Resident Volunteer Firefighter Program

Purpose/Goal
It is the intent of South Lane County Fire and Rescue to maintain an effective Resident Volunteer Firefighter Program designed to enhance volunteer firefighter staffing, augment staffing on career fire companies and prepare individuals for a career in the fire service.

Staffing Policy
The Fire District will decide how many resident firefighters are assigned to each designated shift.

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 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 volunteer 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 Volunteers driving record must be acceptable to the Districts insurance carrier.
- Must be physically and mentally capable of performing the functions of a firefighter.
- Minimum Education and Training Requirements:
  1. High school graduate.
  2. Completion of OSHA Entry Level Firefighter training.
  4. Currently possess or enrolled to obtain EMT-Basic certification or higher.
  5. Possess a BLS CPR card.
  6. EMS Driver (CEVO/EVOC)

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 or certifications.

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:
   a) Fire Science
   b) 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 Volunteer Firefighter 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 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 Fire Chief. See Appendix C for specific duties. Residents will be under the supervision of the shift officer when assigned to a career company. 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. When assigned to a company without career personnel, the senior qualified resident will be in charge. Residents will report to the RPC for residency issues, 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**

South Lane County Fire and Rescue 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
  o Hard Hat (with goggles or safety glasses)
  o Shirt
  o Pant
  o Gloves

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

All articles of clothing and issued equipment are the property of South Lane County Fire and Rescue and are to be kept clean and in good order. South Lane County Fire and Rescue 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 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. Resident Volunteer Firefighters are encouraged to attend scheduled in-service training for career personnel. Training completed with career staff may be used to meet the above requirements provided the substitution is necessary due to extenuating circumstances preventing attendance to scheduled volunteer training. Such substitution must be approved by the Resident Program Coordinator.

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 120 hours each month. All shifts shall begin at 0700 hours and will rotate on a 48 – 96 hour basis.
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. Residents may use shift trades to cover scheduled shifts. Such trades must be approved by the two Shift Commanders affected by the trade.

5. Shift trades will be documented by use of the Shift Trade Request form. Use of shift trades shall be monitored by the RPC.

6. Residents may be excused from duty for sickness or personal reasons. They must provide notification and a reason for the absence is made to the affected Shift Commander prior to the beginning of his/her scheduled work period.

7. 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 Summer term, but must enroll Fall, Winter, Spring terms.

8. 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 to the scene from the Resident Station if qualified and trained to do so.
4. Off-duty residents that are in one of the South Lane County Fire and Rescue stations during a District all call must respond as appropriate.

General Rules for Resident Volunteers
Resident Volunteer Firefighters must comply with all of the South Lane County Fire and Rescue rules, regulations, SOP’s, 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. Residents in the Resident program all share in the responsibility of keeping the Resident Station 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.

4. Compliance Requirement
Each Resident Volunteer Firefighter is responsible for knowledge of, and compliance with, rules, policies, procedures, and terms and conditions of the Resident Volunteer Firefighter Agreement. Breach of District rules, policies or procedures, or the Resident Volunteer Firefighter Agreement, may result in the Resident Volunteer Firefighters discipline up to and including and dismissal from the Resident Volunteer Firefighter Program. Disciplinary action will determined by the Resident Program Coordinator.
Appendix A
RESIDENT FIREFIGHTER AGREEMENT

It is hereby agreed between _________________________________________
(“Resident”) and South Lane County Fire and Rescue (“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 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 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 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.
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 to maintain qualified firefighter/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 firefighter participation and activity are as follows:

   Volunteer Duty (or trade) all periods signed up for 100%*
   Drills Participation 75%

10. Compensation
District shall pay Resident compensation in accordance with District procedures. Compensation may include:
   a) 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. Volunteer service points and additional stipend can be accrued when the resident responds to station alarms, or provides additional needed shift coverage above the required 120 hours.

   b) 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.

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

Resident ______________________________ Date __________

District _______________________________ Date __________
Appendix B
VOLUNTEER FIREFIGHTER POSITION DESCRIPTION
VOLUNTEER FIREFIGHTER

Volunteers are responsible for proficient, effective response as a firefighter. As well as acquiring, maintaining, performing and enhancing the knowledge, skills and abilities required to perform as 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 South Lane County Fire and Rescue team in all respects.

D. Training
   1. Successfully complete the recruit firefighter training program.
   2. Actively participate in continuing training programs to assure the knowledge, skill, ability and proficiency required form 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.
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:
   i. All Fire District personnel.
   ii. All personnel from other fire protection jurisdictions who may interface with South Lane County Fire and Rescue in interagency operations.
   iii. Law enforcement, medical transport, and other personnel involved in emergency incident response or support.
   iv. Fire prevention and investigation personnel.
   v. 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.
   i. Entry Level Fire Academy or equivalent.
   ii. Hazmat Awareness/Operations.
   iii. EMS Certification.
   iv. Valid Oregon State driver’s license.
   v. EMS Driver (CEVO OR EVOC).