**Resident Fire/EMS Program**

**Purpose/Goal:**

It is the intent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to maintain an effective Resident Fire/EMS Program. The Resident program exists to provide and educational and on-the job (apprenticeship type) experience, while augmenting staffing on career fire companies. This program is designed to prepare individuals for a career in the Fire/EMS Service, and does not constitute or infer employment with the District.

**Staffing Policy:**

The District will decide how many Resident Firefighter/EMTs and Resident Firefighters are assigned to each designated shift.

**Selection Requirement:**

The successful applicant for Resident shall:

1. Possess the knowledge, skill, and abilities to perform day-to-day task and emergency response functions necessary to the completion of the mission of the District.
2. Be capable of, and willing to, assume responsibility for carrying out the commands of fire officers during routine activities and under emergency conditions.
3. Demonstrate the ability to remain calm and function effectively during periods of extreme stress or boredom.
4. Demonstrate acceptable skill levels of written and oral communication.
5. Must be capable of learning basic computer functions such as, but not limited to, e-mail, word processing and entering data and information into fire service related software.
6. Must be capable of passing District required medical examinations to demonstrate health in accordance with state medical standards for Resident Firefighters.
7. Must be in sufficient health and physical fitness to perform fully the requirements of the position. Must not be drug or alcohol dependent.

**Minimum Requirements:**

* Must be eighteen (18) years of age upon appointment.
* Must possess a valid Oregon State Driver’s License and have an acceptable driving record. The Resident’s driving record must be acceptable to the Districts Insurance carrier.
* Must be physically and mentally capable of performing the functions of a firefighter/EMT.

**Minimum Education and Training Requirements:**

1. High school graduate.

**Desired:**

1. NFPA Firefighter-1.
2. Completion of OSHA Entry Level Firefighter training
3. Hazmat Awareness/Operations training.
4. EMT certification or higher.
5. BLS CPR card.
6. EMS Driver (CEVO/EVOC)

**Applicants must submit:**

1. An accurate and complete application for program participation.
2. A current resume.
3. Copies of certificates showing completion of minimum education and training requirements.
4. Copies of training records, transcripts or certifications.

Application and resumes will be screened to determine if the applicant meets minimum requirements. Qualified applicants will be ranked based on experience and education.

Preference may be given to those applicants with:

1. Previous volunteer/reserve experience; and/or
2. Current enrollment in a local college majoring in one of the following disciplines:
3. Fire Science
4. EMT Basic, EMT Intermediate, or Paramedic

Qualified applicants are required to successfully complete a physical agility test that may include:

1. Tower accent with simulated hose bundle to fourth floor of tower
2. Uncharged hose drag
3. Saw carry
4. Flat ladder raise
5. Extension ladder raise
6. Keiser sled
7. Body drag

Qualified applicants will be invited to participate in an oral interview. Each candidate must complete and pass a physical exam and background check.

**Agreement:**

Upon selection for the Resident Program, each resident shall be required to sign an agreement (see Appendix A) with South Lane County Fire and Rescue. The signed agreement will be retained by the Fire District and kept in the residents personnel file.

**Term of Residency:**

Persons accepted into the Resident Program, will normally be limited to a maximum participation period of three (3) years. A Resident may request an extension by submitting a written request, clearly stating the reasons, through the chain of command.

**Supervision:**

The District’s Reserve Program Coordinator (RPC) is responsible for the program. Once Residents are assigned to one of three shifts, they report through the chain of command for shift related functions. The RPC shall have the authority and responsibility to supervise the Resident Program, under the direction of the Fire Chief. See Appendix C for specific duties. Residents will be under the supervision of the shift officer when assigned to a career company.

Residents will report to the RPC for any issue not directly related to normal shift type issues and matters. Shift Officers will coordinate with the RPC, providing input for Resident evaluations and program performance requirements.

**Uniforms and Protective Clothing:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will provide each Resident with the following articles of personal protective clothing, equipment and uniforms:

**Structural Equipment and PPE:**

* Helmet
* Coat
* Hood
* Pants
* Suspenders
* Boots
* Gloves
* Other (spanner wrench, flashlight, accountability tags, pager, and utility strap)

**Wildland:**

* Hard Hat (with goggles or safety glasses)
* Shirt
* Pant
* Gloves

**Uniforms:**

* Uniform Pant-2
* Belt-1
* Class “C” Uniform T-shirts (4)
* Job Shirt/Sweatshirt-1
* Uniform Baseball Hat-1

All articles of clothing and issued equipment are the property of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and are to be kept clean and in good order. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will replace or repair equipment and clothing damaged through normal use. The Resident will be responsible for items lost or damaged through improper maintenance, carelessness or negligence. Requests for repair and/or replacement will be made through the chain of command according to Standard Operating Procedures (SOP). Any missing, lost or damaged item(s) will be reported immediately to the station officer. Upon resignation or termination from the program, all issued equipment will be returned to South Lane County Fire and Rescue. The cost of replacing missing or damaged equipment may be deducted from any final compensation due.

**TRAINING**

**General Training Standards:**

The resident shall attend a minimum of 75% of scheduled in-service fire and EMS training on their assigned shift, and are required to attend quarterly drills unless previously excused. In the event the Resident misses required training, they are required to make up said training. This may be coordinated through their shift commander or designee, and the RPC.

**Station Assignments:**

Station assignments for Residents will be determined by the shift commander or designee. Residents may be required to rotate between stations, based on the needs of the District.

**Program Participation Requirements:**

1. Residents who are housed in a District station must reside at their assigned fire station and are not permitted to live elsewhere.
2. The individual participation level for each Resident is a minimum of 240 hours (10 shifts) each month. All shifts shall begin at 0700 hours and will rotate on a 48 –96 hour basis. *Residents will be assigned to A, B, or C shift upon entering the program, and are expected to be present when their assigned shift is on duty.*
3. Clinical Rotations: Residents are required to schedule clinical rotations for EMT and Paramedic programs when not on-duty with their assigned shift.
4. Field Internship: Residents are required to schedule field internships (ambulance rotations) for EMT and Paramedic programs when not on duty with their assigned shift.
5. Other activities such as, testing with other agencies, internships for other programs, and other activities must be scheduled outside normal shift rotations or will require the Resident to trade the shift with another Resident or qualified Reserve FF/EMT. Any trades are subject to the trading requirements stipulated number 5 below.
6. Residents are excused from their normal assigned shifts to attend classes and must provide a class schedule to the shift commander and RPC. The Resident is excused for the actual hours attending class and any reasonable commute to or from school.
7. Residents are allowed three tours (48/96) off each calendar year. These must be scheduled and approved by the shift commander, and will be tracked by the RPC. Only one Resident is permitted to be off shift at any one time.
8. Residents may be required to fill work periods at stations other than their assigned station. Specific requirements for participation may vary based on the needs of the District.
9. Residents may use shift trades to cover scheduled shifts. Such trades must be approved by the two Shift Commanders affected by the trade.
10. Shift trades will be documented by use of the Shift Trade Request form through Fire Manager. Use of shift trades shall be monitored by the RPC.
11. Residents may be excused from duty for sickness or personal reasons. They must provide notification and a reason for the absence to the affected Shift Commander prior to the beginning of his/her scheduled work period.
12. Residents will be enrolled in the Fire or EMS program at Lane Community College or Umpqua Community College. Residents do not have to be enrolled in the summer term, but must be enrolled fall, winter, and spring terms.
13. Residents will be reimbursed for all classes passed with a “C” or better that are part of the requirements for their Associates degree in Fire or EMS.

**Alarm Response:**

1. On-duty Residents will respond with their assigned apparatus.
2. Off-duty Residents may respond with any career company, provided permission is
obtained in advance from the assigned Shift Commander or company officer.
3. Off-duty Residents may respond from Station 202 if qualified and trained to do so for any alarms within the Bat 2 coverage area, or any All Call.
4. Off-duty Residents that are in one of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ stations during a District all call must respond as appropriate.

**General Rules for Residents:**

Residents must comply with all of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ rules, regulations, SOP’s, policies and procedures.

1. **Fitness:**

Residents will maintain a high level of physical fitness.

1. **Facilities and Equipment:**

All areas and facilities occupied or used by Residents are to be maintained in a clean, orderly and presentable condition at all times. Each Resident is responsible for the condition of the living areas and facilities within the fire station, and shall share in the duties necessary to maintain them. All equipment used by the resident shall be maintained, clean and serviceable at all times. The shift officer may assign and/or schedule station or equipment maintenance duties as necessary and such assignments or schedules shall be complied with.

1. **Resident:**

Residents in the Resident program all share in the responsibility of keeping the Resident Station (Station 202) clean and in a condition that is presentable to the public at all times. The Resident Station will receive at a minimum one official inspection by the RPC and a Shift Commander each month. This includes all rooms and spaces of the Station, including the dorm rooms. Residents are encouraged to police themselves, in keeping the station in a clean and kept state. Yard work including, mowing, weed eating, trash collection, and other outside maintenance functions will be performed by off duty Residents each Saturday morning before 12pm, unless weather prohibits these activities.

Residents are responsible to ensure all District apparatus are response ready at Station 202, daily.

1. **Compliance Requirement:**

Each Resident is responsible for knowledge of, and compliance with, rules, policies, procedures, and terms and conditions of the Resident Fire/EMS Program Agreement. Breach of District rules, policies or procedures, or the Resident Fire/EMS Program Agreement, may result in the Resident’s discipline up to and including and dismissal from the Resident Fire/EMS Program. Disciplinary action will be determined by the shift commander and/or RPC.

**APPENDIX A**

**RESIDENT FIRE/EMS PROGRAM AGREEMENT**

It is hereby agreed between (“Resident”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“District”) as follows:

**Acceptance:**

The District accepts the application of the Resident as a Fire/EMS responder for the District, subject to the terms and conditions of this agreement.

**Status:**

The Resident understands and agrees they are not an employee of the District, and are without expectation of compensation for services.

**Termination:**

Residents may be released or excused from the program at any time with or without notice.

**Rights:**

The Resident understands and acknowledges that there are no rights of contract, no liberty or property interests, and no proprietary or exclusive rights of any kind created or existent in any Resident position, including that of Resident FF/EMT, or services, or by virtue of this agreement.

**Rules and Procedures:**

Resident shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement, at all times. Non-compliance may subject Resident to penalty and/or discipline up to and including suspension or termination from the Resident Fire/EMS Program. The District has the right to, and may alter, amend, or in any way change the rules and procedures, or any aspect of District operations at any time, without prior notice to the Resident.

**Residency:**

Resident shall be a resident of the assigned station. Actual residency is essential to this Agreement, and the failure to maintain residency in the station shall make the Resident ineligible for the Resident Fire/EMS Program.

**Quarters:**

The District shall provide the Resident with furnished living quarters to be shared with other full time shift, resident, and reserve firefighters assigned to that station. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products. The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

**Status of Quarters:**

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District citizens, and shall establish rules for its condition and use which shall be complied with by the resident.

**Performance and Duty Schedule:**

The Resident understands and acknowledges that the essence of the Resident Reserve Firefighter Program is to maintain qualified Fire/EMS personnel in the station for emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements is reasonable and necessary. The minimum standards of resident reserve firefighter participation and activity are as follows:

Resident Duty (or trade) all periods signed up for 100%\* (48/96 with assigned shift).
Drills Participation 75%

**Compensation:**

District shall pay Resident compensation in accordance with District procedures. Compensation may include:

1. Monthly stipend, provided as compensation for food and incidental expenses incurred while providing volunteer service. The stipend shall be prorated for partial months of service as a qualified resident firefighter. Reserve service points and additional stipend can be accrued when the resident reserve responds to station alarms, or provides additional needed shift coverage above the required 240 hours.
2. The right to the monthly stipend shall begin upon successful completion of the minimum program established by the District for emergency incident response. The monthly stipend shall be payable in the month following the month for which it is paid.

**Voluntary Resignation:**

The Resident shall provide two weeks’ notice to the District when they elect to leave the program. Such notice shall be in writing and shall be forwarded through the chain of command to the RPC. The parties hereby certify that they have read, understand and agree to the terms and conditions of this agreement.

Resident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_