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From: Director, Maine Emergency Management Agency  
To: County Emergency Management Directors  
Subj: National Incident Management System (NIMS) Training Requirements

Purpose: To provide updated guidance regarding a State-wide approach to meeting current NIMS Training requirements.

- 1) Current NIMS guidance for compliance and Federal funding eligibility for several important grant programs require the completion of a series of additional courses beyond the 2009 requirements. The specific courses are IS 701, 702, 703 and 704. The attached NIMS Training Matrix reflects these additional requirements.
- 2) As with the original matrix from 2008, the 2010 NIMS Training Matrix is intended to provide a set of standardized training requirements for individuals and organizations in the State of Maine that are involved with responding to or managing emergency incidents. It is designed to be a set of standards that are in consonance with the letter and spirit of Federal directives, that are achievable and sustainable, and that meet the needs of the State. Most importantly it is designed to account for the way the State of Maine manages emergency situations.
- 3) Maine recognizes and has demonstrated the value of NIMS standards and continues to support an aggressive education and compliance program. However, Maine has a very low population density and there is a heavy reliance on volunteer and/or part-time emergency management structures and response agencies. While large scale incidents can occur anywhere, the ability to manage them at the immediate local level may be limited by locally available resources.
- 4) To effectively respond to larger events, Maine relies upon a series of mutual aid agreements at the local, regional and State levels to leverage the resources of larger agencies. The State has is focusing efforts on the use of a designated State IMAT Level III and County IMA T Level IV teams to assist local IC's in the event of larger incidents. Successful response to several events has demonstrated this process to be very effective for the State.
- 5) To ensure appropriate personnel are trained in accordance with NIMS requirements and to avoid unnecessary expenditure of training resources, the matrix details the following training requirements with regard to the IS 700 series courses:
  - IS 701: EMA Directors, *MACCIEOC* Management and Staff, IMAT Level III/IV Staff
  - IS 702: Experienced and designated PIOs at the State/local and IMAT levels

- IS 703: EMA Directors, *MACCIEOC* Management and Staff, IMA T Level IIIIV Staff, Public Works Directors, Chiefs/Deputies of full-time Fire Departments, Chiefs/Deputies of County level law enforcement agencies and full-time police departments with 15 or more full-time officers, EMS Agencies with more than 15 full-time personnel.
  - IS 704: Elected officials directly involved in EM operations, EMA Directors, *MACCIEOC* Management and Staff, IMAT Level IIIIV Staff, Designated PIOs, Chiefs/Deputies of fulltime Fire Departments, Chiefs/Deputies of County level law enforcement agencies and fulltime police departments with 15 or more full-time officers, EMS Agencies with more than 15 full-time personnel.
- 6) Experience has shown that no single set of standards is likely to fit every conceivable instance, but the requirements outlined in the matrix will meet the vast majority of situations in Maine. Associated with this matrix is a copy of the 2008 NIMS guidance pertaining to the expected audience for this training. These documents are provided to further assist with resolving any questions. They help to clarify the intent of the directive and make clear reference to, "local incident organizational planning."
  - 7) Compliance with these standards of the matrix constitutes Nllvls training compliance for the purposes of NIMSCAST reporting and eligibility to receive HLS related funding. Entities that are non-compliant will remain ineligible until they meet the requirements.
  - 8) If an individual performs duties in two capacities (e.g. Fire Chief and EMA Director), the more stringent job related training requirements must be met.
  - 9) Because they are by nature designed to be regional assets, Regional Response Teams (RRTs) and Decontamination Strike Teams (DSTs) may be considered as a County asset, strictly for the purpose of NIMS compliance, upon agreement between the County and the *RRT/DST*. In such instances, they should be accounted for in NIMSCAST under the County.
  - 10) This document was intended to clarify and identify the minimum requirements to be considered compliant as they have been established by the Federal government. Decisions at the local level to undertake additional training remain the prerogative of the local entity.

Please ensure dissemination throughout your communities.

Robert P. McAleer  
 Director  
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Attachment:

(1) Minimum Training Requirements for Maine Nllvls Compliancy 2010