



Neenah-Menasha Fire Rescue

Memorandum

TO: Menasha Aldermen
FROM: Assistant Chief Mike Sipin
DATE: November 11, 2011
RE: NIMS Training

This memo is to inform you, as members of the Menasha City Council, of the FEMA/Department of Homeland Security (DHS) NIMS training requirements as elected officials.

Part of my job responsibilities as Assistant Chief include ensuring all Neenah and Menasha employees have the appropriate level of NIMS training. Our master training index indicates that you have not yet completed the training required by FEMA as an elected official. The two classes FEMA requires are IS-700a: "*An Introduction to the National Incident Management System (NIMS)*", and IS-100b: "*Introduction to the Incident Command System (ICS)*".

Both of these courses can be completed online. I have included the links to the courses below. It is imperative that all city employees complete the necessary training in order for the City of Menasha to qualify for any future grants through DHS. Winnebago County was recently audited by DHS on their level of compliance.

A failure to have the appropriate level of NIMS training could result in the City being ineligible to receive any DHS grant funding in the future, and also holds the potential of being responsible for reimbursing the Federal Government for previous grants received.

Below are the links you can go to in order to complete the classes online.

IS-700a:
<http://training.fema.gov/emiweb/is/is700a.asp>

IS-100b:
<http://training.fema.gov/emiweb/is/is100b.asp>

Follow the links for the online class version. When you successfully complete the class, FEMA/DHS will email a copy of your certificate directly to your email address. Please forward an electronic copy of this to me so I can update the master file.

Should you have any question, please feel free to contact me. Thanks for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Mike Sipin".

Mike Sipin
Assistant Chief of Training/Emergency Management