

Twain Harte Fire & Rescue

FIREFIGHTER INTERN PROGRAM

Fire Department Overview

Twain Harte Community Services District's Fire and Rescue Department is located in Tuolumne County within the community of Twain Harte. Twain Harte is an all-season resort community close to the varied recreation available in the mountains of the Sierra. The Department works a three-shift schedule of 48 hours on and 96 hours off. Twain Harte Fire responds to calls for service within the District boundaries and supports automatic/mutual aid to the greater area of the county and state. Emergency response duties of fire personnel include BLS medical services, structural fire, wildland fire, technical rescue, public service assists and environmental emergencies. Twain Harte Fire has cooperative agreements with surrounding agencies and continuously strives to provide training and cohesive professional response to all emergencies.

Definition:

Firefighter Intern

This position will be an entry level Firefighter position with Twain Harte Fire and Rescue, who will be assigned to one of the three shifts. The Intern will work with the staff on shift and be directly supervised by the Company Officer and indirectly by the Fire Chief.

Objective:

- The intent of the Intern program is to provide work experience, on-the-job training opportunities for individuals pursuing a career in the fire service, and to familiarize themselves with the normal day-to-day operations of a Fire Department.
- The program has been developed to provide structured personal growth and professional development to the participant.
- The learning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Intern programs within the County.
- The training and experience are intended to be basic, allowing participants in the program to use the experience they gain in similar situations.
- The program will provide the opportunity to the intern to develop the knowledge, skills abilities, and qualifications necessary to become successful in being hired by a Fire Department.

Compensation:

- Twain Harte Fire and Rescue will provide a monthly stipend of \$500 to each of the Firefighter Interns, paid at beginning of the month with no other benefits provided.
- Firefighter Interns will receive numerous training and certification opportunities within the department and by outside instructors at no cost, depending on candidate experience and the Training Officer's need determination.
- Firefighter Interns may be utilized in/out of county mutual aid responses to State or Federal emergencies and are eligible for hourly compensation during that incident.
- Basic uniform articles will be provided.
- When successful in completing all skill signoffs and time requirement for CA FFI, all processing fees will be paid by Fire Department.
- Once off probation period, Intern will be supported in beginning process to obtain either a Firefighter Endorsement to their class C license, or Commercial Class B Driver's License.
- An Individual working in the capacity of Firefighter Intern is not covered under the current Union Contract, is not eligible for the District's retirement system, and time served in program does not count for District seniority purposes.

Program Eligibility:

- The potential candidate must meet the following minimum requirements to be considered for placement in the position of Firefighter Intern:
 - Graduation from high school, or passage of the high school level General Education Development (GED).
 - Must be eighteen (18) years of age, prior to appointment.
 - Possession of a valid California Class C Driver's License.
 - Have current personal vehicle insurance.
 - Interns must be certified in Tuolumne County as a First Responder with current CPR/AED credentials and successfully complete a Certified EMT-1 program, within the first year of participation in this program.
 - Applicants must have completed a basic fire academy by time of placement in the program and provide documentation.
- Firefighter Interns are assigned to a forty-eight (48) hour shift, working under the supervision of a paid Fire Captain, Fire Engineer, or Relief Engineer year-round, including weekends and holidays as they land on assigned shift days.
- While on-shift, Interns will report to the station and work as a part their assigned shift except when attending classes, or taking written, physical, or oral tests for employment, at a regular paid fire department/district.

- Firefighter Interns will be subject to a 6-month probation period, during which they will be required to complete the probationary handbook and all assigned tests and evaluations. Failure to complete the probationary tasks or maintain all required certifications will be grounds for dismissal from program.

Program Expectations:

- The probationary period will require intense training and studying in order to obtain necessary experience to become a CA Firefighter I required within one year of assignment to shift.
- Completion of probationary handbook tests, skill sign offs, participation in annual refresher training and proficiency drills.
- Interns will be expected to independently study training aids, district policy manuals, maps and other reference material provided by the Fire Department.
- Perform scheduled daily tasks.
- Attend, pass, and become a CA qualified EMT within one year.
- Complete certification or provide documentation of completion of CA State Fire Training curriculum for Vehicle Extrication, Low Angle Rope Rescue Operational, and Haz Mat First Responder Operational within one year. The Firefighter Intern will also complete NWCG course S-190, S-130, I-100 within one year.
- Intern shall arrange for coverage, subject to Chief approval, if absent from shift for any other reason besides family emergencies, attending class, interview or job testing.
- Conduct that maintains the professionalism of Twain Harte Fire both on and off duty.

Shift Duty:

- Firefighter Interns will be assigned to one of three shifts at the station: A, B or C.
- Firefighter Intern's shift will start at 0800 and end at 0800, forty-eight (48) hours, after the beginning of said shift.
- Firefighter Interns shall reside at station while on shift.
- Firefighter Intern will comply with all current administrative policies and department standard operating procedures.
- The Firefighter Interns will participate in work details that have been assigned to him/her by the paid staff in charge of their assigned shift (Captain/Engineer/Relief Engineer) Work may include but not limited to:
 - Training, proficiency drills
 - Station Maintenance, cleaning
 - Apparatus inspections, maintenance, and cleaning
 - Equipment inspections, testing, maintenance, and cleaning
 - Public education details
 - Fire Prevention details

- Hose and hydrant testing
- Physical fitness
- Emergency responses

Duty Roster:

The Fire Department shall maintain a Duty Roster for Firefighter Intern participants. This roster, at a minimum, shall list the participants name, address, social security number, and telephone number, date of shift and signature of participant. The Fire Chief will approve the duty roster and submit it to the General Manager for approval and processing for payment.

Accountability:

Firefighter Interns will be subject to the Department's Standard Operating Procedures, Twain Harte Community Services District Rules and Regulations, Administrative Policies and those unwritten standards that would normally be adhered to by a prudent person.

The highest-ranking Officer on duty and assigned to a shift schedule, will be assigned as the supervisor of the Firefighter Interns assigned to their shifts. It will be his/her responsibility to record and report on performance, attendance, and punctuality. Reports will be forwarded to the Program Coordinator. Performance will be closely observed, and a record maintained in the Daily Logbook. The paid staff will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems, complaints, or grievances. Any problems shall be handled, at the lowest possible level, prior to being brought to the attention of the Fire Chief.

The highest-ranking Officer on duty will schedule all work assignments. In the event of a problem, or complaint, the issue shall be submitted, in writing, to the shift supervisor. The shift supervisor will submit the issue to the Fire Chief, within ten (10) working days if he/she cannot resolve the issue. The decision of the Fire Chief shall be final and binding.

Uniform:

Intern Firefighters will be restricted from participating in fire prevention inspections, or public education details, until they have been issued NFPA compliant uniform clothing, as approved by the Fire Chief. The Fire Department will provide NFPA compliant uniforms to each Firefighter Intern, upon assignment to particular shift. The uniform shall consist of the following clothing items:

1. NFPA compliant pants
2. Navy blue, button front, duty shirt
3. Navy blue station tee shirt
4. Black basket weave leather belt
5. Badge
6. Nametag
7. After successful completion of six-month probation, embroidered sweatshirt will be presented to Intern.

It shall be the responsibility of the Firefighter Intern to procure the following items at his/her own expense:

1. Cotton under-garments
2. NFPA compliant station boots
3. Personal hygiene products
4. Bedding
5. Other approved optional uniform items at Firefighter Intern's discretion.
6. Maintenance of uniform articles to keep in clean and neat condition.

Safety Equipment:

Firefighter Interns shall be issued the following safety equipment:

- STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.
- WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear, onetime \$200 Wildland approved boot allowance.
- MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.
- COMMUNICATIONS EQUIPMENT: Pager, Charger.
- MISCELLANEOUS: Firefighter Bag.

Driving Privileges:

- Firefighter Interns must have completed the probation period before becoming eligible to earn driving privileges.
- Firefighter Interns must maintain a current CA Driver's license that is in good standing with a clean driving record.
- Firefighter Interns must show proof of personal vehicle insurance upon acceptance and during participation in program.
- Driving approval of Department vehicles will only be approved after Firefighter Intern has completed a drive test by Department Training Officer or Fire Chief's delegate.
- Code three driving will only be allowed once Firefighter Intern has completed Department provided emergency vehicle operation training and successful passing of field test.

Off Duty:

When off duty, Firefighter Interns may utilize their free time as they wish. Firefighter Interns are expected to follow Fire Department Rules and Regulations, Department Standard Operating Procedures and be good stewards of the program whether on, or off, duty. Intern shall conduct themselves in a professional manner at all times and will not participate in activities, behavior, or discussions, either in person or electronically, that presents themselves, the Twain Harte Fire Department, or any other Fire Department in an unfavorable position.

Outside Employment:

Firefighter Interns will not be restricted from outside employment, unless the outside employment interferes with the Intern Firefighter's scheduled shifts, or school performance. If, in the opinion of the Fire Chief, outside employment interferes with the performance of the Intern Firefighter, the Intern may be asked to withdraw from the program.

Termination of Service:

- Either party can terminate an individual's participation in the Firefighter Intern Program, by notifying the other party, in writing, at fourteen (14) days in advance of said termination.
- All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Firefighter Trainee, by Twain Harte Fire, shall be surrendered to their assigned shift supervisor, or the Fire Chief, upon termination of service.
- A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements, are grounds for immediate termination of the Intern Firefighter at the discretion of Fire Chief.

Testing Process:

- Potential candidates are required to file an application within the filing dates listed on announcement.
- The testing process may consist of the following:
 - Application submittal and review for meeting minimum qualifications
 - Written test with score higher than 80 %
 - Physical agility test
 - Oral panel interview
 - If successful in above process, candidate will then be required to ride with each shift no less than 8 hours to further determine compatibility with Department.
 - Upon completion of ride time, Candidate will be subject to Chief's Interview before continuing in the placement process.
 - Candidate will pass pre-employment drug screening, background check, Life Scan finger printing and physical exam prior to being placed on shift at discretion of Fire Chief.