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# **Minnesota Incident Management Section Chiefs Academy**

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**January 29-February 2, 2024**

**Duluth, Minnesota**



*Sponsored by the Great Lakes Forest Fire Compact*

# INCIDENT MANAGEMENT SECTION CHIEFS ACADEMY

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The week-long Incident Management Section Chiefs Academy event is designed to train and develop all-hazard competencies and behaviors for the eight Incident Command System (ICS) command and general staff positions. These positions support the management of an ongoing incident that is greater in complexity than the routine operational response

Individual courses are designed to focus on developing participant's ability to assume responsibility of a specific position, lead position-specific support staff, and communicate effectively. The courses are designed to ensure the participant's completion of assigned training tasks meet the identified objectives for their positions.

## GENERAL INFORMATION

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### Location

Holiday Inn Hotel and Suites  
200 West First Street  
Duluth, Minnesota

### Meals

Refreshment breaks are provided for all course participants. All other meals are sending unit responsibility.

### Lead Instructors

All lead instructors are NWCG and FEMA qualified instructors and members of Incident Management Teams.

### Academy Coordinator

**Taylor Schenk**  
Wildland Fire Training & Certification  
Supervisor  
**218-322-2683**

# GREAT LAKES FOREST FIRE COMPACT (GLFFC)

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The Great Lakes Forest Fire Compact (GLFFC) association promotes effective prevention, presupposition and control of forest fires in member states and provinces in the Great Lakes region. GLFFC provides mutual aid through information, training, technology, and resource sharing activities.



## Member agencies

- Manitoba Conservation Fire Program
- Michigan Department of Natural Resources
- Minnesota Department of Natural Resources (MNICS)
- Ontario Ministry of Natural Resources, Aviation, Forest Fire and Emergency Services
- Wisconsin Department of Natural Resources

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### VISION

*Pursue excellence in the development of fire management capacity with partnerships that develop agency staff and future fire management leaders through strategic planning, and innovation.*

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## LODGING

### Holiday Inn & Suites Duluth

200 W 1st St, Duluth, MN 55802  
218-722-1202 (option 3)

- A block of rooms at the rate of rooms is available for students.
- Book your room online or call 218-722-1202 (option 3) by January 8, 2024.
- When booking a room, request the **Section Chief Academy** block.

**Book by January 8, 2024.**

## Registration

**Register online!**



<https://forms.office.com/g/NTJ1i2BWYg>

## Fees

The Minnesota Incident Management Section Chiefs Academy does not require tuition or registration fees. Meals and lodging for academy courses are the sending unit's responsibility.

## Deadlines

- **GLFFC Priority Registration** - Students from GLFFC agencies will receive priority registration before December 14, 2023.
- Registration opens to all interested students on December 14, 2023.
- Final day to register January 10, 2024.

## COURSE CONFIRMATION

- Class confirmation will be mailed ten days prior to the Academy.
- If you do not receive class information by Jan. 23, 2024 or note an error in your information, please call 218-322-2702.
- Check personal and class information carefully and report errors immediately.

## PREREQUISITES

**ALL Section Chief (command and general staff) courses require these prerequisites:**

Course Code	Course Name
E/G0300 ICS-300	Intermediate Incident Command System for Expanding Incidents
E/G0400 ICS-400	Advanced Incident Command System for Command and General Staff—Complex Incidents (ICS-400 course) prerequisites are ICS-100, ICS-200, and ICS-300
IS-0100.b ICS-100	Introduction to the Incident Command System
IS-0200.b	Incident Command System for Single Resources and Initial Action Incidents
IS-0700.a	National Incident Management System, An Introduction
IS-0800.b	National Response Framework, An Introduction

**Please email proof of prerequisites to [MIFCTraining.dnr@state.mn.us](mailto:MIFCTraining.dnr@state.mn.us) after you have submitted your registration form.** Acceptable documentation includes IQS and IQCS records, or course certificates and Incident Qualification Cards.  
**Please note:** Every student who is accepted into a course will need a FEMA SID. To register for a FEMA SID, see attached link  
<https://cdp.dhs.gov/FEMASID/register>

# COURSES

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## ICS-400

### *ICS for Command & General Staff & Complex Incidents*

**Mon, January 29, 0800 – Wed, January 31, 1200**

Provides advanced application of the Incident Command System (ICS), expanding on the information covered in prerequisite ICS courses (see page 3) by explaining how major incidents engender special management challenges, and describing the circumstances to establish an Area Command. Involving Multiagency Coordination Systems.

## EL0950

### *NIMS ICS All-Hazards Incident Commander*

**Mon, January 29, 0800 to Fri, February 2, 1700**

Provides a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an All-Hazards Incident Management Team (AHIMT) for local- and state-level emergency responders, including:

- 1) Response to incident and command needs of the incident, and
- 2) Effectively fulfilling position responsibilities of an IC on an All-Hazards ICS IMT.

## EL0952

### *NIMS ICS All-Hazards*

### *Public Information Officer*

**Mon, January 29, 0800 to Fri, Feb 2, 1700**

The course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) and IMTs or assigned as an Assistant PIO. Participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT.

The course is also distinct from other information function courses by combining elements from both the basic and advanced functions to concentrate training on the fundamental duties and responsibilities of the PIO in an all-hazards environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course.

## EL0956

### *NIMS ICS All-Hazards*

### *Liaison Officer*

**Wed, Jan 31, 1300, to Fri, Feb 2, 1700**

Provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident

Prepare the participant for the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team.



*Photo Credit: Eastern Area Incident Management Gold Team*



Photo Credit: Eastern Area Incident Management Silver Team

## EL0967

### *NIMS ICS All-Hazards Logistics Section Chief*

**Mon, Jan 29, 0800 to Fri, Feb 2, 1700**

provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief on an All-Hazards Incident Management Team (AHIMT).

These responsibilities include responding to the incident and effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

## EL0973

### *NIMS ICS All-Hazards Finance/Administration Section Chief*

**Tues, Jan 30, 1300, to Thurs, Feb 1, 1700**

provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team (AHIMT).

These responsibilities include managing the Finance/Administration Section personnel and managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

### *S-404/EL0954 Blended Safety Officer*

**Mon, Jan 29, 0900 to Fri, Feb 2, 1700**

The course is designed to meet the training needs of the safety officer position in the incident command system. Topics include safety officer effectiveness, analysis techniques, safety messages, briefings and reports, and high hazard operations that provide local- and state-level emergency responders with an understanding of the duties, responsibilities, and capabilities of a Safety Officer on an All-Hazards IMT.



Photo Credit: Minnesota Homeland Security and Emergency Management

## S-430/ EL0958 Blended

### *Operations Section Chief*

**Tues, Jan 30, 0800 to Fri, Feb 2, 1700**

Designed for the operations section chief in the incident command system, this interactive course involves exercises designed to facilitate group and classroom discussion to explain the four elements of planning critical to the OSC: information gathering, strategy meetings, preparation of the Incident Action Plan (ICS 215), and the OSC role in demobilization.



## S-440/EL0962 Blended

### *Planning Section Chief*

**Tues, Jan 30, 0800 to Fri, Feb 2, 1700**

The course is designed to meet a portion of the training needs of the planning section chief in the incident command system. Topics include information gathering, strategies, meetings and briefings, incident action plan (IAP), interactions, forms, documents, supplies, demobilization, and an optional technology section. In the final exercise, students observe a simulated planning meeting and use the information derived to find errors in an IAP. Students must pass the unit tests and the final exercise to successfully complete the course.

## SCHEDULE

Code	Course Title	Mon 1/29	Tues 1/30	Wed 1/31	Thurs 2/1	Fri 2/2
ICS-400	<b>ICS for Command and General Staff and Complex Incidents</b>	am/pm	am/pm	am		
EL 0950	<b>Incident Commander</b> (Formerly NWCG S-400, Incident Commander)	am/pm	am/pm	am/pm	am/pm	am/pm
EL 0952	<b>Information Officer</b> (Formerly NWCG S-403, Public Info. Officer)	am/pm	am/pm	am/pm	am/pm	am/pm
EL 0956	<b>Liaison Officer</b>			pm	am/pm	am/pm
EL 0967	<b>Logistics Section Chief</b> (Formerly NWCG S-450, Logistics Section Chief)	am/pm	am/pm	am/pm	am/pm	am/pm
EL 0973	<b>Finance/Administration Section Chief</b> (formerly NWCG S-460, Finance Section Chief)		pm	am/pm	am/pm	
S-404/ EL0954 Blended	<b>Safety Officer</b>	am/pm	am/pm	am/pm	am/pm	am/pm
S-430/ EL0958 Blended	<b>Operations Section Chief</b>		am/pm	am/pm	am/pm	am/pm
S-440/ EL0962 Blended	<b>Planning Section Chief</b>		am/pm	am/pm	am/pm	am/pm

# SPECIAL EVENT

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## Wednesday, January 31, 2024

Join fellow students and instructors for a free Buffet dinner in the Great Lakes Ballroom. Social hour is at 5:00 pm followed by dinner at 6:00 pm and presentation at 7:00 pm. Commander Travis Thul of the U.S. Coast Guard will speak to how ICS is implemented from the USCG level and his experiences from some of the major incidents he has been involved with. CDR Travis Thul is the Senior Reserve Officer for U.S. Coast Guard Sector Sault Sainte Marie. In this capacity, he serves as a member of the sector's Command Cadre and oversees 37 reserve billets over an area of responsibility spanning Minnesota, Wisconsin, and Michigan's international and interstate waterways. CDR Thul's Incident Command System experience spans natural disasters, manmade events, humanitarian operations, and National Special Security Events. This includes serving as the Logistics Section Chief during Operation Vigilant Sentry, where he oversaw coordination of medical and humanitarian supplies in support of Haitian surge operations; as the maritime Deputy Incident Commander for the 2020 Democratic National Convention, where he planned and coordinated dozens of intragovernmental partners securing a presidential nomination convention; as Deputy Planning Section Chief during Operation Allies Welcome, where he helped lead the resettlement of 12,000 Afghan refugees; and as the Deputy Logistics Section Chief during the Hurricane Maria response, where he oversaw reestablishment of power, water, and sewer services on the island of Puerto Rico. CDR Thul is a Type 3 qualified Incident Commander, holds a Doctor in Engineering Management, is a licensed Professional Engineer, and served as a White House Fellow from 2020 – 2021.



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Section Chiefs Academy

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**In Partnership**  
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[www.glffc.com](http://www.glffc.com)