

Intern Firefighter Program Manual



BENTON COUNTY FIRE DISTRICT #1

This manual establishes uniform procedures for the Fire District. It is neither designed as, nor does it establish a legal standard for these functions. Revisions must be approved by the District Fire Chief.

BENTON COUNTY FIRE DISTRICT #1 INTERN FIREFIGHTER PROGRAM MANUAL

RECORD OF REVISIONS

REVISION NUMBER	DATE OF CHANGE	PAGES OR PARAGRAPHS AFFECTED	CHANGE POSTED BY
		Edits 1-7 have been removed from document and archived.	Ryan Nicholls (RPD)
8	2/19/18	Adjustment to Responder Qualified Addition of differential between "Hot Bed" and "Permanent Bed" in Shift Assignments	Ryan Nicholls (RPD)
9	7/30/20	Scheduled days off non-compensated Change in Stipend calculation Change in point value calculation	Ryan Nicholls (RPD) Based on Committee Recommendations
10	12/15/22	Full scale edits and adjustments throughout document Pet Policy added Increased accountability to the Shift Officers	Ryan Nicholls (RPD)
11	3/20/24	Replacement of "Resident" w/ "Intern" throughout document Clarification language throughout Re-calculation of shift stipend and points based on adjustment of Policy 0600 Inclusion of ability to participate in SSP program	Ryan Nicholls

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PURPOSE/GOAL

It is the intent of Benton County Fire District #1 (Fire District) to maintain an effective intern firefighter program designed to enhance volunteer firefighter staffing, augment career staffing, and prepare individuals for a career in the fire service.

POSITION DESCRIPTION

See Appendix A.

STAFFING POLICY

The Fire District shall attempt to fill all open positions from a current list of prospective intern firefighters, however, the total number of intern firefighters within the program shall not to exceed the total number of beds available on a shift-by-shift basis.

SELECTION REQUIREMENTS AND PROCESS

The successful applicant for intern firefighter shall:

1. Possess the knowledge, skills, and abilities to perform day-to-day tasks and emergency response functions necessary for the completion of the mission of the Fire 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 inactivity or stress.
4. Demonstrate acceptable skill levels of written and oral communication.
5. 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. Be capable of passing Fire District required medical and fitness examinations to demonstrate health in accordance with state medical standards for volunteer firefighters. Must not be drug or alcohol dependent.

Minimum Requirements

1. Must be eighteen (18) years of age upon appointment.
2. Must possess a valid Washington State Driver's License and have an acceptable driving record.
3. Must be able to pass a background check.
4. Minimum education and training requirements of a high school diploma or G.E.D.
5. Must be physically and mentally capable of performing the functions of a firefighter.
6. Must meet all requirements of the standard Fire District application process.

Application Process

1. Current Members
 - a. Resume
 - b. Cover Letter
 - c. Complete an oral Interview with Intern Program Director

2. New Member
 - a. Complete District Application Packet
 - b. Submit Applicable Past Training Documentation
 - c. Participate in New Recruit Testing Process
 - e. Complete an oral Interview with Intern Program Director

3. Applications, resumes, and cover letters will be screened to determine if the applicant meets minimum requirements. Qualified applicants will be ranked based on evaluation of the cover letter and resume along with experience and education. Applications may be given preference depending on the following:
 - a. Current District Membership
 - b. Experience and Qualifications
 - c. Current enrollment in a local college or EMT program:
 - Fire Science
 - Paramedic
 - Fire Administration
 - Other registered students

AGREEMENT

Upon selection for the intern program, each candidate shall be required to sign an agreement (Appendix G) with the Fire District. The signed agreement will be retained by the Fire District and kept in the individual's personnel file.

TERM OF RESIDENCY

Persons accepted into the intern firefighter program will normally be limited to a maximum participation period of three (3) years. An Intern Firefighter may request an extension by submitting a written request to the Fire Chief, through the chain of command, clearly stating the reasons.

MANAGEMENT BY THE INTERN PROGRAM DIRECTOR (IPD)

The Fire District will assign an Intern Program Director (IPD). The IPD shall have the authority and responsibility to manage the intern program, under the direction of the Fire Chief, and shall provide management, direction, and secondary supervision to the intern firefighters. See Appendix B for a detailed description of the IPD roles and responsibilities.

The IPD will coordinate with the Shift Officers who will be the intern firefighter's primary supervisors.

SUPERVISION BY SHIFT OFFICERS

Shift Officers and Station Company Officers shall provide direct supervision of intern firefighters during day-to-day activities, training, and emergency incidents. Shift Officers shall be responsible for approving and collecting all time-off requests and forwarding them to the IPD for filing. Shift Officers shall collect, review, and approve all Monthly Duty Logs and Monthly Point Cards and forward them to the IPD for processing.

UNIFORMS AND PROTECTIVE CLOTHING

The Fire District will provide each intern firefighter with the appropriate articles of personal protective clothing, equipment, and uniforms. Only items issued by the department and/or approved by the department are to be utilized by the intern firefighter while on duty.

1. Structural PPE and Equipment
2. Wildland PPE and Equipment
3. Uniforms –intern firefighters are issued three (3) sets of class “C” uniforms and one (1) class “B” uniform shirt.
4. Boot Allowance – An allowance of \$200 will be provided per individual on a biennial schedule. This allowance shall not be provided until the point at which the intern firefighter has been in the program for at least six (6) months. The allowance can be used to purchase wildland boots other than what the district provides. It can also be used to purchase station footwear. The individual shall purchase the district approved footwear and present the receipt to the district for reimbursement. If the individual leaves the department before a two-year term, the boots shall be returned to the Fire District. If the individual decides to retain the boots, they may reimburse the Fire District for the cost of the boots.

All articles of clothing and issued equipment are the property of the Fire District and are to be kept clean and in good order. The Fire District will replace or repair equipment and clothing damaged through normal use. The intern firefighter may be held financially 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 SOG. Any missing, lost, or damaged item(s) will be reported immediately to the Shift Supervisor.

Upon resignation or termination from the program, all issued equipment will be returned to the Fire District Logistics Officer or designee. The cost of replacement of missing or damaged equipment may be deducted from any final compensation due. The footwear purchased through the boot allowance may be retained by the intern firefighter.

TRAINING

District standards shall be followed, and performance/progress reported to the IPD for both initial and ongoing training.

Initial Training

The initial training phase for intern firefighters is divided into four (4) levels. Timelines are given for completion of each level of training. These are based upon the date of appointment.

The Intern firefighter shall respond to alarms in an observer fashion only until Level 1 requirements are successfully completed. It shall be the responsibility of the intern firefighter's Shift Supervisor to keep the IPD informed of progress, issues, or problems encountered during the initial training phase. These reports can take the form of verbal, electronic, or written communications.

Level 1. Orientation

It will be the responsibility of the intern firefighter to complete this training within one (1) week. A progress report shall be submitted to the IPD at the end of this period as needed.

The intern firefighter will have an understanding of responsibilities and duties as follows:

1. Familiarization with the rules, SOG's, Policies & Procedures, and regulations of the Fire District and the Intern Firefighter Program.
2. Familiarization with district facilities including operation of the phone system, computer system, equipment, and supply storage, and other regularly used items.
3. Demonstrate knowledge of and ability to perform routine station and equipment cleaning and maintenance.
4. The "New Member Orientation" form will be completed by the Shift Supervisor and submitted to the IPD.

Level 2. Responder Qualified

It will be the responsibility of the intern firefighter to complete this training within thirty (30) days from appointment as training availability dictates. Periodic progress reports shall be submitted to the IPD as needed.

1. Apparatus familiarization
2. Equipment location on assigned apparatus
3. Completion of an approved EVIP course
4. Fire District radio communication procedures.
5. EMS skills including advanced 1st aid, CPR, HIPAA standards, and Airborne/Bloodborne Pathogen standards.
6. Firefighter accountability procedures utilized in the Fire District.
7. Ability to request supplies and/or maintenance in accordance with current SOGs.

Level 3. Recruit Training / Firefighter Qualified

It will be the goal of the Fire District to enable the intern firefighter to complete this training within nine (9) months from appointment. Periodic progress reports shall be submitted to the IPD as needed.

The intern firefighter will be required to complete the Tri-County Recruit Academy structural firefighting and wildland firefighting training programs or provide documentation of completion of an equivalent program. IFSAC FFI certification will be required in a timely manner upon completion of training as scheduling allows.

Additional Expectations

1. Familiar with hose loads and hose evolutions on assigned apparatus.
2. Knowledge of response area including streets, area hospitals, and high-hazard occupancies.
3. Ability to complete basic Fire/EMS reports on the current RMS software.

Level 4. Probationary Training / All-Hazard Responder

It will be the goal of the Fire District to enable the intern firefighter to complete this training within one (1) year from appointment. Periodic progress reports shall be submitted to the IPD as needed.

1. The intern firefighter shall be qualified on appropriate apparatus at the assigned station.
2. The intern firefighter should pursue certification as a Washington State or Nationally Registered EMR (Emergency Responder) or EMT-B.
3. Completion of the Fire District Entry Level Workbook

It will be the responsibility of the intern firefighter to request and schedule training and evaluations for the above skills/classes. The intern firefighter's Shift Supervisor will keep the IPD informed of progress in meeting training requirements and completing evaluation steps.

Ongoing Training

Intern firefighters shall participate in training while on shift.

Intern firefighters may be given the opportunity to participate in a career development program provided or sponsored by the Fire District. This program may include, but is not limited to, advanced wildland fire fighting, ITAC, hazardous materials, ICS, and leadership courses.

SHIFT ASSIGNMENTS

Duty assignments for intern firefighters will be done in accordance with the staffing needs of the Fire District.

The program will be made up based on two (2) types of living arrangements. Individuals will either be assigned a "permanent bed" or a "hot bed".

- Individuals that commit to living at the station on a more permanent basis will have a room assigned to them. These are individuals that are committing to making the fire station their primary place of residence.

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- There is an expectation to stay at the station at least twenty (20) nights (including duty nights) on an average monthly basis.
 - A monthly deduction will be made from the intern firefighter's reimbursement to "pay back" for permanent accommodations.
 - Individuals that choose to commit to shifts only will be assigned a "hot bed". These bunks will be shared by multiple individuals that come and go depending on the shift. Every effort will be made to accommodate individuals in the same room during their assigned shift, but this is not guaranteed.
 - No matter which type of room an intern firefighter is assigned, they are encouraged to stay at the station as often as they desire, and a bunk will be made available.
 - Intern firefighters may choose to change from "permanent" to "hot bed" as they choose, based on their availability and lifestyle.

Each intern firefighter will be assigned to a shift (A, B, or C). Shift schedules will be the same as career members of the Fire District. Shifts will be twenty-four (24) or forty-eight (48) hours, and typically be 0700 – 0700. Schedules will be maintained in the Fire District's scheduling software and will be posted at the stations for all members to see.

Shift coverage/trades may be made upon approval by the Shift Supervisor and forwarded to the IPD for filing. All requests must be submitted on the appropriate paperwork (Appendix C) no later than twelve (12) hours in advance of the scheduled shift. All shift absences must be covered in accordance with the guidelines established on the Intern Firefighter Shift Coverage Form (Appendix C). Certain allowances to this timeline due to school or extended illness will be addressed on a case-by-case basis.

SCHEDULED TIME OFF

Intern firefighters have the ability to request time off to accommodate personal needs, illness, etc. Scheduled time off will not be compensated. No time off will be granted on Fire District recognized holidays (see list below). A limit of one (1) intern firefighter will be allowed to have pre-scheduled time off on any given shift as long as minimum staffing requirements are met. This minimum staffing will be determined based on day of week, time of year, pre-scheduled assignments, or other district business. Exceptions to this staffing minimum can be made on a case-by-case basis by the Shift Supervisor. Time off is not required for Fire District related training or school requirements.

Requests will be submitted on the required form (Appendix F). Time off can be requested in quarter day (6hr) increments. Requests will be turned into the Shift Supervisor for comments and approval and will be forwarded to the IPD for filing. Requests will be considered in the order in which they were received.

Fire District Observed Holidays:

New Year's Day	Martin Luther King Day	Presidents Day
Memorial Day	Independence Day	Labor Day
Veterans Day	Thanksgiving Day	Day After Thanksgiving
Christmas Day	Floater Day (determined annually)	

ALARM RESPONSE

1. On-duty intern firefighters will respond to all alarms for their assigned station. Exceptions: When a person must be at school, an appointment, or is sick.
2. Off-duty intern firefighters are encouraged to respond to any alarms for their assigned station if available with the same exceptions as listed above.
3. Off-duty intern firefighters who are not in quarters may respond or standby at any station the same as other volunteer firefighters.
4. Intern firefighters responding with volunteer personnel will be under the supervision of the applicable Company Officer or Senior Firefighter.

STATION DUTIES

Intern firefighters will be responsible to reimburse the Fire District through "in-kind" services. These services include but are not limited to the items listed below. All activities including station duties, schooling, training, responses, etc. will be tracked on the Monthly Station Duty Log (Appendix D).

Apparatus

Apparatus Readiness Checks – Each vehicle will have a minimum of one check per shift.

Apparatus Cleaning – Assure that all vehicles are clean inside and out.

Facilities

All areas and facilities occupied or used by the intern firefighters are to be maintained in a clean, orderly, and presentable condition at all times. Each intern 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. The Shift Supervisor or other district staff may assign and/or schedule station or equipment maintenance duties as necessary and such assignments or schedules shall be complied with.

Lawn and Grounds Maintenance – mowing, pulling weeds, shoveling snow, cleanup of leaves and/or litter.

Janitorial Service – See examples in chart on next page.

	DAILY	WEEKLY	MONTHLY
Apparatus Bays	clean watch desk, sweep walkways as needed	sweep entire floor, empty trash	hose off floor
Classroom	clean as needed	empty trash, vacuum	
Kitchen	wipe off counters, do all dishes, empty trash	mop, clean all appliances	
Bathroom	clean as needed	empty trash, mop, clean shower, sink and toilet	clean walls and dividers
Dorm Rooms	pick up, make bed	sweep, vacuum, clean as needed	
Windows		clean inside and out	
Ramp and Parking Lot	pick up as needed		wash off w/ hose

COMPENSATION

Monetary

- Shift Stipend: Fully qualified intern firefighters will be paid \$81 per 24-hour shift scheduled. Intern firefighters in recruit status will be paid \$70 per 24-hour shift scheduled. If the intern firefighter chooses to take time off, they will not be paid for that shift or portion thereof.
- This stipend will be reviewed on an annual basis to accommodate differentials in cost-of-living expenses. The adjustment will ultimately be evaluated and approved by the Fire Chief.
 - Stipend Adders: Fully qualified and recruit residents will be paid an additional amount per shift based on their qualifications.
 - EMT: \$5
 - IFSAC FF2: \$3
 - Driver Qualification:
 - Type V / Rescue / Ambulance: \$1
 - Type II or III: \$1
 - Type I: \$1
 - Water Tender: \$1
 - Aerial: \$1
- In addition, a point system will be utilized for any responses, special training, or other approved special assignments completed outside of the intern

firefighter's scheduled shift assignments. Points can be accrued for, but not limited to, the following examples:

- Travel in an individual's POV for the purpose of station reassignment for a shift to maintain appropriate staffing levels. A minimum of five (5) miles of travel must be made to be eligible for a travel point. A limit of one (1) travel point per shift will be allowed.
- Shift coverage as pre-approved by the on-duty Shift Officer. 1 point for every six (6) hours of coverage.
- Off-duty extra training.
- Special assignments given by district staff.
- PIO events.

Points will be worth \$22 for the fully qualified intern firefighter and \$17 for a recruit intern firefighter. There is no maximum number of points an intern firefighter can earn. These points will be tracked on the appropriate form and will be signed off by an on-duty Officer or Senior Firefighter (Appendix E). The form will be turned in at the end of each calendar month.

- Intern firefighters are able to participate in the Fire District's Shift Standby Program (SSP). Scheduling and tracking of these shifts will be in accordance with the policy covering the SSP program. Shifts covered will be reimbursed at the SSP rate. Points accrued during SSP will be tracked and reimbursed at the Intern Program rate.
- The Fire District will also provide college tuition assistance in the form of reimbursement for tuition and fee expenses at Columbia Basin College (CBC) rates. All course work shall be submitted in advance through the official fire district training request form (TRF). The TRF with related costs shall be submitted to the shift officer, forwarded through the IPD, and eventually submitted to training division for approval.
 - Reimbursement is limited to the equivalent monetary value of twenty (20) credits per quarter, or a total annual monetary value for the cost of sixty (60) credits.
 - To qualify for reimbursement the course grade must be 2.5 or higher or pass when applicable. Only approved pass/fail classes required for the degree will be reimbursed. Documentation of grades must be submitted to the IPD for forwarding to the training department at the conclusion of the college term. This documentation may be in the form of a transcript, report card, or other certified institutional records.
 - The maximum reimbursement rate per year shall not exceed the full-time tuition costs at Columbia Basin College. Individuals may choose to attend other institutions of higher learning; however, the reimbursement rate will be calculated at CBC equivalent rates. Each school year, tuition reimbursement rates shall adjust according to the rates published on the CBC web site.

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- In the event that personnel join or resign from the program mid-term, the tuition reimbursement shall be pro-rated.
 - Submittal for tuition reimbursement must be completed within sixty (60) days from the end of the school term that is being requested.
 - Documentation of proof of payment from the educational institution or providing agency will be required prior to reimbursement. This shall be submitted with the verification of passing grades at the end of the course. Proof of payment must be in the form of a receipt or other certified institutional documentation.
- Intern firefighters are not eligible for the drill incentive program.

Living Space

The Fire District shall provide the intern firefighter with furnished living quarters. All utilities, laundry facilities with washer and dryer, kitchen with appliances, telephone service (local calls only), internet service, cleaning and maintenance supplies, certain paper products, and certain linen products will be supplied.

GENERAL RULES

Compliance Requirement

Each intern firefighter is responsible for knowledge of and compliance with the rules, Policies & Procedures, SOGs, and the terms and conditions of the Intern Firefighter Agreement (Appendix G). Breach of these rules, Policies & Procedures, or the Intern Firefighter Agreement, may subject the intern firefighter to discipline up to and including disqualification and dismissal from the intern firefighter program.

Fitness

Intern firefighters will maintain Fire District physical fitness standards.

Quarters

Intern firefighter sleeping areas will be off limits to all persons except intern firefighters, Chief Officers, Staff, and the IPD unless otherwise invited by the occupant. During the visitation of any guests, sleeping area doors shall remain open and lights shall remain turned on. There will be no guests in the station after 2200 hours.

Pets of any kind are not allowed to be housed at any district facility. Pet visitation will be allowed with the approval of the Station/Shift Officer. Visiting pets shall not be left unattended at any time.

APPENDIX A

INTERN FIREFIGHTER POSITION DESCRIPTION

INTERN FIREFIGHTER

Responsibility 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.
2. Comply with District Policies & Procedures, rules, regulations, and directives.
3. Accept appropriate direction, counseling, and discipline from officers.
4. Cooperate with Station Officers to achieve performance proficiency.

B. Emergency Incident

1. Respond to emergency calls in the role of a firefighter; work as a member of a team while proficiently conducting a wide range of firefighting, EMS, or support tasks and assignments.
2. Take direction from officers or others to whom assigned.
3. In the absence of an officer or as directed, may temporarily assume command or 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.
4. Recognize, protect, and preserve emergency incident evidence and area of origin. Advise officer of observations and protective measures taken. Support investigation personnel as directed.
5. Assist in evaluating individual and team performance in fire ground and emergency operations.

C. Training

1. Successfully complete the Tri-County Recruit Academy firefighter training program or equivalent.
2. Actively participate in continued special education and training programs to ensure 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.

E. Facilities, Apparatus and Equipment

1. Perform maintenance as assigned to ensure that equipment, apparatus, and facilities are maintained.
2. Perform assigned tasks to maintain assigned apparatus and equipment in response ready condition. Make necessary notifications to correct any deficiencies.
3. Perform assigned tasks to maintain buildings, grounds, apparatus, and equipment in clean, orderly, and presentable condition.
4. Perform assigned tasks to maintain prescribed equipment and supply inventories. Make necessary notifications to correct any deficiencies for facilities, apparatus, equipment or supplies.
5. Care for and maintain assigned personal protective equipment.

F. General

1. Comply with Fire District Policies & Procedures, rules, regulations, and directives.
2. Complete records and reports as required or assigned.
3. Participate in special committee assignments as requested.
4. Perform other duties as assigned.
5. Develop and maintain a good working and team relationship with the volunteer and career firefighters, support staff, and command personnel of the Fire District.
6. Actively support and advocate the interests of the volunteer firefighter personnel as members of the Fire District.
7. Maintain effective and courteous working relationships with:
 - a) All Fire District personnel.
 - b) All personnel from other fire protection jurisdictions that may interface with the Fire District 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.

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. Ability to use basic computer skills such as, but not limited to; email, word processing, and incident reporting software.
5. Training: Structural Firefighter I, Wildland Firefighter II, Apparatus Driver-Operator.
6. Valid Washington State driver license.
7. Meet Fire District physical examination and fitness requirements.
8. No dependency on alcohol or drugs.

APPENDIX B

INTERN PROGRAM DIRECTOR (IPD) POSITION DESCRIPTION

Accountable for the management of the Intern Firefighter Program by ensuring response and performance of subordinates is met. Responsibility to make certain that intern firefighters are acquiring, maintaining, performing, and enhancing the knowledge, skills and abilities required to perform firefighting, EMS, and support functions. The IPD will report directly to the Fire Chief of the department.

DUTIES

A. Recruitment and Application Process

1. Function as the primary point of contact for applicants seeking entry into the Fire District Intern Firefighter Program.
2. Actively participate in the recruitment of intern firefighters.
 - a) Participate in local career days to promote the Fire District Intern Firefighter program.
 - b) Interface with primary and secondary education institutions throughout the region to provide information on the Fire District Intern Firefighter program.
 - c) Maintain a file/database of applicants.
 - d) Provide oversight of the application process. Ensure that the tests, interviews, physicals, etc. are scheduled, completed, and documentation is completed in a timely manner.
 - e) Function as a member of a panel in selecting the appropriate candidates to fill any open intern firefighter positions and to establish a waiting list of potential intern firefighters.
 - f) Review, verify, and document any previous training an intern firefighter may have received from other departments, organizations, and educational institutions.

B. Maintain Proper Intern Firefighter Staffing Levels

1. Determine intern firefighter shift and station assignments.
2. Provide oversight to the Shift Supervisors to assist with managing shift assignments and schedules to maintain optimal coverage.
3. Review shift change requests that have been approved by the Shift Supervisor.
4. Review Monthly Duty Logs to ensure that the intern firefighters are completing scheduled shift assignments.
5. Track and file time off requests.
6. Ensure that intern firefighter outside employment does not interfere with the ability to fulfill shift assignments.

C. Intern Firefighter Training

1. Work with the department Training Officer to ensure that the required training is scheduled, and materials are obtained.
2. Provide guidance to the Shift Supervisors to ensure that the scheduled training is conducted each shift.
3. Ensure that training is documented, and progress reports are submitted by the Shift Supervisors.
4. Assist intern firefighters with scheduling training above and beyond the minimum requirements when feasible.

D. Confirm that station duties are being met

1. Coordinate with appropriate Shift Supervisors to confirm that assigned cleaning and/or maintenance is being completed to expectations.
2. Perform inspections of station and living quarters as needed.
3. Assign appropriate station duties as needed.

E. Ensure that appropriate guidance is provided for college level classes and career development

1. Assist intern firefighters with completing and submitting pre-course training request forms.
2. Assist intern firefighters with documenting and submitting for educational reimbursement expenses as allowed by department policy.
3. Provide guidance on career path and educational needs as requested.
4. Research and recommend additional fire service related training courses.

F. General

1. Foster a team attitude between all members of the Intern Firefighter Program and other members of the Fire District.
2. Be available for contact when needed or assign an alternate when unavailable.
3. Coordinate with department staff to ensure that all supplies are provided to the intern firefighters as needed to accomplish their duties.
4. Recommend appropriate disciplinary actions when required.
5. Submit monthly intern firefighter pay sheets to Fire District administrative staff.
6. Facilitate the transition of any intern firefighter into the volunteer ranks if they chose to when their time in the program comes to an end.
7. Coordinate the collection of any Fire District property upon the resignation or termination of a intern firefighter.

QUALIFICATIONS

1. Must meet the department requirements for Captain level position upon appointment.
 2. All risk qualified.
 3. Strong oral and written communication skills.
 4. Organized with a strong history of time management and scheduling tasks.
 5. Must possess the necessary computer skills such as, but not limited to; email, word processing programs, project management, Excel spread sheets, and incident reporting software.
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6. Should have a strong background in human resource management and project management.
 7. Must meet and maintain the physical fitness standards as outlined by the Fire District.

APPENDIX C
INTERN FIREFIGHTER SHIFT COVERAGE FORM

I, _____, will work the following shift for intern firefighter
_____, at station _____.

Date: _____

Time: _____

Comments:

1. The individual covering the shift should be another intern firefighter. Exceptions can be made with prior approval by the Shift Supervisor to have other Fire District volunteers cover a position in warranted situations.
2. The individual covering the shift is required to meet the same work and response capabilities as the intern firefighter that they are covering for.
3. This form must be submitted to the Shift Supervisor a minimum of twelve (12) hours before the beginning of the designated shift.

Scheduled Intern Firefighter

Date

Fill-in Intern Firefighter

Date

Shift Supervisor

Date

APPENDIX D MONTHLY STATION DUTY LOG

INTERN FIREFIGHTER _____ STATION _____ MONTH/YEAR _____

DATE	List of Duties Performed	Hours
1		
2		
3		
4		
5		
6		
7		
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30		
31		

<i>Duties</i>	<i>Details</i>
apparatus checks	apparatus readiness check
apparatus bays	sweep/hose out, remove spider webs, trash
day room/classroom	vacuum, trash, properly arrange furniture
kitchen	sweep, mop, clean counters, clean appliances, dishes, trash
dorm	vacuum, trash, other cleaning
bathroom	sweep, mop, clean toilets, showers and sinks, trash
station outside	clean pad, clean station exterior walls
grounds maintenance	mow lawn, pull weeds, rake leaves, shovel snow
other apparatus maintenance	wash trucks, other preventative maintenance

Reviewed and Verified by Shift Supervisor: _____ Date: _____

**APPENDIX F
INTERN FIREFIGHTER TIME OFF REQUEST**

NAME:	DATE SUBMITTED:
DATE(S) REQUESTED:	
COMMENTS: _____ _____ _____	
APPROVED BY:	DENIED BY:
DATE:	DATE:
SUPERVISOR'S COMMENTS: _____ _____ _____ _____	

APPENDIX G

INTERN FIREFIGHTER AGREEMENT

It is hereby agreed between _____
("Intern Firefighter") and Benton County Fire District #1 (Fire District) as follows:

ACCEPTANCE

The Fire District accepts the application of the Intern Firefighter as a volunteer member of the Fire District, subject to the terms and conditions of this agreement.

STATUS

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

RIGHTS

The Intern Firefighter 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 intern firefighter, by virtue of this agreement.

RULES AND PROCEDURES

The Intern Firefighter shall comply with all Fire District rules, Policies & Procedures, and with the terms and conditions of this agreement, at all times. Non-compliance may subject the Intern Firefighter to penalty and/or discipline up to and including suspension or termination.

The Fire District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of Fire District operations at any time without prior notice to the Intern Firefighter.

RESIDENCY

Station assignments shall be based upon the staffing needs of the Fire District. Staying at the assigned fire station during assigned shift(s) is essential to this agreement, and the failure to do so during assigned shift(s) shall make the Intern Firefighter ineligible for the Intern Firefighter Program.

QUARTERS

The Fire District shall provide the Intern Firefighter with furnished living quarters to be shared with other Intern Firefighters and other Fire District personnel assigned to the respective station. The assigned bedroom may be either single or double occupancy. The Fire District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen with appliances, telephone service (local calls only), internet service, cleaning and maintenance supplies, certain paper products, and certain linen products.

Living quarters in the station are provided for the convenience of the Fire District, not the intern 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.

The Fire District shall retain custody and control of the station quarters, which is public property, and shall establish rules for its condition and use which shall be complied with by the intern firefighter.

PERFORMANCE

The Intern Firefighter understands and acknowledges that the essence of the Intern 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.

1. The minimum standards of intern firefighter participation and activity are as follows:
 - a. Assigned duty shifts, all periods scheduled for. 100%
 - b. Station training participation while on duty. 100%
 - c. All station alarms while on duty.
 - d. All required training to maintain qualification levels.
2. All activity and performance standards are measured as described in the Fire District Policies & Procedures manual and S.O.G. manual.
4. Intern firefighters shall maintain the Fire District minimum standards of physical fitness.
5. Intern firefighters must maintain minimum response level certifications.

COMPENSATION

Intern firefighters will be recompensed for their services based on the "Compensation" section of the Resident Program Manual. This will take the form of both monetary and provided living space as outlined.

VOLUNTARY RESIGNATION

The Intern Firefighter is encouraged to provide a two-week notice to the Fire District when they elect to leave the program. Such notice should be in writing and forwarded through the chain of command to the District Fire Chief.

SIGNATORY PAGE

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

Intern Firefighter: _____ Date _____

Fire District: _____ Date _____