

Resident Volunteer Firefighter Program Manual



Spokane County Fire District 9

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2nd Edition

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Resident Volunteer Firefighter Program Manual

Purpose/Goal

It is the intent of Spokane County Fire District 9 to maintain an effective Resident Volunteer Firefighter Program designed to enhance volunteer firefighter staffing, augment staffing on career fire companies and to prepare individuals for a career in the fire service.

Staffing Policy

There may be up to four resident firefighters assigned to each designated station. This policy is subject to change as the personnel needs of the District change.

Position Description

See Appendix B.

Selection Requirements and Process

The successful applicant for Resident Volunteer Firefighter shall:

1. Possess the knowledge, skills and abilities to perform day-to-day tasks 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 boredom or stress.
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 volunteer firefighters.
7. Must be in sufficient good 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 Washington State Driver's License and have an acceptable driving record.
- Must be physically and mentally capable of performing the functions of a firefighter.
- Minimum Education and Training Requirements:
 1. High school graduate.
 2. Graduate of Region 9 Recruit Academy or equivalent (this requirement is waived if applicant is currently certified by Washington State as a FFI or has an Associate of Applied Science degree in Fire Science).

Application Process

- 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, etc.
- Applications 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 experience; and/or
 2. Current enrollment in a local college majoring in one of the following disciplines:
 - Fire Science
 - Fire Command/Administration
 - Public Administration
- Qualified applicants are required to successfully complete a physical agility test that may include:
 1. Aerial ladder climb.
 2. Blackout maze.
 3. Hose carry up stairs.
 4. Simulated extension ladder raise or other demonstration of upper body strength.
 5. Pounding sled.
 6. Charged line drag.
 7. Rescue dummy drag.
- Qualified applicants will be invited to participate in an oral interview by the Fire Chief or designee. The Fire Chief will make the final selection.
- Each candidate must complete and pass a physical exam and background check.

Agreement

Upon selection for the Resident Volunteer Firefighter Program, each resident shall be required to sign an agreement (see Appendix A) with Fire District 9. The signed agreement will be retained by the Fire District and kept in the resident's personnel file.

Term of Residency

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

Supervision

The District may assign a Resident Program Coordinator (RPC). The RPC shall have the authority and responsibility to supervise the Resident Volunteer Firefighter Program, under the direction of the Deputy Chief of Operations. See Appendix "C" for specific duties.

Residents will be under the supervision of the shift officer when assigned to a career company. When assigned to a company without career personnel, the senior qualified resident will be in charge. If any volunteer personnel respond with a resident crew then the senior qualified person will be in charge. Resident firefighters are subject to the direction and control of the volunteer officers when working or training as a member of the volunteer company or crew.

Residents will report directly to the on duty station officer at their assigned station for issues pertaining to house duties and work assignments. Residents will report to the RPC for scheduling, training and personal issues. Station Captains will provide monthly evaluations to the RPC regarding resident performance, training and other issues that may arise.

Uniforms and Protective Clothing

Fire District 9 will provide each Resident Volunteer Firefighter 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
 - Belt
 - Class “C” Uniform T-shirts (2)
 - Job Shirt
 - Uniform Baseball Hat
 - Leather Boots (provided and/or approved by the District)

All articles of clothing and issued equipment are the property of Fire District 9 and are to be kept clean and in good order. Fire District 9 will replace or repair equipment and clothing damaged through normal use. The Resident Volunteer Firefighter 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 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 Fire District 9 Support Services Division. The cost of replacing missing or damaged equipment may be deducted from any final compensation due.

Training

The initial training phase for Resident Volunteer Firefighters is divided into five levels. Successful completion of each level is required to maintain participation in the program. The Resident Volunteer Firefighter shall not respond to alarms until Level 1 requirements are successfully completed. All training shall be scheduled and provided by the District. The Resident Program Coordinator will coordinate with the District Training Officer to meet the training requirements listed in this section.

Level 1. Responder. (Completed within 1 week of assignment.)

1. Familiarization with the rules, regulations and SOP's of Fire District 9 and the Resident Volunteer Firefighter Program.
2. Demonstrate knowledge of, and ability to perform, routine station and equipment maintenance.
3. Apparatus familiarization and equipment location on assigned apparatus.
4. SCBA donning and doffing per District standard.
5. Hose loads and hose evolutions on assigned apparatus.
6. Fire District 9 radio communication procedures.
7. Knowledge of response area including streets and high hazard occupancies.
8. ALS equipment location and use.

9. EMS skills including patient evaluation, CPR, bleeding control, c-spine precautions and START triage.
10. Haz Mat Operations.
11. Firefighter Accountability Procedures utilized in Fire District 9.
12. NIMS I-700.

Level 2. Advanced Firefighter Training. (Completed within the first 4 weeks of assignment.)

The Resident Volunteer Firefighter shall receive training in the following subject areas:

1. Fire Control: VASS Tactics.
2. RIT Operations.
3. Auto Extrication Operations.
4. NWCG I-200 or equivalent.

Level 3. Driver/Operator Qualified. (Completed within the first 8 weeks of assignment.)

The Resident Volunteer Firefighter shall become EVAP certified within the first month. The Resident Volunteer Firefighter will be required to demonstrate proficiency in operation of apparatus designated by the District. This will include but not be limited to:

1. Driver/Operator Performance Evolutions.
2. Engine.
3. Rescue.

Level 4. Advanced Firefighter Training 2. (Completed within the first 6 months of assignment.)

The Resident Volunteer Firefighter shall receive training in the following subject areas:

1. NWCG Wildland Firefighter II.
2. EMT Certification.
3. Confined Space Awareness.
4. Trench Rescue Awareness.

Level 5. Advanced Firefighter Training 3. (Completed within the first year of assignment.)

1. NWCG S-131.
2. NWCG S-290.

General Training Standards

The resident shall attend a minimum of 75% of scheduled in-service fire training and 100% of scheduled EMS training.

Resident Volunteer Firefighters are encouraged to attend scheduled in-service career training.

Permission to attend career staff training must be obtained from the station company officer.

Training completed with the career staff may be used to complete the above requirements provided the substitution is necessary due to extenuating circumstances preventing attendance to scheduled volunteer training and such substitution is approved by the Resident Program Coordinator.

Residents are encouraged to participate in Technical Rescue training and Fire Investigation Task Force training. Attendance at in-service training for Technical Rescue Training cannot be used as a substitution for regularly scheduled training.

Residents may be given the opportunity to participate in a career development program provided or sponsored by the District. This program may include, but is not limited to, physical agility tests, mock oral boards, practice written tests and a firefighter development program.

Station Assignments

Station assignments for Resident Volunteer Firefighters will be determined by the District. Residents may rotate between stations based on the needs of the District.

Program Participation Requirements

1. Resident Volunteer Firefighters must reside at their assigned fire station and are not permitted to live elsewhere.
2. The individual participation level for each Resident Volunteer Firefighter is a minimum of 10 periods each month. All work periods shall begin at 1800 and end at 0600 each day and begin at 0600 and end at 1800 on weekends.
3. 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.
4. The RPC shall coordinate the scheduling process. Monthly schedules shall be completed and forwarded to the Deputy Chief of Operations and each Station Captain by the fourth Tuesday of each month.
5. Residents may use shift trades to cover scheduled shifts. Such trades must be approved by the RPC or in his/her absence, by the affected company officer. Shift trades will be documented by use of the Leave Request form. Use of shift trades shall be monitored by the RPC. Shift trades for residents shall be limited to a total balance owed of 6 trades.
6. Residents may be excused from duty for sickness or personal reasons provided notification and a reason for the absence is made to the affected company officer or RPC prior to the beginning of his/her scheduled work period. Notification of excused absences shall be forwarded to the RPC and the Deputy Chief of Operations.

Alarm Response

1. On-duty residents will respond with their assigned apparatus.
2. Off-duty residents may respond with the any career company, provided permission is obtained in advance from the assigned company officer.
3. Off-duty residents who do not respond with the career company, but who are in quarters, may respond or standby, the same as other volunteer firefighters. The resident responding with volunteer personnel will be under the supervision of the volunteer company officer or senior volunteer firefighter.

General Rules for Resident Volunteers

Resident Volunteer Firefighters must comply with all of the Fire District 9 rules and regulations, SOP's, and policies and procedures.

1. Fitness.

Resident Volunteer Firefighters will maintain a high level of physical fitness.

2. Facilities and Equipment.

All areas and facilities occupied or used by Resident Volunteer Firefighters are to be maintained in a clean, orderly and presentable condition at all times. Each Resident Volunteer Firefighter 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.

3. Compliance Requirement.

Each Resident Volunteer Firefighter is responsible for knowledge of, and compliance with, the rules, policies and procedures, and the terms and conditions of the Resident Volunteer Firefighter Agreement. Breach of District rules, policies or procedures, or the Resident Volunteer Firefighter Agreement may subject the Resident Volunteer Firefighter to discipline up to and including disqualification and dismissal from the Resident Volunteer Firefighter Program.

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Appendix A

RESIDENT FIREFIGHTER AGREEMENT

It is hereby agreed between _____
("Resident") and Spokane County Fire Protection District 9 ("District") as follows:

1. Acceptance.

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

2. Status

Resident understands and agrees to the status of a volunteer only, without expectation of compensation for services.

3. Termination

Residents are at will and may be terminated at any time with or without cause.

4. Rights

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 volunteer position, including that of resident volunteer firefighter, or services, or by virtue of this agreement.

5. 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.

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.

6. Residency

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

7. Quarters

The District shall provide the Resident with furnished living quarters to be shared with other full time shift and resident volunteer firefighters assigned to that station. The bedroom may be either single or double occupancy.

The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances and microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products.

Living quarters in the station are provided for the convenience of the District, not the resident firefighters. 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.

8. 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.

9. Performance and Duty Schedule

The Resident understands and acknowledges that the essence of the Resident Volunteer Firefighter Program is the provision of qualified firefighter/EMS personnel in the station for emergency response, and that 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 firefighter participation and activity are as follows:

Volunteer Duty (or trade) all periods signed up for	100%*
Station Training Participation	75%
EMS Training Participation	100%
Task Performance Evaluation - SCBA	100%
Task Performance Evaluation - Other	75%
Station Area Alarms Response	50%
Station Standby Duty	35%
In residence during night periods	70%

** Excused absences shall not apply*

All activity and performance standards are measured as described in the Training Levels.

Credit for station alarm response shall be given to a resident who is on voluntary standby at another station.

Residents shall maintain a high level of physical fitness.

10. Compensation

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

- A. Monthly stipend, provided as non-accountable 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.
- B. Points for volunteer service.

The amount of the monthly stipend and the value of the service point shall be established by the Board of Commissioners of the District. These provisions are made pursuant to and in compliance with 29 CFR Part 553, Subpart B, Sec. 553.106, for the retention of volunteer status, and the amounts are deemed and established as reasonable nominal amounts within the context and in consideration of the economic realities and the demands and requirements of the total situation.

The right to the monthly stipend shall begin upon successful completion by the Resident 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. Alarm and activity point compensation shall be paid monthly.

11. Deposits

The Resident agrees to deposit with the District the sum of \$2.00 for each key checked out. This amount is refundable upon return of key(s).

12. 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 Fire Chief.

The parties hereby certify that they have read, understand and agree to the terms and conditions of this agreement.

Resident _____ Date _____

District _____ Date _____

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Appendix B

VOLUNTEER FIREFIGHTER POSITION DESCRIPTION

VOLUNTEER FIREFIGHTER

Responsible for proficient and effective response and performance as a firefighter; acquiring, maintaining, performing and enhancing the knowledge, skills and abilities required to perform prescribed firefighting, EMS, and support functions.

Duties:

A. Management and Supervision

1. Utilize the chain of command in performing activities, programs, tasks and assignments.

B. Emergency Incident

1. Respond to emergency calls in role of firefighter; work as a member of a team in proficiently conducting a wide range of firefighting, EMS or support tasks and assignments. Take direction from fire officer or other to whom assigned.
2. In the absence of an officer, or as directed, may temporarily assume command of team-leader assignments; plan, organize and direct tactical emergency operations, make tactical decisions, take responsibility for the completion of assigned incident objectives and individual and team safety.
3. Recognize, protect and preserve emergency incident evidence and area of origin. Advise officer of observations and protective measures taken. Support investigation personnel as directed.
4. Assist in evaluating individual and team performance in fire ground and emergency operations.

C. Personnel

1. Assist in the recruitment of volunteer firefighters as required to maintain an authorized complement of trained and active volunteer firefighter personnel.
2. Cooperate with station officers to achieve performance proficiency.
3. Comply with District policies, rules, regulations, procedures and directives. Accept appropriate direction, counseling and discipline from officers.
4. Actively support and advocate the interests of the volunteer firefighter personnel as members of the Fire District 9 team in all respects.

D. Training

1. Successfully complete the recruit firefighter training program.
2. Actively participate in the continuing and special education and training programs to assure the knowledge, skill, ability and proficiency required for the performance of firefighting, EMS and support tasks as required.
3. Meet or exceed prescribed minimum levels of training participation and alarm response.
4. Assist in providing training instruction.
5. In cooperation with others, participate in post-incident review and analysis to identify action alternatives and develop remedial action plans for identified deficiencies.

E. Facilities, Apparatus and Equipment

1. Perform maintenance as assigned to assure that equipment, apparatus and facilities are maintained.
2. Perform assigned tasks to maintain assigned apparatus and equipment in response ready condition. Advise officer of any service limitations.
3. Perform assigned tasks to maintain buildings, grounds, apparatus and equipment utilized by volunteer firefighter personnel in clean, orderly and presentable condition.
4. Perform assigned tasks to maintain prescribed equipment and supply inventories; advise officer of any deficiencies or repair/maintenance requirements for facilities, apparatus or equipment.
5. Care for and maintain assigned personal protective equipment.

F. General

1. Comply with District policies, rules, regulations, procedures and directives.
2. Complete records and reports as required or assigned.
3. Develop and maintain a good working and team relationship with the volunteer and career firefighters, support staff and command personnel of the District.
4. Participate in special committee assignments.
5. Perform other duties as assigned.
6. Maintain effective and courteous working relationships with:
 - a) All Fire District 9 personnel.
 - b) All personnel from other fire protection jurisdictions who may interface with Fire District 9 in interagency operations.
 - c) Law enforcement, medical transport, and other personnel involved in emergency incident response or support.
 - d) Fire prevention and investigation personnel.
 - e) Public.

G. Qualifications

1. Demonstrated ability to remain calm and function effectively during periods of extreme stress.
2. Broad knowledge, skills, and ability in fire service and EMS operations.
3. Acceptable skills in oral and written communications.
4. Training.
 - a) Fire District 9 Firefighter Training or equivalent.
 - b) Completion of Fire District 9 in-service training program.
 - c) Other training required as determined by the District.
5. EMS Certification.
6. Valid Washington State driver's license.
7. Meet or exceed physical examination and fitness requirements.
8. No alcohol or drug dependency.

APPENDIX C

RESIDENT PROGRAM COORDINATOR

Duties:

- General supervision of the Resident Volunteer Firefighter Program.
 - Coordinate monthly schedules
 - Initiate and monitor monthly schedule and ensure completion prior to beginning of the month.
 - Provide schedules to Station 92 officer and Deputy Chief of Operations.
 - May process work period trade requests.
 - Provide and coordinate on-duty period opportunities for volunteer personnel.
 - Assist Training Division with meeting program training objectives.
 - Schedule training sessions.
 - Provide in-service and special training.
 - Track training completion.
 - Assist with recruiting and retention activities.
 - Liaise with SCC Fire Science Program Coordinator as needed.
 - Encourage and provide training opportunities outside of regular in-service and program training requirements.
 - Receive monthly evaluations from Station Captains.
 - Coordinate with Station Captains and/or District Training Officer to resolve personal improvement plans.
 - Provide monthly status reports to the Deputy Chief of Operations.
 - Identify training and performance issues.
 - Report program staffing issues.
 - Identify and assist with addressing program concerns.

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