications Certification Council** | **Revised: February 1, 2023** |

1. GOVERNING REGULATIONS

The Incident Qualifications Certification Council is governed by the “Wildland Fire Qualification System Guide (PMS 310-1)” published by the [National Wildfire Coordinating Group](http://www.nwcg.gov/) (NWCG), the Federal Wildland Fire Qualifications Supplement, National Incident Management System Doctrine, and the Texas A&M Forest Service State Fire Operations Plan.

2. PURPOSE

* 1. The purpose of the Council is to assist with the development of criteria for certification of NWCG, FEMA, and agency-specific positions, to evaluate emergency response taskbooks for agency employees and, TIFMAS and AHIMT members, and to recommend certification of qualified candidates.

2.2 The Planning and Preparedness Department Head is the designated Certifying Official for position taskbooks, the initial certification, and annual recertification of the Incident Qualification Cards (“red cards”).

3. MEMBERSHIP

The Council is a group of agency employees, TIFMAS personnel, and AHIMT personnel, whose expertise represent the functional areas of the Incident Command System – Command, Operations, Planning, Logistics, Finance, Air Operations, Prescribed Fire and Dispatch. The Planning & Preparedness Department Head appoints Council members. Approximately 5 agency employees, 5 TIFMAS personnel, and 5 AHIMT personnel will serve on the Council. The Planning and Preparedness Department Head or designee will serve as the chair. The Council will meet at least once a year to review current procedures and discuss issues. The council will meet quarterly to review position task books.

4. RESPONSIBILITIES

The Council will do the following:

4.1 Review candidate training records and position taskbooks and determine if they meet the applicable qualification requirements. Provide recommendations for approval/disapproval of taskbooks to the Planning & Preparedness Department Head.

4.2 Assist with development of criteria for other incident response related qualifications (for example, chainsaw operator certification).

5. REPORTING

The Council reports to the FRP Associate Director.

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