

# **TWAIN HARTE COMMUNITY SERVICES DISTRICT**

## **Fire Committee Meeting**

**Chair:** *Charlotte Bohlman*

**Co-Chair:** *Mary Dearborn*

**THCSD CONFERENCE ROOM**  
**22912 VANTAGE POINTE DR., TWAIN HARTE**  
**March 6, 2024 9:30 a.m.**

### **NOTICE: Public May Attend this Meeting In-Person.**

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/87961648626>
- Meeting ID: 879 6164 8626
- Telephone: (669) 900-6833

## **AGENDA**

- 1. Discuss volunteer fire intern stipends and potential corresponding revisions to Policy 2303 (Volunteer Firefighter Intern Program) and Policy 2304 (Volunteer Apparatus Operator Intern Program).**
- 2. Discuss payment of Fire Chief when deployed on state and federal emergency mutual aid assignments.**
- 3. Adjourn.**

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### **HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING**

The public can virtually observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.

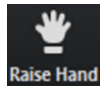
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

\* NOTE: your personal video will be disabled and your microphone will be automatically muted.

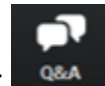
### **SUBMITTING PUBLIC COMMENT**

The public will have an opportunity to comment before and during the meeting as follows:

- **Before the Meeting:**
  - Email comments to [ksilva@twainhartecsd.com](mailto:ksilva@twainhartecsd.com), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
  - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
  - Computer/Tablet/Smartphone: Click the "Raise Hand" icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the "Q&A" icon and type your comment. You may need to tap your screen or click on "View Participants" to make icons visible.



Raise Hand Icon:



Q&A Icon:

- Telephone: Press \*9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.
- In-Person: Raise your hand and the Board Chairperson will call on you.

\* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

### **MEETING ETIQUETTE**

Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

### **ACCESSIBILITY**

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

### **WRITTEN MEETING MATERIALS**

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District's website:

[www.twainhartecsd.com](http://www.twainhartecsd.com)

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## **NOMINAL STIPEND CALCULATION – Twain Harte CSD Volunteer Fire Interns 1/30/24**

### **Volunteer Firefighter Intern**

US Department of Labor's FLSA2006-28 opinion letter, provides guidance on establishing a fee that can be considered "nominal" for individuals volunteering for the agency. The letter states that the Department will presume the fee paid is nominal as long as the fee does not exceed 20 percent of what the public agency would otherwise pay to hire a full-time position to provide the same services. The letter also states that an agency may look to information from neighboring jurisdictions, the state, or ultimately, the nation if it does not have any full-time similar positions on its payroll.

Twain Harte CSD does not have a full-time firefighter position and must use another agency to establish the wages of a similar position.

Tuolumne County, the agency that provides fire service to the majority of Tuolumne County and the areas surrounding Twain Harte CSD uses CalFIRE employees (via contract) for fire labor. CalFIRE employees, on behalf of the County and CalFIRE, man the Twain Harte CalFIRE Station, the closest fire station to Twain Harte CSD's fire station and provide fire services to the Twain Harte area not located in within Twain Harte CSD boundaries. For this reason, it is assumed that the rates for a CalFIRE Firefighter I position are a reasonable rate to use when calculating a nominal stipend for Twain Harte CSD's Volunteer Firefighter Intern. In order to be conservative and account for the limited experience Twain Harte CSD's Volunteer Firefighter Interns possess, the lowest salary level is used. See CalFIRE position rates in the below email from CalFIRE Battalion Chief Bill Barteau.

Lowest monthly salary for Firefighter I = \$5,646.57

20% Stipend (maximum stipend level to be considered nominal) = \$1,129.31

### **SET VOLUNTEER FIREFIGHTER INTERN STIPEND @ \$1,000/month**

### **Volunteer Apparatus Operator Intern**

US Department of Labor's FLSA2006-28 opinion letter, provides guidance on establishing a fee that can be considered "nominal" for individuals volunteering for the agency. The letter states that the Department will presume the fee paid is nominal as long as the fee does not exceed 20 percent of what the public agency would otherwise pay to hire a full-time position to provide the same services. The letter also states that an agency may look to information from neighboring jurisdictions, the state, or ultimately, the nation if it does not have any full-time similar positions on its payroll.

Twain Harte CSD does not have a full-time Apparatus Operator position and must use another agency to establish the wages of a similar position.

Tuolumne County, the agency that provides fire service to the majority of Tuolumne County and the areas surrounding Twain Harte CSD uses CalFIRE employees (via contract) for fire labor. CalFIRE employees, on behalf of the County and CalFIRE, man the Twain Harte CalFIRE Station, the closest fire station to Twain Harte CSD's fire station and provide fire services to the Twain Harte area not located in within Twain Harte CSD boundaries. For this reason, it is assumed that the rates for a CalFIRE Fire Apparatus Engineer position are a reasonable rate to use when calculating a nominal stipend for Twain Harte CSD's Volunteer Apparatus Operator Intern. In order to be conservative and account for the

limited experience Twain Harte CSD's Volunteer Apparatus Operator Interns possess, the lowest salary level is used. See CalFIRE position rates in the below email from CalFIRE Battalion Chief Bill Barteau.

Lowest monthly salary for Firefighter I = \$7,610.25

20% Stipend (maximum stipend level to be considered nominal) = \$1,522.05

**SET VOLUNTEER FIREFIGHTER INTERN STIPEND @ \$1,500/month**

**From:** Barteau, Bill@CALFIRE <[Bill.Barteau@fire.ca.gov](mailto:Bill.Barteau@fire.ca.gov)>

**Sent:** Tuesday, January 30, 2024 12:53 PM

**To:** N Gamez <[ngamez@twainhartecsd.com](mailto:ngamez@twainhartecsd.com)>

**Subject:** California State Civil Service Pay Scales

Chief Gamez,

From <https://calcareers.ca.gov/CalHRPublic/Tools/ClassSalarySearchResults.aspx> I found the following pay scales:

**FIRE FIGHTER I**

Base Salary Range: \$3,672.00 - \$4,641.00

Hourly Base Salary: \$16.00 - \$20.22

**EDWC Estimate: \$1974.57 - \$2495.63**

**TOTAL GROSS COMPENSATION: \$5,646.57 - \$7,136.63**

**FIRE APPARATUS ENGINEER**

Base Salary Range: \$4,949.00 - \$6,123.00

**EDWC Estimate: \$2,661.25 - \$3,292.56**

**TOTAL GROSS COMPENSATION: \$7,610.25 - \$9,415.56**

Note: "EDWC (Extended Duty Week Compensation...aka planned overtime). That is an additional 19 hours/week at time-and-a-half (76 hours per pay period). It is paid as "overtime" in a separate check from our base. These are all gross figures. Besides the obvious deductions of state and federal taxes, other deductions include employee contributions to healthcare and PERS, union dues, subsistence, and other miscellaneous minor deductions. The stuff in red are figures that I worked out with basic math and understanding of our MOU. They were not gathered from an official online source. They're also in red because the math doesn't match up just right (for instance it lists a base FF1 hourly rate at 16/hour but dividing \$3672 by 212 is \$17.32; not sure what that's about). Last item, since an entry-level FF1 is at minimum wage, every time minimum wage is increased; we ALL get a raise. I hope this is what you were looking for. I again attached the full SPB information packet for FF1. I can't find this for FF2 and FAE because those exams are currently closed so they don't post them. It'll give you an idea of the basic benefits package, etc. which is pretty even across the board.

Sincerely,



## **Bill Barteau**

Battalion Chief – Twain Harte Battalion  
Tuolumne-Calaveras Unit  
22978 Meadow Lane  
Twain Harte, CA 95383  
(209) 419-4415 Cell



## Twain Harte Community Services District

## FIRE

## 5-YEAR PROJECTIONS with INTERN STIPEND INCREASE

\$1,500 Operator Intern / \$1,000 Firefighter Intern

	23/24	24/25	25/26	26/27	27/28	28/29
	Budget	Projections	Projections	Projections	Projections	Projections
<b>Revenue</b>						
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	-	-	-	-	-	-
Taxes & Assessments	1,329,463	1,361,835	1,395,200	1,429,590	1,465,039	1,501,582
Grants & Donations	4,353	10,000	10,000	10,000	10,000	10,000
Other Operating Revenue	290,106	33,025	33,306	33,592	33,883	34,181
<b>Total Program Revenue</b>	<b>\$ 1,623,922</b>	<b>\$ 1,404,860</b>	<b>\$ 1,438,506</b>	<b>\$ 1,473,182</b>	<b>\$ 1,508,922</b>	<b>\$ 1,545,763</b>
Administrative Cost Allocation	180	180	180	180	180	180
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,624,102</b>	<b>\$ 1,405,040</b>	<b>\$ 1,438,686</b>	<b>\$ 1,473,362</b>	<b>\$ 1,509,102</b>	<b>\$ 1,545,943</b>
<b>Expenses</b>						
Salaries	\$ 699,386	\$ 619,557	643,833	663,638	679,233	693,280
Benefits	346,968	332,349	347,283	360,303	371,646	389,380
Equip, Auto, Maint, & Repairs	165,550	108,150	112,476	116,975	121,654	126,520
Materials & Supplies	10,300	10,712	11,140	11,586	12,049	12,531
Outside Services	25,700	26,728	27,797	28,909	30,065	31,268
Other	104,700	108,888	113,244	117,774	122,485	127,384
Debt Service	-	-	-	-	-	-
<b>Total Program Expenses</b>	<b>\$ 1,352,604</b>	<b>\$ 1,206,384</b>	<b>\$ 1,255,773</b>	<b>\$ 1,299,185</b>	<b>\$ 1,337,132</b>	<b>\$ 1,380,363</b>
Administrative Cost Allocation	146,741	146,794	153,392	160,072	165,623	171,999
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,499,345</b>	<b>\$ 1,353,179</b>	<b>\$ 1,409,165</b>	<b>\$ 1,459,258</b>	<b>\$ 1,502,755</b>	<b>\$ 1,552,362</b>
<b>Total Operating Balance</b>	<b>\$ 124,757</b>	<b>\$ 51,862</b>	<b>\$ 29,521</b>	<b>\$ 14,104</b>	<b>\$ 6,348</b>	<b>\$ (6,419)</b>

## **TWAIN HARTE COMMUNITY SERVICES DISTRICT**

### **Policy and Procedure Manual**

**POLICY TITLE:** Volunteer Firefighter Intern Program Description  
**POLICY NUMBER:** 2303  
**ADOPTED:** April 12, 2012  
**REVISED:** August 8, 2018

#### **2303.10 Program Intent**

Twain Harte Community Services District's (District) Fire Division offers a volunteer internship program in an effort to provide those pursuing a career in the fire service and who are willing to serve as a Volunteer Firefighter Intern for the District, the opportunity to apply traditional academic classroom learning to actual work experience. The Fire Division's volunteer internship program is designed to maximize workforce preparation by providing essential training, experience and department time affiliation required for a Firefighter I Certification to those interested individuals who are willing to serve as a Volunteer Firefighter Intern for the District.

#### **2303.20 Objective**

**2303.21** The objective of the Volunteer Firefighter Intern program is to provide the training, experience and department affiliation required by the State to obtain a Firefighter I Certification to an interested individual willing to serve as a Volunteer Firefighter Intern for the District, who can use such volunteer experience to pursue a career in the fire service. Among other things, this will include work experience, on-the-job training opportunities, certification training opportunities and familiarization with the normal day-to-day operations of a fire department.

**2303.22** The program has been developed to provide structured personal growth and professional development to the participant.

**2303.23** 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.

**2303.24** The training and experience is intended to be basic, allowing participants in the program to use the experience they gain in similar situations.

**2303.25** The program will provide an opportunity for the Volunteer Firefighter Intern to develop the knowledge, skills abilities and qualifications necessary to become successful for hiring by a fire department.

### **2303.30 Volunteer Status and Stipends**

**2303.31** Volunteer Firefighter Interns are volunteers and, as such, are not considered employees of the District and will not be eligible for compensation or benefits. The Volunteer Firefighter Intern understands they are voluntarily agreeing to participate in the Firefighter Intern Program and must sign the attached Volunteer Internship Agreement stating the same.

**2303.32** Volunteer Firefighter Interns will receive a pre-determined fixed nominal stipend of \$500 per month. The intent of the stipend is to offset out-of-pocket expenses incurred incidental to participating in the intern program, for example, the cost of meals and transportation expenses.

**2303.33** Volunteer 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 needs determination. Interns may be reimbursed for some pre-approved training expenses.

**2303.33** Volunteer 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.

**2303.34** Basic uniform articles will be provided.

**2303.35** When successful in completing all skill signoffs and time requirement for CA FFI, all processing fees will be paid by Fire Department.

**2303.36** Volunteer Firefighter Interns will be supported in beginning process to obtain either a Firefighter Endorsement to their class C license, or Commercial Class B Driver's License.

**2303.37** As Volunteer Firefighter Interns are not employees of nor employed by the District, they are not covered under the District's collective bargaining agreements, are not eligible for the District's retirement system and any time served as a Volunteer Firefighter Intern does not count for District seniority purposes.

**2303.38** As a volunteer of the District's Fire Division, Volunteer Firefighter Interns will be covered under the District's workers compensation insurance.

### **2303.40 Program Eligibility**

**2303.41** In order to qualify for the Volunteer Firefighter Intern Program, the volunteer intern must meet the following minimum requirements:



- a). Graduation from high school or passage of the high school level General Education Development (GED).
- b). Must be eighteen (18) years of age, prior to appointment.
- c). Possession of a valid California Class C Driver's License.
- d). Have current personal vehicle insurance.
- e). 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.
- f). Applicants must have completed a basic fire academy by time of placement in the program and provide documentation.

### **2303.50 Program Selection Process**

**2303.51** Because the District only has a limited number of volunteer positions available in this Volunteer Firefighter Intern Program, potential candidates must submit an application and undergo a selection process.

**2303.52** At the discretion of the Fire Chief, the selection process may consist of all or part of the following:

- a). Application submittal and review for meeting minimum program eligibility.
- b). Written test with score higher than 80%.
- c). Physical agility test.
- d). Oral panel interview.
- e). If successful in above process, candidate will then be required to ride with each shift no less than 8 hours to become acquainted with Department personnel.
- f). Upon completion of ride time, candidate will be subject to Chief's interview before continuing in the placement process.

**2303.53** Candidates will be required to pass a drug screening, background check, Life Scan fingerprinting and physical exam prior to being selected into the program.

### **2303.60 Program Expectations**

**2303.61** As part of the Volunteer Firefighter Intern Program, interns will be subject to a simulated 6 month introductory period, during which they will be required to complete the probationary hand book and all assigned tests and evaluations. The purpose of this introductory period is to provide the intern with exposure to the requirements of full-time employment as a Firefighter in a fire department. Failure to complete the introductory period tasks or maintain all required certifications may result in the District no longer permitting the individual to serve as part of this voluntary program. The introductory 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.

**2303.62** Completion of all assigned introductory period tests, skill sign offs, participation in annual refresher training and proficiency drills.

**2303.63** Volunteer Firefighter Interns will be expected to independently study training aids, district policy manuals, maps and other reference material provided by the Fire Department.

**2303.64** Perform daily assigned shift tasks.

**2303.65** Attend, pass and become a CA qualified EMT within one year.

**2303.66** 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.

**2303.67** Volunteer Firefighter Interns are expected to be good stewards of the program, whether on or off assigned program duty. Interns 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 District or any other fire department in an unfavorable position.

**2303.68** Volunteer Firefighter Interns are expected to comply with the District's Standard Operating Procedures, Rules and Regulations, Administrative Policies and those unwritten standards that would normally be adhered to by a prudent person.

**2303.69** Volunteer Firefighter Interns are expected to be dedicated to the intern program. While Interns will not be restricted from engaging in outside employment, to the extent that such outside employment interferes with the Volunteer Firefighter Intern's assigned program shifts or ability to undertake the duties of the program, the District may no longer permit the individual to serve as part of the voluntary intern program

#### **2303.70 Assigned Program Shift Duty**

**2303.71** Volunteer Firefighter Interns will be assigned to a forty-eight (48) hour shift (A, B or C), serving 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.

**2303.72** Program participation requires that Volunteer Firefighter Interns report and participate in their assigned shift except when attending classes or taking written, physical or oral tests for employment, at a regular paid fire department/district. Shifts will start at 0800 and end at 0800, forty-eight (48) hours after the beginning of said shift. Interns shall reside at station during their assigned shift.

**2303.73** Volunteer Firefighter Interns will participate in work details that have been assigned to him/her by the Officer in charge of their assigned shift (Captain/Engineer/Relief Engineer). Program work tasks may include but not limited to:

- a). Training, proficiency drills
- b). Station maintenance, cleaning
- c). Apparatus inspections, maintenance and cleaning
- d). Equipment inspections, testing, maintenance and cleaning
- e). Public education details
- f). Fire prevention details
- g). Hose and hydrant testing
- h). Physical fitness
- i). Emergency responses

**2303.74** Volunteer Firefighter Interns will be expected to be on time and participate in all assigned program shifts. Interns shall arrange for shift coverage, subject to Chief approval, if absent from assigned shift for any reason other than family emergencies, attending class, interview or job testing.

**2303.75** The Program Coordinator shall maintain a Program Roster for Volunteer Firefighter Intern participants. This roster, at a minimum, shall list the participant's name, address, social security number and telephone number, date of assigned shift and signature of participant. The Fire Chief will approve the program roster and submit it to the General Manager.

### **2303.80 Program Accountability**

**2303.81** The highest ranking Officer on duty and assigned to a shift schedule, will be assigned as the supervisor of the Volunteer 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 Log Book. The Officer will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems or complaints. Any problems shall be handled, at the lowest possible level, prior to being brought to the attention of the Fire Chief.

**2303.82** 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.

### **2303.90 Uniform**

**2303.91** The District will provide NFPA compliant uniforms to each Volunteer Firefighter Intern upon assignment to a particular shift. The uniform shall consist of the following clothing items:

- a). NFPA compliant pants
- b). Navy blue, button front, duty shirt
- c). Navy blue station tee shirt
- d). Black basket weave leather belt

- e). Badge
- f). Nametag
- g). After successful completion of six month probation, embroidered sweatshirt will be presented to Intern.

**2303.92** It shall be the responsibility of the Volunteer Firefighter Intern to procure the following items at his/her own expense:

- a). Cotton under-garments
- b). NFPA compliant station boots
- c). Personal hygiene products
- d). Bedding
- e). Other approved optional uniform items at Firefighter Intern's discretion.
- f). Maintenance of uniform articles to keep in clean and neat condition.

**2303.93** Intern Firefighters will be restricted from participating in fire prevention inspections and public education details until they have been issued an NFPA compliant uniform.

### **2303.100 Safety Equipment**

**2303.101** Volunteer Firefighter Interns shall be issued the following safety equipment:

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

### **2303.110 Driving Privileges**

**2303.111** Volunteer Firefighter Interns must have completed the probation period before becoming eligible to earn driving privileges.

**2303.112** Volunteer Firefighter Interns must maintain a current CA Driver's license that is in good standing with a clean driving record.

**2303.113** Volunteer Firefighter Interns must show proof of personal vehicle insurance upon acceptance and during participation in program.

**2303.114** Driving approval of Department vehicles will only be approved after Volunteer Firefighter Intern has completed a drive test by Department Training Officer or Fire Chief's delegate.

**2303.115** Code three driving will only be allowed once Volunteer Firefighter Intern has completed Department-provided emergency vehicle operation training and successful passing of field test.

### **2303.120 Program Withdrawal and Completion**

**2303.121** Participation in the Volunteer Firefighter Internship Program is voluntary and participants may choose to withdraw from the program at any time. The District requests advanced written notification of all such withdrawals. The District reserves the right to not allow a Volunteer Firefighter Intern to continue volunteering in the program at any time.

**2303.122** All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Volunteer Firefighter Trainee by Twain Harte Fire, shall be surrendered to their assigned shift supervisor or the Fire Chief upon withdrawal, discontinuance or completion of the Volunteer Firefighter Intern Program.

**2303.123** A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements are grounds for not allowing the Volunteer Firefighter Intern to continue volunteering in the program.

## **TWAIN HARTE COMMUNITY SERVICES DISTRICT VOLUNTEER INTERNSHIP AGREEMENT**

It is hereby agreed between \_\_\_\_\_ (Volunteer Firefighter Intern) and the Twain Harte Community Services District ("District") as follows:

### **1. Acceptance**

The District accepts the Volunteer Firefighter Intern named above as a volunteer firefighter/EMS responder member of the District and participant in the Volunteer Firefighter Internship Program subject to the terms and conditions of this agreement.

### **2. Status as Volunteer Firefighter**

Volunteer Firefighter Intern understands and agrees to serve freely and without pressure or coercion as a volunteer firefighter for the District, without expectation of compensation for services or reimbursement for expenses, except for the nominal fees and reimbursements as provided in the Policy and Procedure Manual. Volunteer Firefighter Intern also understands that their service as a volunteer firefighter is at the sole discretion of the District and is conditioned on the District's continued acceptance and agreement to allow them to serve as a volunteer firefighter. The Volunteer Firefighter Intern can also end their service as a volunteer firefighter at any time.

### **4. Rules and Procedures**

Volunteer Firefighter Intern 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 Volunteer Firefighter Intern to no longer be allowed by the District to participate as a volunteer firefighter. 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 Volunteer Firefighter Intern.

### **5. Quarters**

The District shall provide the Volunteer Firefighter Intern with furnished living quarters to be shared with other intern, resident and volunteer personnel while on shift. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products (meals are not included). 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.

### **6. 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 personnel and shall establish rules for its condition and use which shall be complied with by the Volunteer Firefighter Intern.

## **7. Performance and Duty Schedule**

The Volunteer Firefighter Intern understands and acknowledges that the essence of the Volunteer Firefighter Internship 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 are reasonable and necessary.

### **VOLUNTEER FIREFIGHTER INTERN**

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **TWAIN HARTE COMMUNITY SERVICES DISTRICT**

Signed: \_\_\_\_\_

Fire Chief (printed name): \_\_\_\_\_ Date: \_\_\_\_\_

## **TWAIN HARTE COMMUNITY SERVICES DISTRICT**

### **Policy and Procedure Manual**

**POLICY TITLE:** Volunteer Apparatus Operator Intern Program Description  
**POLICY NUMBER:** 2304  
**ADOPTED:** April 12, 2012  
**REVISED:** August 8, 2018

#### **2304.10 Program Intent**

Twain Harte Community Services District's (District) Fire Division offers a volunteer internship program in an effort to provide those pursuing a career in the fire service and who are willing to serve as a Volunteer Apparatus Operator Intern for the District, the opportunity to apply traditional academic classroom learning to actual work experience. The Fire Division's volunteer internship program is designed to maximize workforce preparation by providing essential training, experience and department time affiliation required to obtain Firefighter II and Driver Operator I Certifications to interested individuals who are willing to serve as a Volunteer Apparatus Operator Intern for the District..

#### **2304.20 Objective**

**2304.21** The objective of the Volunteer Apparatus Operator Intern program is to provide the training, experience and department affiliation required by the State to obtain a Firefighter II Certification, Driver Operator I Certification to an interested individual willing to serve as a Volunteer Apparatus Operator Intern for the District, who can then use such volunteer experience to pursue a career in the fire service. Among other things, this will include work experience, on-the-job training, certification training opportunities and familiarization with the normal day-to-day operations of a fire department.

**2304.22** Provide Volunteer Apparatus Operator Intern with the necessary training and skill development to begin developing into a competent and qualified Engineer.

**2304.23** The program has been developed to provide structured personal growth and professional development to the participant.

**2304.24** 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.

**2304.25** The training and experience is intended to be challenging, allowing participants in the program to use the experience they gain in similar situations.



**2304.26** The program will provide an opportunity to the Volunteer Apparatus Operator Intern to develop the knowledge, skills abilities and qualifications necessary to become successful for hiring by a fire department.

### **2304.30 Volunteer Status and Stipends**

**2304.31** Volunteer Apparatus Operator Interns are volunteers and, as such, are not considered employees of the District and will not be eligible for compensation or benefits. The intern understands they are voluntarily agreeing to participate in the Apparatus Operator Intern Program and must sign the attached Volunteer Internship Agreement stating the same.

**2304.32** Volunteer Apparatus Operator Interns will receive a pre-determined fixed nominal stipend of \$1,000 per month. The intent of the stipend is to offset out-of-pocket expenses incurred incidental to participating in the intern program, for example, the cost of meals and transportation expenses.

**2304.33** Volunteer Apparatus Operator 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 needs determination. Interns may be reimbursed for some pre-approved training expenses.

**2304.34** Volunteer Apparatus Operator 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.

**2304.35** Basic uniform articles will be provided.

**2304.36** When successful in completing all skill signoffs, training requirements and time requirement for CA FFI and CA Driver/Operator certification, all processing fees will be paid by Twain Harte Fire and Rescue.

**2304.37** As Volunteer Apparatus Operator Interns are not employees of nor employed by the District, they are not covered under the District's bargaining agreements, are not eligible for the District's retirement system and any time served in as a Volunteer Apparatus Operator Intern does not count as time employed for District seniority purposes.

**2304.38** As a volunteer of the District's Fire Division, Volunteer Apparatus Operator Interns will be covered under the District's workers compensation insurance.

### **2304.40 Program Eligibility**

**2304.41** In order to qualify for the Volunteer Apparatus Operator Intern Program, the volunteer intern must meet the following minimum requirements:

- a). Graduation from high school or passage of the high school level General Education Development (GED).

- b). Must be eighteen (18) years of age, prior to appointment.
- c). Possession of a valid California Class B Commercial Driver's License, or California Class C Driver's License with Firefighter endorsement and current DMV Medical Examiner's Certificate.
- d). Have current personal vehicle insurance.
- e). Interns must be certified as a Tuolumne County EMT, with current CPR/AED credentials.
- f). Applicants must have prior to appointment, a California Firefighter I Certificate, California Driver/Operator 1A and 1B Certificate, California State Fire Training Vehicle Extrication Certificate and Hazardous Materials First Responder Operations Certificate, Low Angle Rope Rescue Operations Certificate.

### **2304.50 Program Selection Process**

**2304.51** Because the District only has a limited number of volunteer positions available in this Volunteer Apparatus Intern Program, must submit an application and undergo a selection process..

**2304.52** At the discretion of the Fire Chief, selection process shall consist of all or part of the following:

- a). Application submittal and review for meeting minimum qualifications.
- b). Written test with score higher than 80%.
- c). Physical agility test and basic pump operations manipulative test.
- d). Oral panel interview.
- e). If successful in above process, candidate will then be required to ride with each shift no less than 8 hours to further become acquainted with Department personnel.
- f). Upon completion of ride time, candidate will be subject to Chief's interview before continuing in the placement process.

**2304.53** Candidates will be required to pass drug screening, background check, Life Scan fingerprinting and physical exam prior to being selected into the program.

### **2304.60 Program Expectations**

**2304.61** As part of the Volunteer Apparatus Operator Intern Program, interns will be subject to a simulated 6 month introductory period similar to that which would apply in a new full-time position at a fire department, during which they will be required to complete all assigned tests and evaluations for the introductory period. The purpose of the introductory period is to provide the intern with exposure to the requirements of full-time employment as an Apparatus Operator in a fire department. Failure to complete the introductory period tasks or maintain all required certifications may result in the District no longer permitting the individual to serve as part of the this voluntary intern program. The introductory period will require intense training and studying in order to obtain necessary experience to become a

CA Firefighter II, Driver Operator I and Engine Boss Trainee, required within one year of assignment to shift.

**2304.62** Completion of all introductory period tests, skill sign offs, participation in annual refresher training and proficiency drills.

**2304.63** Volunteer Apparatus Operator Interns will be expected to independently study training aids, district policy manuals, maps and other reference material provided by the Fire Department.

**2304.64** Perform daily assigned shift tasks.

**2304.65** Attend, pass and become certified in NWCG S-130, S-190, I-100, I-200, S-290, S-230, S-212, provided by Twain Harte Fire and Rescue.

**2304.66** Volunteer Apparatus Operator Interns are expected to be good stewards of the program, whether on or off assigned program duty. Interns 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 District or any other fire department in an unfavorable position.

**2303.67** Volunteer Apparatus Operator Interns are expected to comply with the District's Standard Operating Procedures, Rules and Regulations, Administrative Policies and those unwritten standards that would normally be adhered to by a prudent person.

**2303.68** Volunteer Apparatus Operator Interns are expected to be dedicated to the intern program. While Interns will not be restricted from engaging in outside employment, to the extent that such outside employment interferes with the Volunteer Apparatus Operator Intern's assigned program shifts or ability to undertake the duties of the program, the District may no longer permit the individual to serve as part of this voluntary intern program.

#### **2304.70 Assigned Program Shift Duty**

**2304.71** Volunteer Apparatus Operator Interns will be assigned to a forty-eight (48) hour shift (A, B or C), serving 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.

**2304.72** Program participation requires that Volunteer Apparatus Operator Interns report and participate in their assigned shift except when attending classes or taking written, physical or oral tests for employment, at a regular paid fire department/district. Shifts will start at 0800 and end at 0800, forty-eight (48) hours after the beginning of said shift. Volunteer Apparatus Operator Interns shall reside at the station during their assigned shift.

**2304.73** The Volunteer Apparatus Operator Interns will participate in work details that have been assigned to him/her by the Officer in charge of their assigned shift (Captain/Engineer/Relief Engineer). Program work tasks may include but not be limited to:

- a). Training, proficiency drills
- b). Station maintenance, cleaning
- c). Apparatus inspections, maintenance and cleaning
- d). Equipment inspections, testing, maintenance and cleaning
- e). Public education details
- f). Fire prevention details
- g). Hose and hydrant testing
- h). Physical fitness
- i). Emergency responses

**2303.74** Volunteer Apparatus Operator Interns will be expected to be on time and participate in all assigned program shifts. Interns shall arrange for shift coverage, subject to Chief approval, if absent from assigned shift for any reason other than family emergencies, attending class, interview or job testing.

**2304.75** The Program Coordinator shall maintain a Program Roster for Volunteer Apparatus Operator Intern participants. This roster, at a minimum, shall list the participant's name, address, social security number and telephone number, date of shift and signature of participant. The Fire Chief will approve the program roster and submit it to the General Manager.

#### **2304.80 Program Accountability**

**2304.81** The highest ranking Officer on duty and assigned to a shift schedule, will be assigned as the supervisor of the Volunteer Apparatus Operator 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 Log Book. The Officer will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems or complaints. Any problems shall be handled, at the lowest possible level, prior to being brought to the attention of the Fire Chief.

**2304.82** 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.

#### **2304.90 Uniform**

**2304.91** The District will provide NFPA compliant uniforms to each Volunteer Apparatus Operator Intern upon assignment to a particular shift. The uniform shall consist of the following clothing items:

- a). NFPA compliant pants
- b). Navy blue, button front, duty shirt
- c). Navy blue station tee shirt

- d). Black basket weave leather belt
- e). Badge
- f). Nametag
- g). After successful completion of six months probation, embroidered sweatshirt will be presented to Intern.

**2304.92** It shall be the responsibility of the Volunteer Apparatus Operator Intern to procure the following items at his/her own expense:

- a). Cotton under-garments
- b). NFPA compliant station boots
- c). Personal hygiene products
- d). Bedding
- e). Other approved optional uniform items at Intern's discretion.
- f). Maintenance of uniform articles to keep in clean and neat condition.

**2303.93** Volunteer Apparatus Operator Interns will be restricted from participating in fire prevention inspections and public education details until they have been issued an NFPA compliant uniform.

#### **2304.100 Safety Equipment**

**2304.101** Volunteer Apparatus Operator Interns shall be issued the following safety equipment:

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

#### **2304.110 Driving Privileges**

**2304.111** Volunteer Apparatus Operator Interns must maintain a current CA Class B Driver's license or Firefighter Endorsement to CA Class C that is in good standing with a clean driving record.

**2304.112** Volunteer Apparatus Operator Interns must show proof of personal vehicle insurance upon acceptance and during participation in program.

**2304.113** Driving approval of Department vehicles will only be approved after Volunteer Apparatus Operator Intern has completed a drive test by Department Training Officer or Fire Chief's delegate.

**2304.115** Code three driving will only be allowed once Volunteer Apparatus Operator Intern has completed Department-provided emergency vehicle operation training and successful passing of field test.

#### **2304.120 Program Withdrawal and Completion**

**2304.121** Participation in the Volunteer Apparatus Operator Internship Program is voluntary and participants may choose to withdraw from the program at any time. The District requests advanced written notification of all such withdrawals. The District reserves the right to not allow a Volunteer Apparatus Operator Intern to continue volunteering in the program at any time.

**2304.122** All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Volunteer Apparatus Operator Intern by Twain Harte Fire & Rescue, shall be surrendered to their assigned shift supervisor or the Fire Chief, upon withdrawal, discontinuance or completion of the Volunteer Apparatus Operator Intern Program.

**2304.123** A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements are grounds for not allowing the Volunteer Apparatus Operator Intern to continue volunteering in the program. .

## **TWAIN HARTE COMMUNITY SERVICES DISTRICT VOLUNTEER INTERNSHIP AGREEMENT**

It is hereby agreed between \_\_\_\_\_ (Volunteer Apparatus Operator Intern) and the Twain Harte Community Services District ("District") as follows:

### **1. Acceptance**

The District accepts the Volunteer Apparatus Operator Intern named above as a volunteer firefighter/EMS responder member of the District and participant in the Volunteer Apparatus Operator Internship Program subject to the terms and conditions of this agreement.

### **2. Status as Volunteer Firefighter**

Volunteer Apparatus Operator Intern understands and agrees to serve freely and without pressure or coercion as a volunteer firefighter for the District, without expectation of compensation for services or reimbursement for expenses, except for the nominal fees and reimbursements as provided in the Policy and Procedure Manual. Volunteer Apparatus Operator Intern also understands that their service as a volunteer firefighter is at the sole discretion of the District and is conditioned on the District's continued acceptance and agreement to allow them to serve as a volunteer firefighter. The Volunteer Apparatus Operator Intern can also end their service as a volunteer firefighter at any time.

### **4. Rules and Procedures**

Volunteer Apparatus Operator Intern 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 Volunteer Apparatus Operator Intern to no longer be allowed by the District to participate as a volunteer firefighter. 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 Volunteer Apparatus Operator Intern.

### **5. Quarters**

The District shall provide the Volunteer Apparatus Operator Intern with furnished living quarters to be shared with other intern, resident and volunteer personnel while on shift. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, telephone service (local calls only), cleaning and maintenance supplies, and certain paper products (meals are not included). 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.

### **6. 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 personnel and shall establish

rules for its condition and use which shall be complied with by the Volunteer Firefighter Intern.

### **7. Performance and Duty Schedule**

The Volunteer Apparatus Operator Intern understands and acknowledges that the essence of the Volunteer Apparatus Operator Internship 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 are reasonable and necessary.

### **VOLUNTEER APPARATUS OPERATOR INTERN**

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **TWAIN HARTE COMMUNITY SERVICES DISTRICT**

Signed: \_\_\_\_\_

Fire Chief (printed name): \_\_\_\_\_ Date: \_\_\_\_\_