



VALENCIA COUNTY  
BOARD OF COUNTY COMMISSIONERS

RESOLUTION No 2021-42

**DIRECTING VALENCIA COUNTY EMPLOYEES TO OBTAIN REQUIRED NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) INCIDENT COMMAND SYSTEM (ICS) TRAINING**

WHEREAS, Valencia County has adopted the NIN'IS/ICS under Valencia County Resolution No. 2015-13 "Designating the NIMS as the Basis for all Incident Management within Valencia County, New Mexico."; and,

WHEREAS, Homeland Security Presidential Directive (HSPD-5), directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), initially published in March 2004 and then revised in October 2017, which provides a consistent nationwide approach for federal, state, tribal, and local governments to work together more effectively and efficiently to prevent against, protect against, prepare for, mitigate for, respond to and recover from domestic incidents, regardless of cause, size, and/or complexity; and,

WHEREAS, the collective input and guidance from all federal, state, tribal, and local homeland security partners have been, and will continue to be, vital to the development of effective implementation and utilization of a comprehensive national incident management system; and,

WHEREAS, it is necessary and desirable that all federal, state, tribal, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest level of incident management; and,

WHEREAS, to facilitate the most effective and efficient incident management it is crucial that federal, state, tribal, and local organizations utilize standardized terminology, organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualifications, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during a major emergency or disaster; and,

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the county's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline the incident management process; and,


WHEREAS, wishes to assure that any employees that could be involved in managing an incident for the County have the proper training that will be needed for their level of involvement and to be compliant with HSPD-5,

NOW THEREFORE BE IT RESOLVED, that the Board of County Commissioners of Valencia County hereby adopts the National Incident Management System (NIMS) Incident Command System (ICS) Training Resolution indicating that in all instances where employees are required to obtain NIMS/ICS training by virtue of their assigned position, and in accordance with the Valencia County National Incident Management System (NIMS) Compliance Matrix, will ensure completion of all such training within the time identified under standards set forth by the County and such a program being administratively administered by the Valencia County Human Resources Department.


APPROVED, ADOPTED, AND PASSED on this <sup>4<sup>th</sup></sup> 18<sup>th</sup> day of August 2021


**BOARD OF COUNTY COMMISSIONERS**


  
\_\_\_\_\_  
Gerard Saiz  
Chair, District I

  
\_\_\_\_\_  
Jhonathan Aragon  
Vice-Chair, District V

\_\_\_\_\_  
Troy Richardson  
Commissioner, District II

  
\_\_\_\_\_  
David A. Hyder  
Commissioner, District III

  
\_\_\_\_\_  
Joseph Bizzell  
Commissioner, District IV

Attest:  
  
\_\_\_\_\_  
Mike Milam  
Valencia County Clerk



# Valencia County National Incident Management System (NIMS) Compliance

## Background

### **What You Need to Know About NIMS**

The National Incident Management System (NIMS) was published by the Department of Homeland Security on March 1, 2004. It provides a comprehensive and consistent national approach to all-hazard incident management at all jurisdictional levels and across all functional emergency management disciplines. Since most incidents occur and are handled by local government, the support of elected and appointed officials in the NIMS implementation process is crucial to the nation's success in preventing, preparing for, responding to, and recovering from disasters – regardless of their cause. The benefit of NIMS is especially evident at the local level, when the entire community prepares for and provides an integrated response to an incident. Elected and appointed officials need to be involved in all aspects of NIMS implementation to include the following: \* Adopt NIMS at the community level for all government departments and agencies and encourage NIMS adoption and use by associations, utilities, non-government organizations, and the private sector. \* NIMS should be adopted through executive order, proclamation, resolution, or legislation as the jurisdiction's official all-hazards, incident response system. The NIMS necessitates the use of the Incident Command System, the multi-agency coordination systems, and a public information system. All these command and management systems rely on the direct involvement of elected and appointed officials in a community during an incident. When implementing NIMS, all emergency plans and SOPs must incorporate NIMS components, principles, and policies, including emergency planning, training, response, exercises, equipment, evaluation, and corrective action plans. Elected and appointed officials of a community need to be directly involved in these NIMS preparedness elements, especially when the community exercises its emergency management policies, plans, procedures, and resources.

### **Who has to take NIMS and ICS training?**

The US Department of Homeland Security has named National Incident Management Systems (NIMS) as the nation's first standardized management approach that unifies Federal, state, and local lines of government for an incident response as a nationwide standardized incident management processes, protocols, and procedures that all responders—Federal, state, tribal and local—will use to coordinate and conduct response actions. With responders using the same standardized procedures, they will share a common focus and will be able to place full emphasis on incident management when a homeland security incident occurs— whether terrorism or natural disaster. Incident Command System, or ICS, training required by the Department of Homeland Security for all Federal State, Tribal and Local entities, Private sector, and Nongovernmental personnel with a direct role in emergency management and response must be NIMS and ICS trained. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support, and volunteer personnel, as listed above.

VALENCIA COUNTY COMPLIANCE CHART  
INCIDENT COMMAND SYSTEM (ICS) 100, 200, 300, 400, 402, 700 and 800

**Further NIMS and ICS Training:**

Staff members and elected officials are strongly encouraged to take NIMS/ICS training pertaining to their area of expertise or possible area of involvement on an incident or in the EOC. For example, EOC staff are encouraged to take IS-2200 Basic Emergency Operations Center Functions and ICS-2300 Intermediate Emergency Operations Center Functions. The FEMA Emergency Management Institute has many course offerings online for areas including animals in disaster, flood control, GIS, and finance. For a complete listing of online independent study courses visit FEMA EMI at [www.training.fema.gov](http://www.training.fema.gov) Advanced level class schedules and registration information can be found at <https://www.preparingnewmexico.org/>

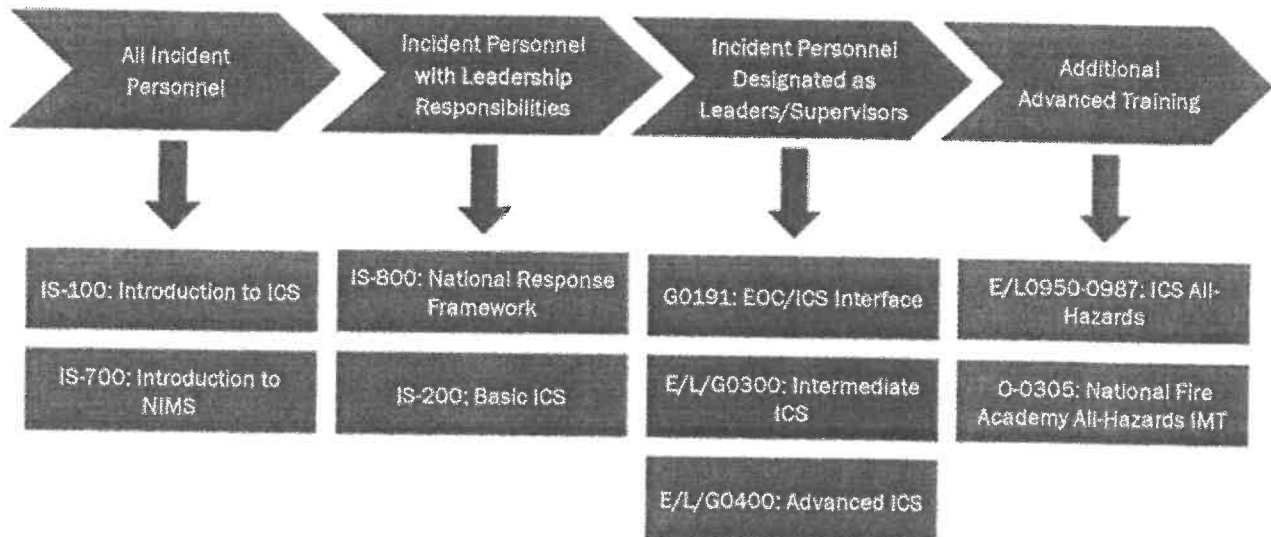
**Valencia County Employee Compliance**

To see what courses employees are required to take there are two charts identifying required training for all Valencia County employees, including elected personnel as they are paid by Valencia County.

CHART — I: Identifies employees by department and their training level and which classes they are required to complete. These classes will be a part of Incident Command System (ICS) 100, 200, 300, 400, 402, 700, and 800 courses.

Note: ICS 300 and 400 are available in the classroom only. To take these courses you must coordinate with the Valencia County Emergency Manager to attend. All of the other courses 100, 200, 700, and 800 are available online or in a classroom.

Personnel who will operate within ICS (field personnel) follow the ICS training progression. Each AHJ determines how far individuals need to progress based on their role within ICS and the size and complexity of the incident. See Figure 3 for details.



**Figure 3: ICS Training Progression**

VALENCIA COUNTY COMPLIANCE CHART  
INCIDENT COMMAND SYSTEM (ICS) 100, 200, 300, 400, 402, 700 and 800

ALL PERSONNEL WILL FOLLOW TRAINING AS LISTED:

Entry Level: (These two classes will be required by ALL employees)

**Entry Level:**

IS-700.b An Introduction to the National Incident Management System

IS-100.c Introduction to the Incident Command System, ICS 100

\*IS-10.a Animals in Disasters: Awareness and Preparedness

\*IS-11.a Animals in Disasters-Community Planning

\*\*It is recommended that Animals Services staff supervisors take the IS-10. a and the IS-11. a

ADDITIONALLY:

ALL employees in Emergency Management, Emergency Medicine, Fire/Rescue, Law Enforcement, and Public Works departments will need:

ICS-200: ICS for Single Resources and Initial Action Incidents

ICS- 800: National Response Framework, An Introduction

Detentions:

ICS-200: ICS for Single Resources and Initial Action Incidents

Supervisors in any department (LE/FD, Detentions — anyone Sargent or higher):

ICS-300: Intermediate ICS for Expanding Incidents

Department Directors (LE/FR/Detentions — anyone Lieutenant or higher):

ICS-400: Advanced ICS, Command and General Staff-Complex Incidents

Elected Officials:

\*Note: The National Integration Center (NIC) strongly recommends that elected and appointed officials complete ICS- 100, ICS-700, and ICS-402 ICS for Executives/Senior Official

VALENCIA COUNTY COMPLIANCE CHART  
INCIDENT COMMAND SYSTEM (ICS) 100, 200, 300, 400, 402, 700 and 800

**CHART - 1**

DEPARTMENT	TRAINING LEVEL				
	100, 700	200, 800	300	400	402
ADMINISTRATION/ MANAGERS OFFICE	ALL	SUPERVISORS MANAGER/ DPTY MNGR	MANAGER DPTY MNGR	MANAGER DPTY MNGR	MANAGER
ANIMAL CONTROL	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
ASSESSORS OFFICE	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	N/A	DIRECTOR/Elected Official
CLERKS OFFICE	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	N/A	DIRECTOR/ Elected Official
CODE ENFORCEMENT	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
COMMUNICATIONS (VRECC)	ALL	ALL	SUPERVISORS DIRECTOR	DIRECTOR	N/A
DETENTIONS CENTER	ALL	200 (ALL)	SARGENTS AND HIGHER	MAJOR AND HIGHER	N/A
ELECTED OFFICIALS*	ALL	N/A	N/A	N/A	COMMISSIONERS PROBATE
FINANCE/ PROCUREMENT/ GRANTS	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
FIRE/EMS/ EMERGENCY MANAGEMENT	ALL	ALL	LIEUTENANTS AND HIGHER	CAPTAIN AND HIGHER	N/A
HUMAN RESOURCES (HR)	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
INFORMATION TECHNOLOGY (IT)	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
OLDER AMERICANS	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
PLANNING AND ZONING	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	DIRECTOR	N/A
PUBLIC WORKS	ALL	ALL	SUPERVISORS DIRECTOR	DIRECTOR	N/A
SHERIFF'S OFFICE	ALL	ALL	SARGENTS AND HIGHER	LIEUTENANTS AND HIGHER	N/A
TREASURERS OFFICE	ALL	SUPERVISORS DIRECTOR	SUPERVISORS DIRECTOR	N/A	DIRECTOR/ Elected Official

\* NOTE: If you are an elected official and a director of a specific department then you MUST adhere to the department director training, NOT elected official requirements