



# Neenah-Menasha Fire Rescue

Office of Deputy Fire Chief Steven DeLeeuw

TO: Mayor Merkes  
Attorney Pam Captain  
Common Council

FROM: Deputy Fire Chief Steve DeLeeuw  
Emergency Government Director, City of Menasha

RE: NIMS

DATE: November 30, 2011

The intent of this memorandum is to clear up any confusion from recent emails regarding NIMS and to give direction to the Mayor, City Attorney and the Common Council regarding NIMS compliancy.

In previous emails, I mentioned compliancy and how it relates to becoming eligible to apply for and receive grants from FEMA. According to FEMA, compliance means that we are working towards obtaining the training required to become compliant. As I stated in the previous emails, if we are not compliant we could be denied grants and may be required to repay grants that have been awarded. Taking into consideration what FEMA considers being compliant, and if we are working towards compliancy, we should not have a problem. However, if our elected officials choose to not work towards compliancy we could be at risk during an audit and when filling out a grant application. The question on how the Common Council members would be reimbursed for their time to take the online courses is something that I do not control. I don't believe prior council members that have taken the courses have ever requested to be reimbursed.

As Emergency Government Director for the City of Menasha, and taking into consideration that in 2006 the City of Menasha passed Resolution R-17-06 stating that the City of Menasha adopted the National Incident Management Standard NIMS as the standard for incident management of disasters and other emergencies within the City of Menasha, I am requesting that all of you work towards completing IS-700 and ICS-100 as described in my previous emails. Because these are online classes they can be done at a pace you feel comfortable with. I would like to see these online courses completed by the end of 2012. By completing these courses you will gain a better understanding of the Incident Command System and NIMS. You will also have a better understanding on the structure that is in place and how the Police, Fire and Mayor react and deal with any type of disaster that occurs in the City of Menasha. There may be a time that during a disaster the Mayor will need to declare a State of Emergency for the City of Menasha and as council members you will need to support the Mayor and understand the process that is used during the event. By taking these two courses you will gain this knowledge and have a better understanding what takes place during a disaster.

If you have any questions please call me directly.

## NIMS Training Requirements 2011

Audience	Required Training
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include Entry Level first responders & disaster workers.	<ul style="list-style-type: none"> <li>FEMA IS-700 NIMS An Introduction</li> <li>ICS-100 Introduction to ICS</li> </ul>
<ul style="list-style-type: none"> <li>Emergency Medical Service personnel</li> <li>Firefighters</li> <li>Law Enforcement personnel</li> <li>Public Works laborers/workers</li> <li>Mechanics &amp; Operators</li> <li>Skilled town support staff</li> <li>Dispatchers / telecom</li> <li>Elected officials</li> </ul>	
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include First line supervisors	<ul style="list-style-type: none"> <li>FEMA IS-700 NIMS An Introduction</li> <li>ICS-100 Introduction to ICS</li> <li>ICS-200 Basic ICS</li> <li>FEMA IS-800b National Response Framework (NRF) An Introduction</li> <li>FEMA IS-704 NIMS Communications and Information Management (DISPATCH/COMMS STAFF ONLY)</li> </ul>
<ul style="list-style-type: none"> <li>Patrol supervisors</li> <li>Fire supervisors</li> <li>Public Works supervisors</li> </ul>	
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include Middle Management	<ul style="list-style-type: none"> <li>FEMA IS-700 NIMS An Introduction</li> <li>ICS-100 Introduction to ICS</li> <li>ICS-200 Basic ICS</li> <li>FEMA IS-800b National Response Framework (NRF) An Introduction</li> <li>ICS-300 Intermediate ICS</li> <li>FEMA IS-701a NIMS Multiagency Coordination System (MACS) Course</li> <li>FEMA IS-703a NIMS Resource Management</li> <li>FEMA IS-704 NIMS Communications and Information Management (DISPATCH/COMMS STAFF ONLY)</li> </ul>
<ul style="list-style-type: none"> <li>Inspectors</li> <li>Foremen</li> <li>Acting or possible acting department heads</li> </ul>	
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include	<ul style="list-style-type: none"> <li>Same as above with the additional of...</li> <li>ICS-400 Advanced ICS</li> <li>ICS-702 a - Public Information Systems for all Public information officers or other staff would be responsible for public or media information.</li> </ul>
<ul style="list-style-type: none"> <li>Command and general staff</li> <li>Department heads / directors</li> <li>Town Administration</li> </ul>	