

Grand Lake Fire Protection District

Resident Firefighter Program Manual



L.R. 3/12/2015 JP

Purpose/Goal

It is the intent of Grand Lake Fire Protection District to maintain an effective Resident Firefighter Program designed to enhance volunteer firefighter staffing, augment staffing on career fire companies and prepare individuals for a career in the fire service.

Staffing Policy

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

Selection Requirements and Process

The successful applicant for Resident Volunteer Firefighter will be expected to possess the basic attributes necessary to perform day-to-day tasks and emergency response functions necessary to the completion of the districts mission.

- Capable of, and willing to, assume responsibility for carrying out the commands of fire officers during routine activities and under emergency conditions.
- The ability to remain calm and function effectively during periods of extreme stress or boredom.
- Acceptable skill levels of written and oral communication.
- 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.
- Must be in sufficient health and physical fitness to perform fully the requirements of the position.

Minimum Requirements

- Must be 18 years of age
- Must obtain a valid Driver's License. The applicants driving record must be acceptable to the Districts insurance carrier.
- Must be physically and mentally capable of performing the functions of a firefighter.
- Drug free
- High school diploma or GED.
- Must be a legal citizen of the United States.

Application Process

Applicants must submit:

- An accurate and complete application for program participation.
- A current resume.
- Copies of certificates showing completion of minimum requirements
 - Drivers license
 - High school diploma or G.E.D
 - Birth certificate
 - Copies of all current Fire, Rescue, and EMS related certifications

Applications and resumes will be screened to determine if the applicant meets the minimum requirements. Qualified applicants will be ranked based on experience and education. Preference may be given to those applicants with previous volunteer firefighting experience; and/or:

- CPR, AED and First aid certification
- NREMT EMT-B or better
- IFSAC Firefighter 1 certification
- IFSAC Hazardous Materials Operations certification
- NWCG Red Card Wildland Firefighter Type 2 or better.

Selected applicants are required to successfully complete a physical agility test and the NWCG pack test. Qualified applicants will be invited to participate in an oral interview.

Each candidate must complete and pass a background check. During this time all applicants may be subject to a random drug screening.

Agreement

Upon selection for the Resident Volunteer Firefighter Program, each resident shall be required to sign an agreement (see Appendix A) with Grand Lake Fire Protection District. The signed agreement will be retained by the Fire District and kept in the resident's personnel file.

Supervision

The District will assign a Resident Program Coordinator (RPC). The RPC shall have the authority and responsibility to supervise the Resident Volunteer Firefighter Program, under the direction of the Fire Chief. Residents will be under the direct supervision of the shift officer when assigned to a day crew. Residents will report to the (RPC) for residency issues, training or personal issues. A "Lead Resident" may be appointed to assist the (RPC).

Uniforms and Protective Clothing

Grand Lake Fire Protection District will provide each Resident Volunteer Firefighter with the following articles of personal protective clothing, equipment and uniforms:

Structural Equipment and PPE

- ✓ Helmet
- ✓ Coat
- ✓ Hood
- ✓ Pants
- ✓ Suspenders
- ✓ Boots
- ✓ Gloves
- ✓ Other (spanner wrench, accountability tags, pager, and webbing)

Wildland Equipment and PPE

- ✓ Hard Hat (with goggles or safety glasses)
- ✓ Nomex Shirt
- ✓ Nomex Pants
- ✓ Leather Gloves
- ✓ Line gear
- ✓ Fire shelter
- ✓ You will be required to provide your own wildland boots, which must meet NWCG guidelines.

Station Uniforms

- ✓ Uniform Pants-2
- ✓ Shift T-shirts (2)
- ✓ Job Shirt/Sweatshirt-1
- ✓ Shift baseball hat
- ✓ Black station boots(**Not provided by GLFPD**)
- ✓

All articles of clothing and issued equipment are the property of Grand Lake Fire Protection District and are to be kept clean and in good order. The District will replace or repair equipment and clothing damaged through normal use. The Resident Volunteer Firefighter will be responsible for items lost or damaged through improper maintenance, carelessness or negligence. Requests for repair and/or replacement will be made through the chain of command. Any missing, lost or damaged item(s) will be reported immediately to the station officer. Upon resignation or termination from the program, all issued equipment will be returned to the District. The cost of replacing missing or damaged equipment may be the responsibility of the resident.

Training

General Training Standards

The resident shall attend a minimum of 50% of scheduled department trainings, along with meeting the good standing requirements for combat firefighters. Resident Firefighters are encouraged to attend scheduled in-service trainings for career personnel. Training completed with career staff

may be used to meet the above requirements provided the substitution is necessary due to extenuating circumstances preventing attendance to scheduled volunteer training. Such substitution must be approved by the Resident Program Coordinator.

Basic Certification Requirements

Resident firefighters are expected to obtain the following certifications:

- **GLFPD Task Book** within 120 days
- **ICS 100 and 700** within 120 days
- **Colorado State and NREMT** certification within 1 year.
- **Colorado State Firefighter 1** certification within 1 year
- **Colorado State Hazardous Materials Operations** within 1 Year
- **NWCG Wild land. FFT2 Red card** within first available season.

Shift Assignments

Shift assignments for Resident Firefighters will be determined by the resident and the (RPC) based on the needs of the District. Residents may rotate between shifts based on the needs of the District.

Program Participation Requirements

- Resident Firefighters must live at the fire station and are not permitted to live elsewhere.
- The individual participation level for each Resident Volunteer Firefighter is expected to be a minimum of 2 (10) hour day shifts a week and be available, in district, for night calls two times a week.
(Night shift is considered from the time staff leaves for the evening until they return in the morning)
- Additional day shift hours must be approved by the (RPC) and the Shift Officer. Approved additional hours may be banked and saved, up to 70 hours in one year. Those banked hours can be used for additional education/training opportunities or time off requests with approval of (RPC), Training Officer and Shift Officer. A 10 hour segment of banked time will count for one 10 hour required shift off, as long as it is approved by the (RPC) and affected Shift officer. A 10 hour segment of banked time can also count towards one day of special education or training , as long as said time is approved by the (RPC), Training Officer, or effected Shift Officer.

- 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 Shift Officer/Officers affected by the trade.
- Shift trades will be documented by use of the Shift Trade Request form. Use of shift trades shall be monitored by the RPC.
- Residents may be excused from duty for sickness or personal reasons. They must provide notification and a reason for the absence to the affected Shift Officer prior to the beginning of his/her scheduled work period.
- Financial assistance may be provided for fire, EMS or other related courses approved by the district.

Alarm Response

- On-duty residents will respond with their assigned apparatus.
- Off-duty residents may respond from the Station, per GLFPD policy.

General Rules for Resident Firefighters

Resident Firefighters must comply with all of the Grand Lake Fire Protection District rules, regulations, RG's, policies and procedures.

Fitness

Resident Volunteer Firefighters will maintain their ability to complete the pack test and physical agility test and will need to do so annually.

Facilities and Equipment

All areas and facilities occupied or used by Resident Firefighters are to be maintained in a clean, orderly and presentable condition at all times. Each Resident Firefighter is responsible for the condition of the living areas and facilities within the fire station; and shall share in the duties necessary to maintain them. All equipment used by the Residents shall be maintained, cleaned and serviceable at all times. The shift officer may assign and/or schedule station or equipment maintenance duties as necessary and such assignments or schedules shall be complied with.

Residents in the Program all share in the responsibility of keeping the station clean and in a condition that is presentable to the public at all times. The station will receive at a minimum one official inspection by the RPC and a Shift Officer each month. This includes all rooms and spaces of the station, including living quarters. Residents are encouraged to police themselves, in keeping the station in a clean and kept state.

Compliance Requirement

Each Resident Firefighter is responsible for knowledge of, and compliance with, rules, policies, procedures, terms and conditions of the Resident Firefighter Agreement. Breach of district rules, policies or procedures, or the Resident Firefighter Agreement, may result in discipline up to and including dismissal from the Resident Firefighter Program. Disciplinary action will be determined by the (RPC) and the Captain.

Resident: _____ Date: _____

Resident Program Coordinator (RPC) _____ Date: _____

Training Officer: _____ Date: _____

Job Title: Resident Volunteer Firefighter



Reports To: Resident Program Coordinator / Duty Officer

Department: Grand Lake Fire Protection District

Location: Grand Lake, Colorado

Prepared By/Date: Grand Lake Fire Department December 26, 2013

Summary:

Controls and extinguishes fires, protects life and property, and maintains equipment as an “at will” volunteer of the fire district, by performing the following duties.

Essential Duties and Responsibilities include the following. *Other duties may be assigned.*

- Responds to fire alarms, hazardous materials incidents, medical emergencies, and other emergency calls.
- Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire.
- Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
- Creates openings in buildings for ventilation or entrance.
- Searches buildings and rescues victims from structures and vehicles.
- Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants.
- Provides first responder emergency medical care including basic life support, first aid, and CPR to injured persons and those overcome by fire and smoke.

- Assists paramedics and other qualified personnel in advanced life support emergency medical care.
- Communicates with superior during fire by portable two-way radio.
- Rescues individuals and animals from situations in which they are physically trapped.
- Performs a variety of salvage and clean-up operations, including removing water, chemicals, and debris.
- Makes presentations on fire safety, burn prevention, and fire prevention to schools and community groups.
- Maintains apparatus, quarters, buildings, equipment, grounds, and hydrants.
- Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Team Work** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

- Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Generates suggestions for improving work; Presents ideas and information in a manner that gets others' attention.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

No prior experience or training.

Language Ability:

Ability to read and interpret documents in English such as safety rules, operating and maintenance instructions, and procedural manuals.

Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts and outdoor weather conditions. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold (non-weather); extreme heat (non-weather) and vibration.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear and taste or smell. The employee is occasionally required to stoop, kneel, crouch, or crawl.

Appendix A

RESIDENT VOLUNTEER FIREFIGHTER AGREEMENT

It is hereby agreed between _____
("Resident") and Grand Lake Fire Protection District ("District") as follows:

1. Acceptance

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

2. Status

Resident understands and agrees to the status of volunteer only, without expectation of compensation for services.

3. Termination

Residents are at will and may be terminated at any time with or without cause.

4. Rights

Resident understands and acknowledges that there are no rights of contract, no liberty or property interests, and no proprietary or exclusive rights of any kind created or existent in any volunteer position, including that of resident volunteer firefighter, or services, or by virtue of this agreement.

5. Rules and Procedures

Resident shall comply with all District rules, policies, and procedures, and with the terms and conditions of this agreement, at all times. Non-compliance may subject Resident to penalty and/or discipline up to and including suspension or termination. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the Resident.

6. Residency

Resident shall live at the station. Actual residency is essential to this Agreement, and the failure to maintain residency in the station shall make the Resident ineligible for the Resident Firefighter Program.

7. Quarters

The District shall provide the Resident with furnished living quarters to be shared with other full time shift and resident volunteer firefighters assigned to that station. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, and microwave. The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

8. Status of Quarters

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District citizens, and shall establish rules for its condition and use which shall be complied with by the resident.

9. Performance and Duty Schedule

The Resident Firefighter understands and acknowledges that the essence of the Resident Firefighter Program is to maintain qualified firefighter/EMS personnel in the station for

emergency response. Compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements is reasonable and necessary. The minimum standards of Resident Firefighter participation and activity are the same for combat volunteer Firefighters as presented in GLFPD good standing requirements, in addition to the requirements presented in the Resident Firefighter program policy manual.

10. Voluntary Resignation

The Resident shall provide two weeks' notice to the District when they elect to leave the program. Such notice shall be in writing and shall be forwarded through the chain of command to the Resident Program Coordinator. The parties hereby certify that they have read, understand and agree to the terms and conditions of this agreement.

Resident _____ Date _____

Resident Program Coordinator (RPC) _____ Date: _____

Training Officer: _____ Date: _____