

Department of Community Affairs



Office of the Director

TO: All Fire Departments
FROM: Richard J. Mikutsky - Director / State Fire Marshal
DATE: October 12, 2021
RE: Incident Management Level Requirements

Based on Executive Order No. 248, dated 7/20/21; NJ OEM Directive NJOEM-1 (2021), dated 8/18/21; and N.J.A.C. 5:73-1.6; the New Jersey Division of Fire Safety is notifying all fire departments of the minimum, mandatory Incident Management Level requirements for the fire service.

Division of Fire Safety Regulations:

N.J.A.C. 5:73-1.6 states, that no person shall be promoted, assume, or be assigned (including elected) any fire service position, the duties of which include the management of emergency operations. Unless, that person has obtained, at a minimum, Incident Management Level 1 Certification issued by the Division of Fire Safety.

To qualify for Incident Management Level 1 Certification, a person must meet the following requirements:

- Obtained a Firefighter 1 Certification issued by the Division of Fire Safety.
- Have three years of documented experience in the fire service. (This means three years as a firefighter and does not include time spent in an Explorer or Junior Firefighter Program).
- Attended a classroom based Basic Incident Management Course (I-200) offered or approved by the Division of Fire Safety.

A certification application must be submitted to receive the Incident Management Certification. This means that every fire officer, career, and volunteer, **MUST** have, at a minimum, Incident Management Level 1 Certification issued by the Division of Fire Safety.

DFS link to the IM Certification Application:

https://www.state.nj.us/dca/divisions/dfs/forms/bfds/2021%20Ed%20Forms/ims_application_2021.pdf

Information is also available on the application for Level 2 and 3 certifications.

IF YOU WERE NIMS COMPLIANT PRIOR TO EO 248, YOU ARE STILL NIMS COMPLIANT.

NIMS / EO # 248 / NJ OEM Directive NJOEM-1 (2021) Requirements for Fire Service members:

To ensure compliance with NIMS, EO 248 and the OEM Directive, which may be required to receive Federal and/or State Homeland Security Grants, the Division of Fire Safety recommends the following:

Fire Service Member Requirements:

Core baseline training for all incident personnel, first responders or emergency response providers:
I-100, IS-200/ICS200, IS-700 and IS-800

All County Fire Coordinators and Deputy Fire Coordinators are required to be IMS certified as per New Jersey Division of Fire Safety, N.J.A.C. 5:75A-2.3.

All Chief Officers or acting Chief Officers shall be IMS Level 2 certified.

It is imperative that Fire Chiefs and municipal officials realize the responsibility they have to ensure compliance. If you have any questions, or need assistance, please contact your Regional Fire Coordinator directly or through our office at 609-633-6315 and someone will assist you in understanding how to ensure compliance.