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# Resident Trainee Handbook

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## LANE FIRE AUTHORITY

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## **SECTION 1 INTRODUCTION AND POLICIES**

### **Welcome to Lane Fire Authority's (LFA) Resident Trainee (RT) Program!**

Lane Fire Authority (LFA) is committed to providing educational opportunities and hands-on training for individuals aspiring to build careers in fire and emergency services. This program also ensures high-quality emergency response services to our community.

#### **Applicability**

These policies and procedures apply to all participants in the LFA Resident Trainee (RT) Program.

#### **Policy Violations**

Any violation of the provisions in this handbook or other departmental policies and procedures may result in disciplinary action, up to and including termination of residency.

Copies of this handbook and all policies and procedures are available on Vector Solutions. If access is unavailable, you may request copies from your lieutenant.

#### **Resident Trainee Eligibility Requirements**

All Resident Trainees must meet and maintain the following minimum qualifications throughout the program:

- Be legally authorized to work in the United States.
- Be at least 18 years of age by the time of acceptance into the program.
- Possess a high school diploma or GED.
- Hold a valid Oregon Driver's License with an acceptable driving record as approved by the Fire Chief.
- Successfully complete the application process, including a written evaluation, physical agility test, and oral panel interview.
- Pass a pre-employment background check and reference check.
- Successfully complete a medical examination conducted by an assigned licensed health professional.
- Be accepted into an LFA recruit academy or have prior completion of a Firefighter I (FFI) academy approved by the Training Captain.

#### **Application and Examination Process**

Applicants must electronically submit the following:

- A complete and accurate application for program participation.
- A current resume.
- Copies of certificates verifying completion of the minimum educational and training requirements.
- Copies of training records, transcripts, and certifications as applicable.

The application and resume will be screened to ensure the applicant meets the minimum qualifications. Qualified candidates will then proceed to the following evaluation steps:

1. A department-administered physical agility test.
2. A panel interview.
3. Any other testing that LFA deems appropriate.

Applicants will be ranked using an objective scoring process based on their performance in these evaluations.

## **File Management**

### **Personnel Files**

Each Resident Trainee (RT) has a personnel file stored at Station 101. Access to these files is limited to the following individuals:

- Fire Chief
- Executive Secretary
- Business Manager
- The RT themselves

Access by others is only permitted under the following conditions:

- Written authorization from the RT.
- Compliance with Oregon Public Records Law.
- Documented internal investigations or law enforcement purposes.

### **Medical Records**

Medical records are not included in personnel files and are released only as required by federal and state laws. Access to medical records is restricted to:

- Executive Secretary
- Health and Safety Officer
- The RT

### **Training Records**

Training records are maintained in the Training Division office at Station 115. RTs may access their training files with the approval of their lieutenant or the Training Division.

### **Supervision**

Resident Trainees (RTs) are required to operate within Lane Fire Authority's (LFA) chain of command. The District's organizational chart is accessible through Vector Solutions. The RT program is overseen by LFA's battalion captains.

Once assigned to a shift, RTs will report directly to their shift lieutenant for guidance on the following:

- Day-to-day operations
- Personal protective equipment (PPE)
- Scheduling
- Training
- Personnel matters

For issues related to RT quarters, tuition reimbursement, or timesheets, RTs should report directly to the RT Program Coordinator.

### **Acknowledgment Agreement**

Upon acceptance into the Resident Trainee Program, each trainee must sign an **Acknowledgment Form**. This signed agreement will be retained in the RT's personnel file, and a copy will be provided to the RT for their records.

### **Term of Residency**

The Resident Trainee (RT) program is structured into three distinct years. Trainees are assigned to a specific year based on their qualifications and anticipated progress. The following outlines the program structure and requirements:

### **Year Assignment and Advancement**

- **Initial Assignment:** Before being placed in a specific year, RTs must meet with the Resident Coordinator and their assigned lieutenant to confirm that all requirements are met or will be met by the start of the year.
- **Advancement:** RTs must complete all requirements for the year they wish to enroll in or advance to before the year begins.
- **Responsibility:** RTs are accountable for maintaining all requirements for their current year and any lower years.
- **Failure to Meet Requirements:**
  - Failure to meet the requirements for the current or any prior year will result in termination from the program.
  - Residents may not reapply for or repeat the same year. For example, an RT applying for a third-year position cannot reapply for the first, second, or third year if dismissed or unsuccessful.

### **Program Limits**

- RTs are limited to a maximum of three years in the program.
- **Extension Requests:**
  - If extenuating circumstances arise, RTs may request an extension by submitting a written request to the RT Program Coordinator.
  - The request must include detailed reasons for the extension.

- Extensions are subject to review and approval by the Battalion Captains and the Fire Chief. The decision is final.

## **Minimum Requirements by Year**

### **Year 1 Requirements:**

- Be at least 18 years old by the time of acceptance into the program.
- Hold a high school diploma or GED.
- Possess a valid Oregon Driver's License with a driving record approved by the Fire Chief.
- Successfully complete the application process, physical agility test, and oral interview.
- Pass a pre-employment background check and medical examination.
- Be enrolled in a local Community College Fire Science and/or EMS program.
- Be accepted into the Lane Fire Authority recruit academy or have prior completion of an approved NFPA Firefighter I (FFI) academy.

### **Year 2 Requirements:**

- Successfully complete an annual evaluation following Year 1 by the shift lieutenant (or meet evaluation criteria if initially enrolled as a Year 2 RT).
- Undergo bi-annual reviews by the shift lieutenant.
- Meet current annual training requirements as outlined in the Standard Operating Guidelines (SOGs) for minimum training.
- Hold an Oregon EMT license.
- Hold NFPA Firefighter I and NFPA Fire Apparatus Driver certifications.

### **Year 3 Requirements:**

- Successfully complete an annual evaluation following Year 2 by the shift lieutenant (or meet evaluation criteria if initially enrolled as a Year 3 RT).
- Undergo bi-annual reviews by the shift lieutenant.
- Meet current annual training requirements as outlined in the SOGs for minimum training.
- Be accepted into a local paramedic program or be in the final year of a Fire Science program. The program must conclude prior to the end of Year 3.
- Hold NFPA certifications in:
  - Apparatus Equipped with a Fire Pump (Pump/Operator)
  - Instructor I

## **Program Participation Requirements**

To maintain residency and active status in the Resident Trainee (RT) program, the following requirements must be met:

### **Station Residency**

- RTs assigned to a District station are required to reside at their assigned station for at least **66% of non-shift nights** each month.

- **Definition of Non-Shift Nights:** The hours between 20:00 and 08:00. This may change depending on the RTs schedule. It is the responsibility to communicate this to the RT Coordinator.
- During their resident contract, RTs are prohibited from residing elsewhere.

### Shift Participation

- RTs must attend at least **75% of their assigned shift hours** each month.
- For further details on expectations and calculations, refer to the “**Quarterly Expectations**” section.

### Disciplinary Process

- The disciplinary process for RTs aligns with the procedures outlined in the **Collective Bargaining Agreement** between LFA and IAFF.

## General Training Standards

### Fire Training Requirements

All fire-trained responders must complete a minimum of **40 hours** of fire-related training annually, from **September 1 to August 31**. This equates to **10 hours per quarter**.

The 40 hours are divided into the following subcategories:

- **8 hours:** Hazardous material training.
- **2 hours:** Respiratory protection/SCBA confidence training.
- **2 hours:** Wildland refresher training (RT-180).
- **14 hours:** Officer-coordinated in-house training.
- **14 hours:** Miscellaneous training, which may include approved outside or online training.

### Additional Requirements for Driver/Operators

Responders with an active **NFPA Apparatus Equipped with a Fire Pump** certification (Year 2 and Year 3 RTs) must complete an additional **4 hours of driver/operator training annually**, at a rate of **1 hour per quarter**.

## Quarterly Expectations

Training progress is evaluated quarterly to ensure compliance with requirements:

- **Quarter 1:** At least **25%** of annual training requirements completed, including all mandatory training.
- **Quarter 2:** At least **50%** of annual training requirements completed, including all mandatory training.
- **Quarter 3:** At least **75%** of annual training requirements completed, including all mandatory training.

- **Quarter 4: 100%** of annual training requirements completed, including all mandatory training.

## Hours of Work and Quarterly Expectations

### Shift Assignments and Work Hours

- Each Resident Trainee (RT) will be assigned to **A, B, or C shift** on a **48/96-hour rotation** (48 hours on duty, followed by 96 hours off).
- Shift and station assignments are determined by the **battalion captains**.
- **Maximum Continuous Hours:** RTs are prohibited from working more than **72 continuous hours**, including traded shifts, in their role as an assigned responder.

### Quarterly Attendance Expectations

- **Shift Attendance:**
  - RTs must be present for at least **75% of their assigned monthly hours**.
  - Excused absences are limited to:
    - Attendance in academic classes.
    - Mandatory training required for meeting annual RT program requirements.
  - RTs are responsible for making up missed hours through activities such as:
    - Covering additional shifts.
    - Assisting with department-led classes.
    - Participating in public education events.
- **Shift Reassignments:**
  - RTs may be reassigned to different stations or shifts as necessary to meet the district's needs. However, such changes are not intended to be routine.

### Class Schedules and Excused Absences

- At the beginning of each academic term, RTs must provide their shift lieutenant with a copy of their class schedule.
- RTs are excused from assigned shifts for:
  - Scheduled class hours.
  - Reasonable travel time to and from school.
- **Unexcused Absences:**
  - RTs are **not excused** from shifts for the following:
    - Clinical rotations.
    - Field internships.
    - Any activity other than academic classes or courses required for their current year in the RT program.
- Quarterly Training Requirements
- RTs must meet all minimum training requirements outlined in **SOG 4.1.1: Annual Training Requirements** each quarter. These requirements are based on the RT's certification levels.



## EMS Training

- All EMTs must complete the **annual recertification training requirements** as mandated by the **Oregon Health Authority**.
- Failure to fulfill these requirements will result in a lapse of EMS certification, rendering the RT ineligible for **Years 2 and 3** of the Resident Trainee program.

## OSHA and Additional Training

Certain annual training requirements mandated by OSHA and other agencies also count towards DPSST fire training hours. These trainings are **mandatory** and include:

- **Hazardous Materials Operations Refresher:**
  - **8 hours annually**, with up to 50% of these hours completed through online assignments or external course completions (NOCCs).
- **Respiratory Protection:**
  - **2 hours annually**, including fit testing and SCBA confidence drills as outlined by the Training Division.
- **Wildland Training (RT-130):**
  - Training must cover **progressive hose packs** and **fire shelter drills** taught by instructors with advanced wildland response expertise.
- **HIPAA and Bloodborne Pathogens Training**
- **Anti-Harassment Training**

## Response Guide

### On-Duty Response

- On-duty RTs must reside at their assigned station and respond with their designated company.

### Off-Duty Response

#### Year 1 RTs:

- May respond to calls only with the approval of their shift officer, based on their certifications and experience.

#### Year 2 RTs:

- May respond to specific incidents as follows:
  - Dispatched "All-Calls" for Lane Fire Authority (LFA).
  - Echo-level calls within the North, South, and Central Battalions, limited to LFA/LFU-addressed incidents. RTs must verify LFA/LFU status in the CAD system before responding.
  - Motor Vehicle Accidents (MVAs):
    - In the Central, South, and North Battalions, excluding MVAs on Beltline.

- Second calls within the district.
- Structure Fires in the Central, South, and North Battalions, limited to LFA/LFU-addressed incidents. RTs must verify LFA/LFU status in CAD before responding.
- Engines and Heavy Rescues: Only one RT may respond per unit, with officer approval

## **House Rules**

- RTs are required to adhere to all LFA rules, regulations, and standard operating policies and procedures, accessible via Vector Solutions.

## **Facilities and Equipment**

- RTs are responsible for maintaining all areas they occupy in a clean, orderly, and presentable condition.
- RTs must ensure that:
  - All facilities and equipment are clean, serviceable, and in proper working order.
  - All apparatus at their assigned station are response-ready.
- Duties related to station and equipment maintenance may be assigned by the shift lieutenant or Resident Coordinator, and RTs must comply with these assignments.

## **Resident Trainee Station and Living Quarters**

### **Station Maintenance**

Resident Trainees (RTs) share responsibility for maintaining the RT station in a clean, orderly, and presentable condition. All areas of the station, including dorm rooms and common spaces, are subject to at least one official inspection per month conducted by a battalion captain. RTs are encouraged to self-monitor and maintain cleanliness at all times. A chore list will be posted on the refrigerator to facilitate the equitable division of responsibilities.

### **Living Quarters and Amenities**

The District provides furnished living quarters shared with other full-time staff, RTs, and firefighters assigned to the station. Amenities include:

- Furnishings and utilities
- Laundry facilities with a washer and dryer
- Kitchen appliances, including a microwave
- Internet access
- Cleaning and maintenance supplies
- Certain paper products

These living quarters are vital to public safety, ensuring immediate emergency response capabilities by trained and qualified fire and EMS personnel.

## **Facilities Use and Visitors**

### **Visitor Access**

- Visitors are permitted at the station from 0800 to 2200 hours unless attending district-sanctioned events.
- Visitors are restricted to public areas and are not allowed access to individual bedrooms.
- Visitors must leave the station if their host is dispatched to an emergency response.

### **Noise and Consideration**

- Noise levels must be minimized after 2200 hours to respect the needs of others in dormitory and day room areas.
- Disruptive behavior or noise that interferes with rest or study will not be tolerated.

### **Supervision of Children**

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

### **Station Security**

- RTs are responsible for maintaining the security of the station.
- Door codes and other security credentials must not be shared with non-department personnel.

### **Property Maintenance**

- District property, equipment, and buildings must be treated with care to avoid damage or defacement.
- Intentional damage or destruction of property will result in immediate dismissal from the program.

### **Status of Living Quarters**

- The District retains full custody and control over the RT living quarters, which are considered public property. These quarters are subject to visitation and inspection by district representatives and citizens. RTs must comply with all established rules governing their condition and use.

### **Change of Personal Information**

- If an RT changes their name, telephone number, email address, or emergency contact information, they must notify their shift lieutenant within three working days of the change. This requirement aligns with **Policy Standards of Conduct P-2.1**.

### **Confidential Information**

- As part of their role, Resident Trainees (RTs) may have access to sensitive and confidential information. RTs are required to maintain strict confidentiality and exercise discretion when

handling such information. The use of confidential information for personal or financial gain is strictly prohibited.

- While certain details regarding the RT program, such as compensation, benefits, and job descriptions, are considered public records and may be disclosed upon request, all other information should be treated with the highest level of confidentiality.

### **Mandatory Training Policy**

The role of a fire and emergency medical responder requires continuous and comprehensive training. Throughout the annual training cycle, certain training topics may be designated as mandatory. These may arise due to state or federal regulations, or at the discretion of the LFA administration and the Training Division.

Mandatory training may include:

- Annual components or refresher courses
- Training on new equipment, protocols, or procedures

Some training requirements will apply to all LFA personnel, while others may be specific to particular groups based on their role or responsibilities. For further details, please refer to **SOG Participation Mandatory Training, Chapter 4, Subject 1, Topic 2.**

## **SECTION II CODE OF CONDUCT**

### **Harassment Free Workplace**

Lane Fire Authority (LFA) is dedicated to fostering a work environment where all individuals are treated with dignity and respect. It is the responsibility of everyone to contribute to and uphold a respectful workplace free from unlawful harassment or discrimination. This includes, but is not limited to, harassment or discrimination based on sex, sexual orientation, gender identity or expression, race, color, national origin, religion, age, income level, political affiliation, physical or mental disability, medical condition, pregnancy, veteran or military status, marital status, union participation, injured worker status, or any other protected class or type of harassment prohibited by law or policy.

Behaviors such as telling ethnic jokes, making religious slurs, using offensive language, or derogatory comments about a person's speech, accent, or disability are examples of prohibited conduct and will not be tolerated at LFA.

### **Sexual Harassment Definition**

Sexual harassment is unwelcome, unwanted, or offensive sexual advances; requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of the RT's service or is used as a basis for any work-related decision (granting leave request, promotion, favorable performance appraisal, etc.); or such conduct that is unwelcome, unwanted, or offensive and has the purpose or effect of unreasonably interfering with an RT's performance or creating an intimidating, hostile, or offensive working environment. Examples of sexual harassment include but are not limited to:

- Unwanted touching, sexual flirtations, unwanted advances
- Requests or propositions of a sexual nature
- Sexually oriented behavior such as ogling, leering, verbal abuse of a sexual nature, and/or sexual flirtations where such attention reduces job performance

### **Reporting/Investigation Process**

Lane Fire Authority (LFA) is dedicated to maintaining an environment free from unlawful discrimination and harassment for both members and non-members of the Authority. Discrimination or harassment based on a person's protected class will not be tolerated or condoned.

All LFA members are required to report any instances of unlawful discrimination or harassment to their direct supervisor. Such reports will be investigated promptly. If an RT experiences discrimination or harassment from their direct supervisor, the RT should report the issue to the Resident Coordinator.

Offenders will be subject to immediate disciplinary action as outlined in Policy P-2.2 Workplace Discrimination and Harassment.

## **Retaliation**

LFA will not tolerate retaliation for any reason. Neither supervisors nor Authority members are to retaliate against a member in any way for filing charges or reporting harassment. No member should worry about retaliation resulting from the filing of such a charge. Any Authority member found to retaliate against another Authority member, whether a supervisor or not, will be immediately disciplined up to and including termination. Refer to policy P-2.2 Workplace Discrimination and Harassment.

## **Prevention of Violence in the Workplace**

Acts of violence by or against employees, volunteers, or visitors on District property or while on Authority business are strictly prohibited and will result in appropriate sanctions, including discipline, discharge, civil actions, and criminal prosecution. This means that Lane Fire Authority is committed to a zero-tolerance position regarding violence in the workplace. Workplace violence includes offenses against persons as defined in the Oregon Revised Statutes Chapter 163, harassment and intimidation as defined in ORS Chapter 166, and any other acts or communications, which harass, mistreat, threaten, endanger or injure persons or damage property. See Policy-2.3 Violence Free Workplace.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on LFA property or at any LFA workplace, whether or not owned by LFA, or by any other entity or individual, will be removed from the premises, or area, as quickly as safety permits and shall remain off premises, or out of the area, pending the outcome of an investigation.

## **Reporting**

If an LFA member witness aggressive or violent behavior or have reason to believe such behavior may occur, whether another employee commits the incident, a volunteer, or an external individual such as a customer, vendor, or community member, they must report the incident or concern promptly to their direct supervisor. Acts of violence or threats will be investigated immediately.

## **Firearms**

LFA does not encourage or promote the possession of firearms on LFA property. However, LFA also recognizes that there are occasional circumstances where personnel may have legal possession of firearms at the time when circumstances bring them onto LFA property. LFA prohibits possession of firearms within LFA buildings, vehicles, or apparatus, including RT quarters. The district regulates the manner in which firearms are secured on LFA property outside of building. Employees and volunteers in violation of this policy will be subject to discipline up to and including dismissal. Policy P-7.6 Possession of Firearms.

## **Ethics Policies**

### **Gifts and Gratitude's**

No member shall solicit, receive, or accept a reward, fee, or valuable gift from any person for services, as a consequence of the performance of duty, except with the permission of the Fire Chief or the Board of Directors and in compliance with the Oregon Government Ethics law. Refer to Policy Standards of Conduct P-2.1.

## **Intellectual Property**

As a RT you may create, invent, author and/or develop materials, forms, documents, various reports, procedures, programs, tools, or other processes during the course and scope of your service with LFA. All original works of authorship made by you (solely or jointly with other staff) within the scope of and during the period of your service with LFA and which are protectable by copyright are “works made for hire,” as that term is defined in the United States Copyright Act, and LFA is considered the author, inventor and owner of such property. To the extent any such materials are made available to, and for use by the public, you may use such materials; they remain the property of LFA. You may not use such materials for personal gain.

## **Drug Free Workplace**

LFA recognizes drug and alcohol use in the workplace as a threat to the public welfare and safety of Authority members. No drugs, alcoholic beverages, or consumption of alcoholic beverages are allowed on any district property, including the RT quarters. Violation is grounds for immediate termination. It is the expectation of LFA 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. Use of alcohol by any RT under the age of 21 years old is strictly prohibited and will also lead to immediate dismissal. No member shall be under the influence of drugs or alcohol when reporting for duty. Refer to Policy Drug and Alcohol Use P-2.8.

## **Prescription Medication**

"Prescription Medication" is a medication for which an employee has a valid prescription from a qualified physician. If an individual takes a prescription medication that may interfere with the safe and effective performance of duties or operation of LFA's equipment, they must notify their supervisor before beginning work. Refer to Policy Drug and Alcohol Use P-2.8.

## **Tobacco Use**

LFA promotes a tobacco free workplace. No member of LFA may use any type of tobacco product while in an LFA facility or vehicle. All Fire Authority and District facilities are designated as non-smoking. Smoking is permitted in approved outdoor locations only. Refer to Policy Tobacco Use P-2.6.

## **Safety Policy**

LFA will make every possible effort to promote loss prevention activities and will provide safe work practice training and education to its members, provide safe working equipment and necessary personal protective equipment, and, in the event of an injury, secure immediate emergency first aid and/or medical services. It is the responsibility of every employee, volunteer, manager, and Board of Director, to provide a safe and healthy workplace, safe and properly maintained equipment, and safe work practices. LFA needs the full cooperation and effort of everyone to integrate loss prevention activities into both normal and non-routine business operations. Refer to Policy Safety S-1.1.

## **Immediate Safety Concern**

If you believe a work assignment will cause an immediate danger to you or the public, notify your assigned officer immediately, and request a review of the situation before proceeding with the task. If there is a disagreement after your officer review the situation, the Battalion Captain will make a final determination. You are expected to follow their direction but may later raise the issue with LFA's safety committee through the health and safety officer:

Captain Katy Johnson

[katyjohnson@lanefire.org](mailto:katyjohnson@lanefire.org)

## **On the Job Injury/Returning to Work**

LFA is concerned about the health, safety, and recovery of all members injured at work. It is LFA's policy to return individuals to work as soon as possible following an injury, including, whenever possible, offering a temporary modified duty assignment consistent with the working limitations. All individuals must promptly report accidents and injuries to their shift lieutenant, and at minimum, fill out an LFA Incident Report. If you are seeking medical treatment, or plan to in the future, you must fill out an 801 On the Job Injury Form. Contact your shift lieutenant if you have any questions about injury reporting.

## **Non-Work Accident/Injury and Return to work Fit For Duty**

For the safety and well-being of personnel and their co-workers, an individual should not report to work if they are seriously ill or injured. Once it is identified that an illness or injury is present, the individual should notify their shift lieutenant of the situation. The nature of the illness or injury will be reviewed and a determination will be made as to whether or not the individual will be required to receive medical clearance by a physician prior to being cleared to return to duty. In the case of a minor injury, the district may still require medical clearance by a physician in the event the individual needs to take multiple shifts off to recover.



## **Driving Standards and Use of LFA Apparatus**

No person other than LFA personnel shall drive District-owned vehicles except for mechanical maintenance, technical evaluation purposes, or as deemed necessary by the Fire Chief or designee.

LFA personnel shall not transport civilians or other unauthorized persons in or on District vehicles except as authorized by an officer or a designee in an official capacity. Refer to Policy Vehicle Use P A- 3.3.

RTs are responsible for the care and conservation of LFA vehicles, equipment, and tools that which they use. RTs must promptly report any accidents or breakdowns of equipment to the shift lieutenant.

## **Mandatory Reporting**

Firefighters are “mandatory reporters” and have a statutory obligation to report suspected abuse of children, the elderly, and the development mentally disabled. Reporting agencies:

Child abuse-

The law enforcement agency having jurisdiction or:

Oregon Department of Human Services Lane County 541 686-7555

Oregon Department of Human Services Linn County 541-757-5019

Receiving hospital (if patient transported by Lane Fire Authority)

Other cases of abuse shall be reported as soon as possible or within the next business day, preferable not to exceed 24 hours:

Developmentally Disabled-

Lane County Developmental Disabilities 541-682-2884 (direct reporting line) or: 541-682-3695

or: Albany Disability Services Office 541-928-3636 Elder

Abuse-

Lane Council of Governments Senior and Disabled Services 541-682-4038

Albany Senior Services 800-638-0510

Receiving Hospital (if patient transported by Lane Fire Authority)

## **Absence or Late to Work**

Punctual and regular attendance is essential for RTs. Any tardiness or absence impacts fellow staff, supervisors, and the public. RTs are expected to report as scheduled, on time, and prepared to start at the beginning of shift. RTs are also expected to remain on shift unless excused for school.

Absence is defined as the failure of an individual to report for a shift when the individual is scheduled. If a RT is absent from or late to shift due to illness or other emergencies, they must inform their shift lieutenant no later than 2 hours before the designated starting time. RTs must make every effort possible to tell their shift lieutenant before their starting time.

## **Leave of Absence**

RTs may request a LOA through their lieutenant if they meet the following FMLA criteria:

Birth of a child or placement of a child with the employee for adoption or foster care; to care for a spouse, child, or parent who has a serious health condition; for a serious health condition that makes the employee unable to perform the essential functions of his or her job; or for any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status. The maximum LOA is 183 days (6 months).

## **Appearance and Conduct**

In all matters of general conduct, members shall, whether on or off duty, be governed by the ordinary and reasonable standards of behavior observed by all law-abiding citizens and shall commit no act tending to bring reproach or disrespect upon LFA or its members.

In general, dress or grooming issues that may create customer service or safety issue or detract from the effective performance of the job, including customer service, is prohibited. Visible tattoos or body art are not explicitly prohibited unless they pose a safety hazard or are offensive, demeaning, profane, or do not promote or enhance a safe and productive workplace. All individuals should dress professionally and foster a respectful work environment. Trainees should keep customer service and safety goals in mind and dress professionally, safely, and functional. Refer to Policy Standards of Conduct P-2.1 and SOG Uniform and Equipment Grooming for specifics.

## **Community Member Complaints**

All community member complaints about LFA employees will be investigated. If a community member has a complaint, write down their contact information and immediately inform your shift lieutenant.

## **Political Activity**

Campaigning for or against any candidate for elective office shall not be permitted while an employee is on the job during their working hours or when appearing publicly in an official capacity. Refer to Policy Standards of Conduct P-2.1.

Employees and volunteers may not use their official authority or position with Lane Fire Authority to further the cause of any political party or candidate for nomination or election to any political office. Nor may they use their position to endorse, approve or disapprove of any ballot measure. Refer to Policy Political Activities of Authority Employees and Volunteers P-2.5.

## **Soliciting**

Oregon laws forbid any Authority employee or volunteer, while on the job, from soliciting money, influence, service, or any other object of value. Policy Political Activities of Authority Employees and Volunteers P-2.5.

## **Uniforms and Equipment**

LFA will provide RTs with the following articles of personal protective clothing, equipment, and uniforms at no additional cost to the trainee. All clothing and issued equipment articles are the property of LFA and are to be kept clean and in good order. LFA will replace or repair equipment and clothing damaged through normal use. The RT will be responsible for items lost or damaged through improper maintenance, carelessness, or negligence. Requests for repair and/or replacement will be made through RTs shift lieutenant. 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 LFA. The cost of replacing missing or damaged equipment may be deducted from any final compensation.

### *Equipment:*

- District fuel card once an RT becomes an apparatus operator
- District facilities card/identification badge
- District email

### *Uniforms:*

- Two uniform pants
- One belt
- Four class "C" uniform shirts
- One sweatshirt
- One jacket
- One uniform baseball hat
- One set of ice-cleats

*Structural firefighting equipment and PPE:*

- (2) Helmet
- (2) Turnout coat
- (2) Turnout pants
- (2) Hood
- (2) Suspenders
- (2) Boots
- (2) Structural gloves
- (2) SCBA mask
- (2) Other (spanner wrench, flashlight, accountability tags, safety glasses)

*Wildland equipment and PPE:*

- Wildland helmet with goggles
- Wildland shirt
- Wildland pants
- Wildland leather gloves
- Web gear and fire shelter

**Social Media Policy**

- Social media refers to electronic platforms that enable users to create, share, and view user-generated content, including but not limited to videos, photographs, blogs, podcasts, instant messages, emails, and online profiles or locations.
- Unless explicitly authorized, LFA members are prohibited from speaking on behalf of the Authority on any social media platform.
- The use of social media platforms (e.g., Google, Facebook, YouTube, MySpace) for the purpose of defaming, libeling, or causing harm to the reputation or personal safety of any LFA employee (including both career and volunteer staff), other members of the community, or individuals associated with the Authority is strictly prohibited.
- For further guidance, refer to **Member Privacy Policy P-1.2**.

**Personal Cell Phone Use**

Lane Fire Authority (LFA) encourages minimizing personal cell phone use during emergency scenes to maintain focus on duties and the safety of all involved. If it is necessary to use a cell phone, members should be considerate and speak quietly in an area that does not disrupt co-workers or others present in the workplace.

- For example, personal cell phone use in the dormitory should be avoided, particularly when others are attempting to rest or sleep.

## **SECTION III: COMPENSATION AND BENEFITS**

### **Wages**

The District's Resident Trainee (RT) Program offers specific reimbursements and nominal compensation to recognize the time and effort invested by RTs, as well as to help offset costs incurred by volunteers.

The program is designed to facilitate the progression of RTs in both EMS and fire training within the established timeframes for each year. RTs who do not meet the requirements within the designated timeframes will not be eligible to apply for subsequent years. Likewise, RTs who exceed the established timelines will not be eligible for additional compensation until the completion of the current year of enrollment.

### **Payday**

RTs in good standing are compensated biweekly, with payments issued on Fridays. Pay is distributed via direct deposit.

### **Timesheets**

RTs are required to maintain accurate timesheets, available in Vector Solutions under "Timesheet Master." Timesheets are due no later than 08:00 on the first Monday following payday and must be submitted via email to the following individuals:

- **Business Manager:** Cheryl Hunter – [timesheets@lanefire.org](mailto:timesheets@lanefire.org)
- **Resident Coordinator:** Megan Jozwiak – [meganjozwiak@lanefire.org](mailto:meganjozwiak@lanefire.org)
- **Assigned Shift Lieutenant**

Failure to accurately report worked hours, falsify time records, or submit timesheets late may result in disciplinary action, up to and including termination.

### **Benefits**

RTs are eligible for various benefits, including time off, shift trades, summer break from school, tuition reimbursement, cell phone reimbursement, training opportunities, shift meals and incidentals, and participation in the Length of Service Award Program (LOSAP).

### **Tours Off**

RTs are permitted three 48/96-hour tours off each calendar year. These must be scheduled, tracked, and approved by the respective shift lieutenant. Only one RT may be off at a time. Tours off are to be taken in 48-hour periods and must be recorded on the timesheet.

The three 48-hour tours are considered paid time off and can be used for any personal reasons, including sick leave, vacation, or mental health days. If an RT exceeds the allotted three 48-hour tours, additional tours off will be unpaid.

## **Conflagration Mobilization**

LFA supports RTs participating in conflagration mobilizations. RTs will be compensated at the same rate as single-role medics (SRM), which is higher than the mobilization rate for firefighters. The district will process RT payments through the regular payroll cycle and will seek reimbursement from the State Fire Marshal's office.

Please note: RTs will not be reimbursed for "meals and incidentals" while mobilized.

### **Guidelines for RT Mobilization:**

- The RT must be in good standing with the district.
- The RT must be compliant with training hours and shift hours.
- No more than one RT may be mobilized at any given time.
- Mobilization is limited to one tour per year for each RT.
- RTs must ensure coverage for their shifts during mobilization. For example: If RT1 signs up for mobilization from August 1-8, RT1 must prearrange shift coverage by an equal or higher-ranked individual for any shifts they may miss. If an RT is unable to secure full coverage, mobilization approval is at the discretion of the RT's lieutenant based on staffing levels.

## **Shift Trades**

RTs may trade shifts to cover scheduled shifts. Trades must involve individuals of equal or higher rank and must be approved by the two shift lieutenants involved. Shift trades are to be documented using the shift trade request in the district's electronic scheduling platform.

## **Summertime**

RTs must be enrolled in a fire or EMS program at a local college. While RTs are not required to be enrolled during the summer term, they must be enrolled in the fall, winter, and spring terms.

## **Tuition Stipend**

RTs are eligible for a tuition stipend for classes in which they achieve a grade of "C" or higher, provided the course is a requirement of their program. Grades of "C-" or lower do not qualify for a stipend. The district will also provide a stipend for books and fees directly related to the course.

### **Reimbursement Process:**

1. **Submission:** At the end of each term, RTs must submit the following documents to the Resident Coordinator:
  - Copies of unofficial academic transcripts showing passing grades.
  - Receipts for books purchased.
  - Payment confirmation for tuition and fees.All documents must include the RT's name and school, and must be submitted as a single PDF.
2. **Evaluation:** The Resident Coordinator will review the submitted documents to ensure

proper documentation for reimbursement. Once verified, the documentation will be forwarded to the Business Manager.

3. **Approval:** Upon approval by the Business Manager, the RT will receive a reimbursement check.

4. **Deadline:** All required documents must be submitted no later than 17:00 on the seventh day after the final day of the term, unless prearranged with the Resident Coordinator. Late submissions will not be reimbursed.

### **Required Documentation:**

- Unofficial academic transcripts showing a passing grade of "C" or higher for the relevant term.
- A term statement detailing tuition and all fees.
- Confirmation of payment for tuition, books, and fees.

The total annual budget allocated for tuition reimbursement is \$45,000. This amount will be distributed among the RTs in the program, with paramedic students receiving a larger allocation than EMT students. The exact amount designated for each RT will be communicated by the Resident Coordinator before the start of the contract on October 1.

### **Cell Phone Reimbursement**

RTs will be reimbursed \$13.85 per bi-weekly paycheck for cell phone usage. To qualify, RTs must have a cell phone with data capabilities, as this is the primary system used by LFA for 911 call paging. RTs are expected to remain reachable via their cell phone for department-related matters and must check their district email regularly. RTs must also maintain good standing within the RT program to be eligible for the reimbursement.

### **Meals and Incidentals**

RTs will be reimbursed \$55 per 24-hour shift during their assigned A, B, or C shifts. This reimbursement is intended to cover meals and incidental expenses incurred during training periods. Please note that the \$55 reimbursement is subject to applicable government taxation.

### **LOSAP Program**

RTs are eligible to participate in the Length of Service Award Program (LOSAP), a pension-like account. Points will be calculated annually in December based on the number of calls responded to by each RT. The total number of points earned can be converted into a cash value of up to \$600 per year.

RTs have the option to receive this cash value directly or to deposit it, in full or in part, into their LOSAP account.



## **SECTION IV: LEAVING LFA**

### **Resignation**

While we hope your time at LFA has been a mutually beneficial and rewarding experience, we understand that circumstances may arise that lead to voluntary resignation. Should you decide to resign, please follow the guidelines below for notice and exit procedures.

### **Notice Procedures**

If you choose to resign from LFA, please submit a written resignation letter to your lieutenant. The letter should include your reasons for leaving and your planned last day in the RT program. Providing as much advance notice as possible is greatly appreciated. The original resignation letter will be placed in your personnel file.

Failure to provide at least 10 business days' notice may impact your future eligibility for re-engagement or reappointment with LFA. Additionally, your record may indicate ineligibility for reappointment, unless rehire is required by law.

### **Forwarding Address**

Members are encouraged to confirm their forwarding address to ensure timely receipt of benefits and tax information.

### **LFA Property**

Before leaving on your final day, RTs are required to return all LFA property, including uniforms, PPE, equipment, intellectual property, fuel card, and identification badge/prox card, to their lieutenant.

### **Final Paycheck**

Your final paycheck will be issued in accordance with State law.

- **Without Notice:** If an RT resigns with less than 48 hours' notice (excluding weekends and holidays), any wages owed will be paid within five business days or on the next regular payday, whichever comes first.
- **With Notice:** If an RT provides at least 48 hours' notice, the final paycheck is due on the last day of employment, unless that day falls on a weekend or holiday. In that case, the paycheck will be issued on the next business day.

### **Involuntary Termination**

If an RT is terminated, their final paycheck will be issued by the end of the next business day. Upon termination, the RT must vacate the premises within three weeks. However, if the reason for termination raises safety concerns for other RTs, LFA members, or the public, the RT must vacate within 24 hours.



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**RT ACKNOWLEDGEMENT FORM**

*Revised 2025*

As an RT of the Lane Fire Authority, I acknowledge the following:

The Lane Fire Authority Handbook outlines current LFA policies and procedures. I understand that the Handbook outlines my responsibilities as an RT. I also know that I am responsible for reading and understanding the information in the Handbook and asking my lieutenant or Program Coordinator to clarify any information I do not understand.

I understand that LFA has the right to change, modify, add to, substitute, eliminate, interpret, and apply in its sole judgment the policies, rules, and benefits described in this Handbook. I understand that should the content be changed in any way, LFA may require an additional signed acknowledgment from me to indicate that I am aware of the changes.

The RT program is for a specific term and can be terminated at will, with or without prior notice by LFA, unless otherwise stated in a written service contract. I may resign for any reason at any time.

I understand that I may be subject to disciplinary action if I do not follow the policies and responsibilities outlined in the Fall 2024 LFA Resident Trainee Handbook.

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

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

RTS 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 RT to penalty or discipline, including suspension or termination from the RT program. The District has the right to alter, amend, or change the rules and procedures or any other aspect of District operation without prior notice to the RT.

Actual residency is essential to this agreement. Failure to maintain residency in the station shall make the RT ineligible for the RT program.

The total annual budget allocated for tuition reimbursement is \$45,000. This amount will be distributed among all the RTs in the program, with paramedic students receiving a larger allocation than EMT students. The exact amount designated for each RT will be communicated by the Resident Coordinator before the start of the contract on October 1.



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**RT ACKNOWLEDGEMENT FORM**

*Revised 2025*

I understand that as an RT, LFA follows the same disciplinary process outlined in the Collective Bargaining Agreement between LFA and IAFF.

I understand that my residency will be terminated if I have an unsatisfactory Bi-Annual Review.

Resident Trainee Signature \_\_\_\_\_

Printed Resident Trainee Name \_\_\_\_\_

RT Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_



## Resident Trainee Qualifications Check-List

Name: \_\_\_\_\_

*It is the applicant's responsibility to complete the minimum qualifications prior to entrance into the Resident Trainee Program. Applicant must ensure all materials have been submitted before the deadline as directed by the Resident Coordinator.*

### Year One Minimum Qualifications

- ☐ 1. Be at least 18 years of age by time of acceptance into program.

Date: \_\_\_\_\_

- ☐ 2. High school diploma or

GED. Date: \_\_\_\_\_

- ☐ 3. Valid Oregon Driver's License with acceptable driving

record. Date: \_\_\_\_\_

- ☐ 4. Pass application process, written evaluation, physical agility, and oral interview.

Date: \_\_\_\_\_

- ☐ 5. Must pass pre-employment background check and medical physical.

Date: \_\_\_\_\_

- ☐ 6. Enrolled in a local Community College Fire Science and/or EMS program.

Date: \_\_\_\_\_

- ☐ 7. Accepted in Lane Fire Authority recruit academy or prior completion of approved FFI academy.

Date: \_\_\_\_\_

Resident Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_



## Resident Trainee Qualifications Check-List

Name: \_\_\_\_\_

*It is the applicant's responsibility to complete the minimum qualifications for year 1 & 2 prior to entrance into the Resident Trainee Program Year 2. Applicant must ensure all materials have been submitted before the deadline as directed by the Resident Coordinator.*

### Year Two Minimum Qualifications

- ☐ 1. Successful annual evaluation following year 1 (unless initial enrollment is as a year 2 resident)

Date: \_\_\_\_\_

- ☐ 2. Meeting current annual training requirements as outlined in SOGs.

Date: \_\_\_\_\_

- ☐ 3. Oregon licensed EMT.

Date: \_\_\_\_\_

- ☐ 4. NFPA Fire Fighter I

Date: \_\_\_\_\_

- ☐ 5. NFPA Fire Apparatus

Driver. Date: \_\_\_\_\_

Resident Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_



## Resident Trainee Qualifications Check-List

Name: \_\_\_\_\_

*It is the applicant's responsibility to complete the minimum qualifications for year 1, 2 & 3 prior to entrance into the Resident Trainee Program Year 3. Applicant must ensure all materials have been submitted before the deadline as directed by the Resident Coordinator.*

### Year Three Minimum Qualifications

- ☐ 1. Successful annual evaluation following year 2 (unless initial enrollment is as a year 3 resident)

Date: \_\_\_\_\_

- ☐ 2. Meeting current annual training requirements as outlined in SOGs.

Date: \_\_\_\_\_

- ☐ 3. Accepted into local Paramedic program or in final year of Fire Science Program.

Date: \_\_\_\_\_

- ☐ 4. NFPA Apparatus Equipped with a Fire Pump (pump/operator).

Date: \_\_\_\_\_

- ☐ 5. NFPA Instructor 1.

Date: \_\_\_\_\_

Resident Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_



# Resident Trainee

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## Bi-Annual Review

Resident Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Shift Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Resident Trainee Bi-Annual Review

The following evaluation will serve to provide a bi-annual review of the residents' performance, measurement against expectations, and an opportunity for pertinent authorities to provide feedback to the resident volunteers. Resident volunteers will receive a report of their progress towards the mandatory requirements of their current year, as well as the following year. Evaluations shall include, but are not limited to, objective measurements such as: training hours, total attendance, academic progress, certifications held, current and in date EMS certifications (AHA BLS provider, Paramedic, EMT-A/I, EMT-B, EMR), and any other requirements/standards set for firefighters of the district. Feedback shall also be included but not limited to the following: general appearance, acceptance of feedback, teamwork, responsiveness to orders/instruction, field performance, safety, time utilization, relationships with patients/citizens, and relationships with department members/outside agencies. Administration of the evaluation shall be performed by shift leadership, and as such, the resident shall appreciate that they are receiving feedback from an expert in the field.

A series of questions will be answered by the authority administering the review regarding the resident's performance in the above areas. In addition to the review, the resident will be awarded a letter grade for their performance in a variety of fields. The letter grades will be as follows:

- A** While there is always room to improve, the resident's performance in this area is exceptional. The resident not only met expectations, but consistently exceeded the fire authorities' expectations in this field.
- B** The resident performed in an above average way. At times, the resident went above and beyond in this field.
- C** The resident met expectations in this field. There were opportunities where the resident could have improved, but they consistently performed in a way that was expected of them.
- D** The resident requires improvement in this area to meet expectations. The resident underperformed in some areas where expectations were communicated.
- F** The resident is grossly negligent in their performance within this field. The resident was not close to meeting expectations, and it is unclear if the resident is capable of meeting expectations in this required field.

Upon completion, both the resident and the administrator of the review shall sign the document. A copy of the review will be given to the supervisor of the resident program, and an additional copy will be placed in the resident's training folder. Should the resident have scored a D in any field, a training plan shall be made with the administrator of this review to provide a clear plan on where the resident can improve in the future. Should the resident have scored an F in any field, a meeting is required with the administrator of this review and the program coordinator to determine what actions shall be taken. Residents will have an opportunity to provide a written rebuttal to any feedback given in this review within thirty days of completing the review process.





## Resident Trainee Bi-Annual Review

Resident Firefighter Training Tracker	
Current Certification Held	
Current Certification in Progress	
Scheduled Fire Classes	
Resident College GPA	
Current Academic Classes Enrolled	

Station Grade	
Training Grade	
Culture Grade	
Provider Grade	
MVC Grade	
Fire Ground Grade	
Overall Grade	



## Resident Trainee Bi-Annual Review

Describe the resident's participation in house chores and day-to-day activities around the station. Does the resident complete assigned station tasks in a timely manner, come to shift ready to work appearing in good order, participate in house chores, mentor new volunteers in the completion of said tasks, participate in rig checks, complete all said tasks with attention to detail, etc.?

Station Grade	
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## Resident Trainee Bi-Annual Review

Describe the resident's interaction with staff and the public. Does the resident make efforts to fit in with their shift, accommodate volunteers, get along with members of the shift, communicate well with members of the shift, communicate tactfully and respectfully with the community etc.?

Culture Grade	
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## Resident Trainee Bi-Annual Review

Describe the resident's performance on the drill field. Does the resident join in when training is taking place, initiate training during shifts, accommodate the training needs of new members, make progress towards certifications, actively pursue feedback on the drill field, provide feedback to those who would benefit, etc.?

Training Grade	
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## Resident Trainee Bi-Annual Review

Describe the resident's performance on medical calls. Does the resident attempt to practice actively within their scope, use the certification they hold, perform difficult tasks, operate efficiently, operate safely, practice skills proficiently etc.?

Provider Grade	
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## Resident Trainee Bi-Annual Review

Describe the resident's performance on MVCs. Does the resident operate safely, efficiently, proficiently, wear all proper PPE, demonstrate a foundation of vehicle and extrication knowledge, etc.?

MVC Grade	
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## Resident Trainee Bi-Annual Review

Describe the resident's performance on fire ground. Does the resident operate competently at their certification level, work well as a member of operations, perform time sensitive tasks efficiently, guide less experienced members, make progress towards goals on the fire ground, etc.?

Fire Ground Grade	
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## Resident Trainee Bi-Annual Review

Describe the resident's performance overall. Has the resident improved the shift as a whole, performed as expected, made progress towards personal and agency goals?

Overall Grade	
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## Resident Trainee Bi-Annual Review

To be completed by RT Coordinator:

Has the RT been compliant with the following: chores (if assigned to ST116), timeliness of tuition reimbursement documentation, required apparatus checks, and all other logistics related to the program? Is there anything else you'd like to add as the coordinator?

Logistics Grade	
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## **Resident Trainee**

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# **Bi-Annual Review**

Resident Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Resident Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_