



# Neenah-Menasha Fire Rescue

## Memorandum

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**TO:** Menasha Council Members and Mayor Merkes

**FROM:** Assistant Chief Mike Sipin

**DATE:** December 6, 2011

**RE:** NIMS ICS Training

Prior to the December 5 Council meeting, a discussion between Chief Auxier and Councilman Krueger was held on the subject of NIMS/ICS training. It was proposed that in lieu of completing the NIMS/ICS training as per the 2006 Joint Resolution online, a traditional classroom session could be offered to allow council members the opportunity to complete the NIMS/ICS training.

As you may recall, there are two courses that would be required of you per the resolution. ICS-700, an Introduction to NIMS, and ICS-100, and Introduction to the Incident Management System. I have delivered this training to others within the city, and have been able to complete it within a 3-hour period, including the final exam.

The second option provides the ability for the ICS-700 course to be offered, with the ICS-100 at a future point. Each session would last no longer than 90 minutes.

If interested in either option, please email me with dates/times that would work. Once I receive some information from you, I will set a single date for the first option, and two dates for the second. I will need a minimum of 4-6 weeks in order to acquire the necessary materials from the Department of Homeland Security. My email is [msipin@nmfire.org](mailto:msipin@nmfire.org).

Should you have any further questions pertaining to this issue, please do not hesitate to contact me. Thank you.