

South Lane County Fire & Rescue

Student Program Description

Purpose/Goal

It is the intent of South Lane County Fire and Rescue (SLCFR) to maintain an effective Student Firefighter/EMT Program. The Student program exists to provide educational and on-the job (apprenticeship type) experience, while augmenting District staffing for responses. This program is designed to prepare individuals for a career in Fire/EMS and does not constitute or infer employment with the District.

Staffing Policy

The District will determine how many Students are assigned to each shift for the sole purpose of supplementing and not replacing career staffing. There may be up to twelve (12) total student positions in the following configuration.

Selection Requirement

The successful applicant for a District Student program position shall:

1. Possess the knowledge, skill, and abilities necessary to perform required emergency response functions to accomplish 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 periods of inactivity.
4. Demonstrate acceptable written and oral communication skills.
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 report software and applications.
6. Must be capable of passing District Fit for Duty standards in accordance with current District guidelines and policies including medical, physical fitness, and drug screenings.
7. Must be physically fit and in good health to accomplish and meet the demands of the position.
8. Must not be drug or alcohol dependent.
9. Must complete a District provided psychiatric assessment with a "suitable for duty" recommendation.
10. Must pass a District background investigation.

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 with a minimum of three (3) years verifiable driving experience. The Student's driving record must be acceptable to the District's Insurance carrier.
- Must be physically and mentally capable of performing the functions of a firefighter/EMT in the State of Oregon and eligible for DPSST and OR-EMS certifications.

Minimum Education and Training Requirements FF/EMT

1. High school graduate or GED certificate.
2. Oregon EMT Certification within one (1) year

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Desired Qualifications

1. NFPA Firefighter I
2. Wildland Firefighter Type II
3. Completion of OSHA Entry Level Firefighter training
4. Hazmat Awareness/Operations training.
5. EMT certification or higher.
6. BLS CPR card.
7. 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.

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/reserve experience; and/or
2. Current enrollment in a local college majoring in one of the following disciplines:
 - a) Fire Science
 - b) Paramedic Program

Qualified applicants are required to successfully complete a physical agility test. Applicants have up to three (3) attempts to pass the physical agility test. Applicants who are unsuccessful after three (3) attempts will need to reapply after twelve (12) months from the date of the third attempt. Physical agility may include the following tasks.

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

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

Agreement

Upon selection for the Student Program, each Student 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 Students personnel file.

Term of Residency

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

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Supervision

The District's Reserve Program Coordinator (RPC) is responsible for oversight of the program in conjunction with the District's Training Officer. Once Students are assigned to one of three shifts (A, B, C), they will report through the chain of command for shift related functions. The RPC shall have the authority and responsibility to supervise the Student Program, under the direction of the Training Officer and Deputy Fire Chief. Students will be under the supervision of the shift officer and Division Chief when assigned to a shift. Students will report to the RPC for any issue not directly related to normal shift type functions, procedures, and matters. Shift Officers/Chiefs will coordinate with the RPC, providing input for Student evaluations and program performance requirements.

Uniforms and Protective Clothing

South Lane County Fire and Rescue will provide each Student with all personal protective clothing, equipment, and uniforms required to safely perform their duties.

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 Student 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 Guidelines (SOG). Any missing, lost, or damaged item(s) will be reported immediately. 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.

General Training Standards

Students 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 Student misses required training, they are required to make up said training and may be required to attend the monthly Reserve training. This may be coordinated through their shift officers in cooperation with the Training Officer.

Initial Training Period

The Student will be placed in a 6-month training program that also serves as a probationary period. During the initial training period students will be introduced and tested on the following subjects,

- Firefighter I skills and requisite knowledge
- HazMat Awareness and Operations
- NIMS 100/200/700/800
- CEVO
- HIPPA
- Blood Borne Pathogens
- District Standard Operating Guidelines
- Fire & Rescue Protocols
- EMS Protocols
- Apparatus inventory
- Road familiarization

The curriculum used is sourced from various resources used for accreditation including the District's Career Development Manual, IFSTA textbooks, District SOG's, Fire Rescue Protocols, District maps, and District apparatus manuals.

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Exams and Projects

Students will have a total of 6 written exams. A minimum of 70% is required to pass exams. Students are allowed to re-take 2 of the 6 tests. They are also responsible for teaching 2 Fire Service-related classes. At the end of their 6-month training period students will be tested on the Fire District's Firefighter Performance Standards. These are a Pass/Fail exam. All assignments and exams will be completed per the schedule provided.

Student Evaluations

During the first month of the initial training period students will be evaluated by their immediate Supervisor every tour. Evaluations will be completed monthly after the first month or as needed.

STATION ASSIGNMENTS

Station assignments for Students will be determined by the shift commander or designer. Students may be required to rotate between stations 201 and 203, based on the needs of the District.

PROGRAM PARTICIPATION

1. Students who are housed (traditional) off-duty in a District station must maintain primary residence at the station. Students found to not be residing in an assigned District station will be required to move out and may be dismissed from the Student program. The Reserve Program Coordinator, Division Chiefs, and Training Officer will spot check the Students for compliance.
2. Students who are not housed (non-traditional) off-duty in station 202, 203 or 204 will be required to pull a minimum of five (5) shifts per month as a condition of the program but may elect to fill other vacancies in the Student schedule beyond the five (5) shift minimum. The number of non-traditional Students allowed into the program at any time shall be determined by the Deputy Fire Chief and is subject to the needs of the District. Non-traditional Students are required to coordinate their monthly shift sign-ups with the RPC and/or Training Officer to ensure each shift has at least one Student on duty per day where possible. All shifts begin at 0700 and end at 0700 the following day.
3. The following general requirements apply to all Students in the program.
 - a. Clinical Rotations: Students are required to schedule clinical rotations for EMT and Paramedic programs when not on duty with their assigned shift.
 - b. Field Internship: Students are required to schedule field internships (ambulance rotations) for EMT and Paramedic programs when not on duty with their assigned shift.
 - c. 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 Student to trade the shift with another Student. Any trades between Students are subject to the trading requirements stipulated number 5 below. Students shall not trade their shifts with Reserves and may only trade within the Student pool.
 - d. Students are excused from their normal assigned shifts to attend classes and must provide a class schedule to the Shift Commander, Training Officer, and RPC. The Student is excused for the actual hours attending class and any reasonable commute to or from school and shall be required to return to their assigned station and complete their assigned shift.

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- e. Students who are in their second year of the Program and are in “Good Standing” are allowed three tours (48/96) off each calendar year provided they have met and complied with all program requirements for the previous calendar year and have not been subject to discipline. These must be scheduled and approved by the Shift Commander in advance and will be tracked by the RPC. Only one Student is permitted to be off shift at any one time. Students are not permitted to take time off under this provision in less than twelve (12) hour blocks. Time off requests for less than the stipulated requirement shall be denied. Time off requests subject to this provision shall be made using the “Time-Off W/O Pay” option in CrewSense.
 - f. Students signing up for races or other special event coverages are obligated to cover the event unless they have arranged for coverage with another Student or Reserve qualified to fill the role. A Division Chief must approve any changes to scheduled coverage sign-ups by Students. Time off requests may not be submitted for the purpose of avoiding a race or special event coverage once scheduled. Students who are considered a “No Show” for event coverage will be subject to discipline up to and including dismissal from the Student Program.
4. Students 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.
 5. Students may use shift trades to cover scheduled shifts. Such trades must be approved by the two Shift Commanders affected by the trade and shall be made and approved at least forty-eight (48) hours in advance. Shift trades between Students may not be used for the purpose of avoiding normally assigned rotations. Shift trades will be documented by use of the Shift Trade Request in CrewSense. Use of shift trades shall be monitored by the RPC. Students may only trade with other students.
 6. Students may be excused from duty for sickness or personal reasons such as family emergencies. They must provide notification and a reason for the absence to the affected Shift Commander prior to the beginning of their scheduled shift.
 7. Students will receive a scholarship per *SOG H-1, (B)*. The terms are defined as fall, winter, spring, and summer and are based on the academic calendar for the institution in which the Student is enrolled.
 8. Students will be enrolled in the Fire or EMS program at Lane Community College (LCC) or Umpqua Community College (RCC). To maintain Student status, each member must be enrolled in a qualified community college program at least half time. Exceptions to this requirement may only be made by the Training Officer and Deputy Fire Chief and must include a written recommendation from the Training Officer. Students must remain in academic good standing to be eligible for continuation in the Student Program. Academic good standing per *SOG H-1, (C)*. Students are required to sign a FERPA release form for the District.
 9. Students do not have to be enrolled in the summer term, but must be enrolled in fall, winter, and spring terms. During summer break Students are required to fulfill their minimum monthly shift requirements to remain eligible for the monthly scholarship award for food, phone, and other related expenses. During Summer term when not enrolled the monthly portion of the scholarship is that amount in *SOG H-1 (B)*, the student qualified for during Spring term.

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10. Students who are not housed in a District station and are not enrolled in summer term must meet the same per month shift and training requirement as that of a Reserve to remain in the Student Program.

ALARM RESPONSE

1. On-duty Students will respond with their assigned apparatus.
2. Off-duty Students may respond with any career company, provided permission is obtained in advance from the assigned Shift Commander or company officer.
3. Qualified off-duty Students are expected to respond to any alarm in the Station 202 response area and to all "All Calls". If a Student is not qualified to operate District apparatus, they may respond in their personal vehicle to Station 201 with their PPE and standby for assignment. Students found failing to respond under this provision, who do not present a reasonable satisfactory explanation, may be subject to disciplinary action, including dismissal from the Student program.

GENERAL PROGRAM RULES

Students must comply with all the South Lane County Fire and Rescue rules, regulations, SOG's, policies and procedures.

Fitness

Students will maintain a high level of physical fitness. Students will be required to annually complete the District's physical agility test and Fitness for Duty evaluation. Students who do not successfully pass the annual physical agility test will be referred to a District Peer Fitness Trainer and will have thirty (30) days to retake and pass the physical agility test. Students who retake the physical agility and fail a second time will be placed on EMS only functions and will not be permitted to respond in a suppression mode to any fire. Within thirty (30) days of failing the second attempt, the Student must retake and pass the physical agility test, or they will be immediately dismissed from the Student Program. If at any point after a failed attempt, and prior to a third failed attempt, the Student successfully retakes and passes the physical agility, the Student shall be immediately reinstated to full response capability.

Facilities and Equipment

All areas and facilities occupied or used by Students are to be maintained in a clean, orderly, and presentable condition always. Each Student 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 Student shall be maintained, clean and serviceable always. The shift officer may assign and/or schedule station or equipment maintenance duties as necessary and such assignments or schedules shall be complied with.

Traditional Student Housing

Traditional Students in the Program all share the responsibility of keeping Student Stations 202 & 204 (if occupied) clean and in a condition that is always presentable to the public. The Student Stations will receive at least one official inspection by the RPC, Training Officer and/or a Shift Commander each month. This includes all rooms and spaces in the Station, including the dorm rooms. Students are required to police themselves, to keep the station in a clean and kept state. Yard work including mowing, weed eating, trash collection, and other outside maintenance functions will be performed in accordance with SOGs by off duty Students each Saturday morning before 12pm, unless weather prohibits these activities.

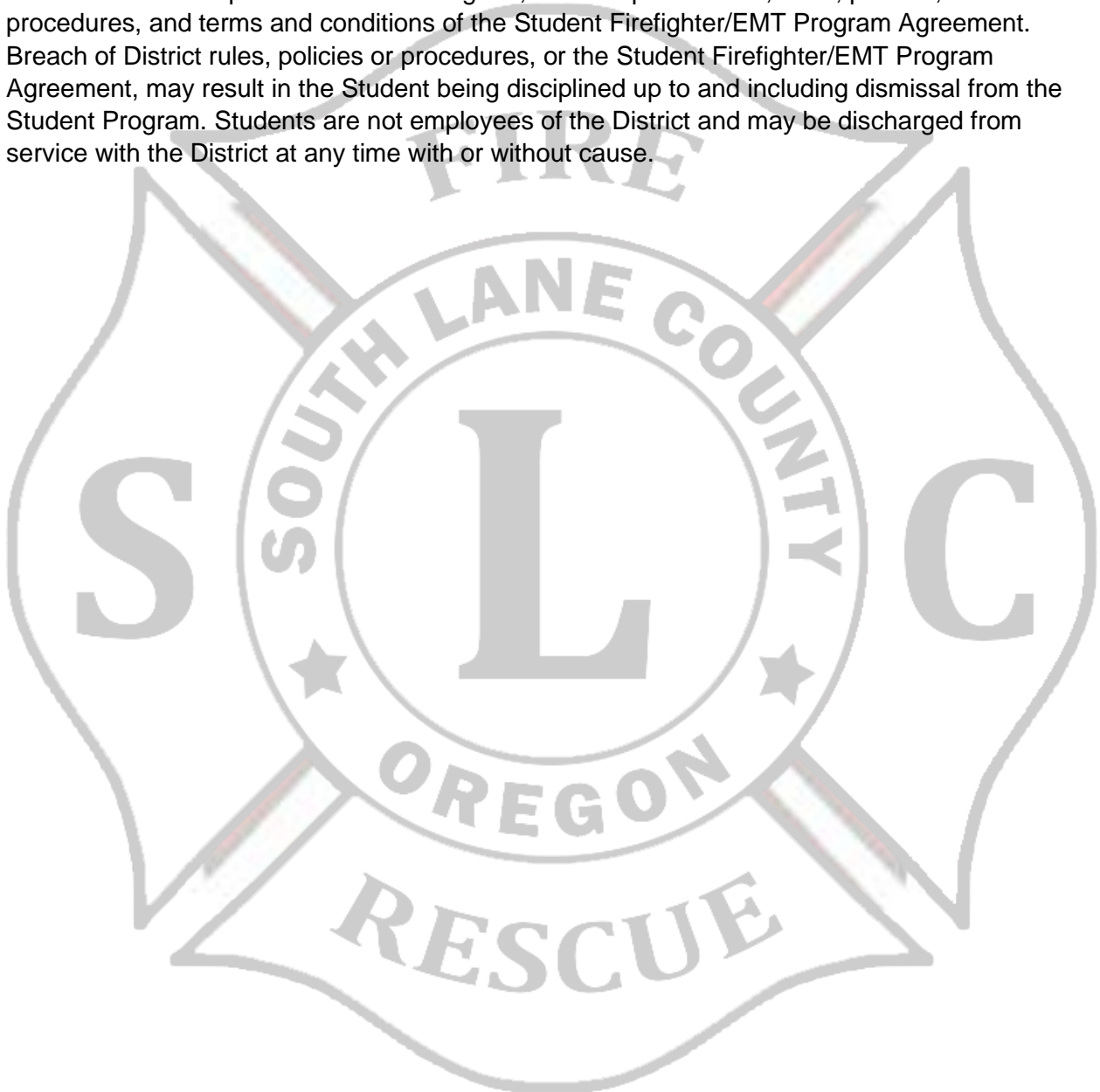
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Students are responsible for ensuring all District apparatus are response ready at Station 202 & 204 (if occupied). A Senior Student shall be designated at Station 202 for the purpose of ensuring facilities, equipment, and apparatus are maintained in good order and apparatus are response ready. Those Students not participating or cooperating will be subject to disciplinary action up to and including dismissal from the Program.

Compliance Requirement

Each Student is responsible for knowledge of, and compliance with, rules, policies, procedures, and terms and conditions of the Student Firefighter/EMT Program Agreement. Breach of District rules, policies or procedures, or the Student Firefighter/EMT Program Agreement, may result in the Student being disciplined up to and including dismissal from the Student Program. Students are not employees of the District and may be discharged from service with the District at any time with or without cause.



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Appendix A

Student Program Agreement

It is hereby agreed between _____
("Student") and South Lane County Fire and Rescue ("District") as follows:

1. Acceptance

The District accepts the applicant as a Student for the District, subject to the terms and conditions of this agreement.

2. Status

The Student understands and agrees they are not employees of the District and are without expectation of compensation for services.

3. Termination

Students may be released or excused from the program at any time with or without notice/cause. Students who do not complete initial SLCFR training requirements may be dismissed from the program. Students must pass all SLCFR written assessments with a minimum score of 70%. Students who do not achieve a minimum score of 70% will be afforded one additional attempt within fourteen (14) calendar days to pass the assessment. Students failing more than two written assessments may be excused from the program. Students failing to meet annual SLCFR training requirements may be dismissed from the program.

4. Rights

The Student understands and acknowledges 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 Student position, including that of Student Firefighter/EMT, or services, or by virtue of this agreement.

5. Rules and Procedures

Students shall comply with all District Standard Operating Guidelines (SOGs), rules, policies, and procedures, and with the terms and conditions of this agreement, always. Noncompliance may subject the Student to penalty and/or discipline up to and including suspension or termination from the Student 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 Student.

- Academic Probation: Students who fail to maintain the required GPA in school or who fail two SLCFR assessments will be placed on academic probation with the District.

6. Residency

Students housed in a District station must primarily reside at the assigned station. Actual residency is essential to this Agreement, and the failure to maintain residency in the station shall make the Student ineligible for continued occupancy of District property. Students determined to not be utilizing their assigned off-duty station as their primary residence may be immediately required to move out of the fire station and may be dismissed from the program.

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7. Quarters

The District shall provide the Student with furnished living quarters to be shared with other full-time shifts, Student, 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.

8. Status of Quarters

The District shall retain custody and control of the Student 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 Student.

9. Performance and Duty Schedule

The Student understands and acknowledges the essence of the Student 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 for Student Firefighter/EMT participation and activity are as follows:

10. Voluntary Resignation

The Student 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 Training Officer and Deputy Fire Chief. The parties hereby certify that they have read, understand, and agree to the terms and conditions of this agreement.

Signatures

Student Acknowledgements

Signature: _____ Date: _____

Print Name: _____

Training Officer Date: _____

Deputy Fire Chief Date: _____

CC: Personnel File