

Resident Trainee Program Outline

Purpose:

The purpose of the Lane Fire Authority Resident Trainee Program is to provide educational and on the job training experiences for individuals wishing to pursue a career in Fire and EMS while providing quality response to the patrons of Lane Fire Authority.

Minimum Qualifications:

- Year 1 –
 - Be at least 18 years of age by time of acceptance into program
 - High school diploma or GED
 - Valid Oregon Driver's License with acceptable driving record
 - Pass application process, written evaluation, physical agility, and oral interview
 - Must pass pre-employment background check and medical physical
 - Enrolled in a local Community College Fire Science and/or EMS program
 - Accepted in Lane Fire Authority recruit academy or prior completion of approved FFI academy
- Year 2 –
 - Successful annual evaluation following year 1 (unless initial enrollment is as a year 2 resident)
 - Meeting current annual training requirements as outlined in SOGs
 - Oregon licensed EMT
 - NFPA Fire Fighter 1
 - NFPA Fire Apparatus Driver
- Year 3 –
 - Successful annual evaluation following year 2 (unless initial enrollment is as a year 3 resident)
 - Meeting current annual training requirements as outlined in SOGs
 - Accepted into local Paramedic program or in final year of Fire Science Program
 - NFPA Apparatus Equipped with a Fire Pump (pump/operator)
 - NFPA Instructor 1

Application and Testing Process:

- Applicant must electronically submit:
 - An accurate and complete application for program participation
 - A current resume
 - Copies of certificates showing completion of minimum education and training requirements
 - Copies of training records, transcripts or certifications
- Application and resumes will be screened to determine if the applicant meets minimum requirements.

- Qualified applicants are required to successfully complete department physical agility test and oral interview.
- All candidates moving on in the process after completion of physical agility testing and the oral interview must successfully complete and pass a physical exam and background check.

Supervision:

The Resident Trainee Program will be managed by the District's battalion captains. Once residents are assigned to one of three shifts, they report directly to their shift lieutenant.

Agreement:

Upon selection for the trainee program, each trainee shall be required to sign an agreement (see Appendix A) with Lane Fire Authority. The signed agreement will be retained by the Fire District and kept in the resident trainees personnel file.

Term of Residency:

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

Program Participation Requirements:

- Resident trainees who are housed in a District station must reside at their resident station 66% of non-shift nights monthly and are not permitted to live elsewhere. Resident will record their non-shift night response availability in Fire Manager and notify the on-duty shift lieutenant of any last minute changes.
- The individual participation level for each resident trainee is a minimum of 75% of assigned hours per month. Any hours missed for classes above this level can be made up in a variety of ways including coverage on other shifts or assisting with department classes or functions. All shifts will begin at 0800 hours and will rotate on a 48/96-hour schedule. Residents will be assigned to A, B, or C shift upon entering the program and are expected to be present when their assigned shift is on duty.
 - Clinical rotations: Residents are required to schedule clinical rotations for EMT and Paramedic programs when not on duty with their assigned shift.
 - Field internship: Residents are required to schedule field internships (ambulance rotations) for EMT and Paramedic programs when not on duty with their assigned shift.
 - Other activities such as testing with other agencies, internships for other programs, and other activities must be scheduled outside normal rotation or will require the resident to trade the shift with another resident or qualified volunteer.
 - Residents are excused from their normal assigned shifts to attend classes and must provide a class schedule to their shift lieutenant prior to the start of each

term. The Resident is excused for the actual hours attending class and any reasonable commute to or from school.

- Residents are allowed three tours (48/96) off each calendar year. These must be scheduled, tracked, and approved by the shift lieutenant. Only one resident is permitted off at a time.
- Residents must meet the minimum annual training requirements on a quarterly basis. Requirements are based on certification levels and are outlined in district SOGs.
- 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.
- Residents may use shift trades to cover scheduled shifts. Such trades must be approved by the two shift lieutenants affected by the trade.
- Shift trades will be documented by use of the shift trade request through District's electronic scheduling platform.
- Residents will be enrolled in a Fire or EMS program at a local community college. Residents do not have to be enrolled in the summer term, but must be enrolled fall, winter, and spring terms

Benefits:

Residents will be eligible for benefits in four categories for expenses related to the resident trainee program. Tuition, cell phone reimbursement, training shift meals and incidentals, and participation in the Volunteer Purchasing Program/LOSAP Program.

TUITION:

- Residents will be reimbursed for all classes passed with a "C" or better that are a requirement of their program, fees directly related to their course such as EMT differential fees or biology fees, and books required for those courses. Incidental fees charged by the college will not be reimbursed (transportation fee, health fee, etc.).
- Any required course books for approved classes that are reimbursed for the resident trainee by the District will be returned to the District upon completion of the course to go into the resident trainee library. These books will be available to any of the current or future residents for future classes. Residents will check this library first for available books prior to purchasing new books for courses.
- Any tuition/fees/or books covered by another funding source (scholarships, grants, etc.) will not be reimbursed. Students must fill out a FAFSA and determine federal eligibility for scholarships and grants each year to be eligible for tuition reimbursement.

CELL PHONE REIMBURSEMENT:

- Resident trainees are required to have a cell phone with data capabilities to receive 911 alerts. This is the primary system LFA utilizes for 911 call paging.

- In addition, residents are expected to be able to be reached by their cell phone for department-related issues and be able to routinely check their email.
- Residents will be reimbursed twice a year at the rate of \$180 for maintaining that data plan (\$30 per month).
- In order to maintain eligibility for reimbursement, resident trainees must comply with all quarterly training standards below and be in good standing of the resident trainee program.

MEALS AND INCIDENTALS:

- Resident trainees will spend 48 hours away from their living quarters participating in on-the-job training under direct supervision of paid firefighters. Resident trainees will be provided \$50 per 24 hours to cover meals and incidentals incurred during those training periods.
- Resident trainees will provide a log to their shift lieutenant at the end of the month with an outline of the training shifts they attended. The log will be reviewed and then submitted to the business manager for reimbursement the following month. Any trades or time off must be reflected accurately on the log.

VOLUNTEER PURCHASING PROGRAM/LOSAP PROGRAM:

- Resident trainees will be eligible to participate in the Volunteer Purchasing Program/LOSAP Program.
- Twice a year, points will be calculated for each resident trainee based on the number of calls responded to. Resident trainees will be given their total number of points along with an equipment order form that allows them to trade in their points for EMS and fire-related equipment that can be used during emergency response.
- Alternatively, resident trainees can turn their points into a cash value to be deposited into a LOSAP account which is a pension-like account.

General Training Standards:

Fire Training

- All fire trained responders need to have at least 40 hours of fire-related training a year (September 1st-August 31st to allow time for the DPSST recertification process). This equals 10 hours per quarter. The 40 hours is broken down into the following sub categories:
 - 8 hours of Hazardous Materials training
 - 2 hours of respiratory protection/SCBA confidence training
 - 2 hours of wildland refresher training
 - 14 hours of Officer Coordinated in-house training
 - 14 hours of miscellaneous training to include any approved outside training or online training
- All responders having an active NFPA Apparatus Equipped with a Fire Pump certification will be required an additional four hours per year, one hour per quarter, of driver/operator training.

- Quarterly expectations are as follows:
 - Quarter 1 – 25% or more of requirements met
 - Quarter 2 – 50% or more of requirements met
 - Quarter 3 – 75% or more of requirements met
 - Quarter 4 – 100% of requirements met
- EMS Training
 - All EMTs will be expected to complete all of their annual training recertification requirements as outlined by the Oregon Health Authority. Failure to do so will lapse their EMS certifications and make them ineligible for year 2 and 3 of the resident trainee program.
- OSHA and other annual fire training requirements also counted towards DPSST training hours
 - Hazardous Materials Operations refresher – 8 hours per year. 50% of these hours can be achieved through online assignments or notice of course completions from other outside classes.
 - Respiratory Protection – 2 hours per year. Includes fit testing and SCBA “confidence” as addressed by the Training Division
 - Wildland Refresher Training - Must include progressive hose packs and fire shelter training and be done by qualified instructors with advanced knowledge on wildland response

Uniforms and Protective Clothing:

Lane Fire Authority will provide each resident trainee with the following articles of personal protective clothing, equipment and uniforms:

- Uniforms:
 - (2) Uniform pants
 - (1) Belt
 - (4) Class “C” uniform shirts
 - (1) Sweatshirt/job shirt
 - (1) Jacket
 - (1) Uniform baseball hat
- Structural firefighting equipment and PPE:
 - Helmet
 - Turnout coat
 - Turnout pants
 - Hood
 - Suspenders
 - Boots
 - Gloves
 - SCBA mask
 - Other (spanner wrench, flashlight, accountability tags, safety glasses)

- Wildland equipment and PPE
 - Wildland helmet with goggles
 - Wildland shift
 - Wildland pants
 - Wildland gloves
 - Web gear and fire shelter

All articles of clothing and issued equipment are the property of Lane Fire Authority and are to be kept clean and in good order. Lane Fire Authority will replace or repair equipment and clothing damaged through normal use. The resident trainee 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 shift lieutenant. Upon resignation or termination from the program, all issued equipment will be returned to Lane Fire Authority. The cost of replacing missing or damaged equipment may be deducted from any final compensation due.

Alarm Response:

- On-duty Residents will reside and respond with their assigned company.
- Off-duty year two residents may respond based on call type and need for additional resources within their assigned Battalion, or any All Call. Year one residents may respond after shift officer approval and will depend on level of certifications and experience obtained.

General Rules for Resident Trainees:

Resident trainees must comply with all of the Lane Fire Authority's rules, regulations, Standard Operating Policies, and procedures.

1. Facilities and Equipment:

All areas and facilities occupied or used by resident trainees are to be maintained in a clean, orderly and presentable condition at all times. Each resident trainee 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 trainee shall be maintained, clean and serviceable at all times. The shift lieutenant may assign and/or schedule station or equipment maintenance duties as necessary and such assignments or schedules shall be complied with.

2. Resident Trainee Station and Living Quarters:

Residents in the resident trainee program all share in the responsibility of keeping the resident trainee station clean and in a condition that is presentable to the public at all times. The resident trainee station will receive at a minimum one official inspection by a battalion captain each month. This includes all rooms and spaces of the station, including the dorm rooms. Resident trainees are encouraged to police themselves in keeping the station in a clean and kept state.

The District shall provide the resident trainee with furnished living quarters to be shared with other full-time shift, resident trainee, and volunteer firefighters assigned to that station. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, internet, 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.

Resident trainees are responsible to ensure all District apparatus are response ready at the resident trainee station weekly.

3. Alcohol and Drugs:

No drugs, alcoholic beverages or consumption of alcoholic beverage are allowed on any District property. This is grounds for immediate dismissal. It is the expectation of Lane Fire Authority that consumption of alcohol by any member 21 years of age and older shall be stopped at least 8 hours prior to reporting to duty. The use or possession of State or Federally illegal drugs is strictly prohibited and is grounds for immediate dismissal. No member shall be under the influence of drugs or alcohol when reporting for duty.

4. Facilities Use and Visitors:

Visitors will be allowed in the station on a limited basis. Conjugal visits will NOT be allowed. Except for District-sanctioned events, visitors are only allowed in the station from 0800-2200 hours. Visitors are only allowed in public areas and not individual bedrooms. All visitors must leave the station in the event their host leaves for a call or any other reason. Noise will be held to a minimum after 2200 hours. Resident trainees will be considerate of others in the dorm/day room areas. Any noise causing the disruption of another individual's sleep and/or studies will not be tolerated.

Children under the age of 16 must be supervised by a parent or guardian at all times when in the station.

Resident Trainees will be responsible for maintaining the integrity of the station security system. The door codes shall not be given out to anyone unless they are a member of the department.

No person shall damage or deface District property, equipment or buildings. Every effort will be made to properly maintain the condition and appearance of the fire station and equipment. Intentional damage/destruction of District property, equipment or buildings may result in immediate dismissal from the program.

5. Status of Quarters:

The District shall retain custody and control of the resident trainee 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 trainee.

6. Compliance Requirement:

Each resident trainee is responsible for knowledge of, and compliance with, rules, policies, procedures, and terms and conditions of the Resident Trainee Program Agreement. Breach of District rules, policies or procedures, or the Resident Trainee Program Agreement, may result in discipline up to and including and dismissal from the Resident Trainee Program. Disciplinary action will be determined by the shift lieutenant and/or battalion captain.

Appendix A

RESIDENT TRAINEE PROGRAM AGREEMENT

It is hereby agreed between _____ (“Resident Trainee”) and Lane Fire Authority (“District”) as follows:

1. Acceptance:

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

2. Status:

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

3. Termination:

Resident Trainees may be released or excused from the program at any time with or without notice. Upon termination from the program, all issued equipment will be returned to Lane Fire Authority. The cost of replacing missing or damaged equipment may be deducted from any final compensation due.

4. Rights:

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

5. Rules and Procedures:

Resident Trainee 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 Trainee to penalty and/or discipline up to and including suspension or termination from the Resident Trainee Program. The District has the right to, and may alter, amend, or in any way change the rules and procedures, or any aspect of District operations at any time, without prior notice to the Resident Trainee.

6. Residency:

The Resident Trainee shall be a resident of the assigned station. Actual residency is essential to this agreement. Failure to maintain residency in the station shall make the Resident ineligible for the Resident Trainee Program.

7. Quarters:

The District shall provide the Resident Trainee with furnished living quarters to be shared with other full-time shift, resident, and volunteer firefighters assigned to that station. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, internet, 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 trainee.

9. Alcohol and Drugs:

No drugs, alcoholic beverages or consumption of alcoholic beverage are allowed on any District property. This is grounds for immediate dismissal. It is the expectation of Lane Fire Authority that consumption of alcohol by any member 21 years of age and older shall be stopped at least 8 hours prior to reporting to duty. The use or possession of State or Federally illegal drugs is strictly prohibited and is grounds for immediate dismissal. No member shall be under the influence of drugs or alcohol when reporting for duty.

10. Performance and Duty Schedule:

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

- a) Resident trainees who are housed in a District station must reside at their resident station 66% of non-shift nights monthly and are not permitted to live elsewhere.
- b) The individual participation level for each resident trainee is a minimum of 75% of assigned hours per month. Any hours missed for classes above this level can be made up in a variety of ways including coverage on other shifts or assisting with department classes or functions.
- c) Meeting quarterly requirements of the total 40-hour annual training requirement.

11. Benefits:

District shall provide Resident benefits in accordance with District procedures.

Benefits may include:

- d) Reimbursement for college program tuition and books based on the max allowed amount provided in the schedule.
- e) The right to the monthly meals and incidental reimbursement shall begin upon successful completion of the minimum program established by the District for emergency incident response. The monthly M&IE shall be payable in the month following the month for which the expenses were incurred.

- f) Reimbursement for the maintenance of a cellular data plan (\$30 per month) paid twice a year.
- g) Participation in the Volunteer Purchasing Program/LOSAP Program.

12. Voluntary Resignation:

The Resident Trainee 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. Upon resignation from the program, all issued equipment will be returned to Lane Fire Authority. The cost of replacing missing or damaged equipment may be deducted from any final compensation due.

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

Resident Trainee: _____ Date: _____

District: _____ Date: _____