

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Program Description – Reserve Firefighter/Operator  
**POLICY NUMBER:** 2301  
**ADOPTED:**

**2301.10 Overview**

Twain Harte Fire & Rescue's (THFR) voluntary Reserve Program provides an opportunity for interested individuals to further their Fire Service professional development by becoming affiliated with the agency as a Reserve. The program has two levels of participation: Reserve Firefighter and Reserve Operator, each with prerequisite certifications. Both Reserve levels will regularly participate in fire training and education that assists them in potentially becoming a professional firefighter or an Intern. Reserve Firefighters/Operators can also expect to participate in special projects, meetings, personal development and public education/relation details within the community, alongside Twain Harte Community Services District staff and volunteers. Reserve Firefighters/Operators will also respond to emergency incidents and work under the direct supervision of the on-duty Company Officer. **A Reserve Firefighter and Reserve Operator will be required to work two 24-hour shifts per month (48 hours total).** This program was developed for firefighters with minimal experience that do not live in the immediate response area of the District.

**2301.20 Definition**

**2301.21 Reserve Firefighter**

This position will be an entry level Firefighter position with THFR. The Reserve Firefighter will work with the staff on shift performing tasks and assignments of emergency and routine nature and be directly supervised by the Company Officer and indirectly by the Fire Chief.

**2301.22 Reserve Operator**

This position will be an advanced level Firefighter position with THFR. The Reserve Operator is required to have a current commercial driver's license or a Firefighter-endorsed Class C license, prior to program participation. The Reserve Operator will be responsible, under direction of the Company Officer, for operation of THFR's apparatus. The Reserve Operator will work with the staff on shift performing tasks and assignments of emergency and routine nature and be directly supervised by the Company Officer and indirectly by the Fire Chief.

### **2301.30 Objective**

**2301.31** The intent of the Reserve program is to provide work experience and on-the-job training opportunities for individuals pursuing a career in the fire service. It also provides opportunity for individuals to familiarize themselves with the normal day-to-day operations of a Fire Department.

**2301.32** The program has been developed to provide structured personal growth and professional development to the participant.

**2301.33** The learning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Reserve programs within the county.

**2301.34** The training and experience is intended to be challenging, allowing participants in the program to use the experience they gain in similar situations.

**2301.35** The program will provide an opportunity to the Reserve participants to develop the knowledge, skills, abilities and qualifications necessary to become successful in being hired by a Fire Department.

### **2301.40 Compensation**

**2301.41** THFR will provide a monthly stipend of \$50.00 per 24-hour shift, paid at the beginning of each month with NO other benefits or unemployment eligibility provided, with the exception of Worker's Compensation.

**2301.42** Reserve Program participants will receive numerous training and certification opportunities within the department and from outside instructors at no cost, depending on candidate experience and the Training Officer's determination of needs.

**2301.43** Reserve may be utilized for in/out of county mutual aid responses to State or Federal emergencies, if the on-duty Interns are unable to commit to the assignment. Once on an out-of-county assignment, Reserve will be eligible for hourly compensation during that incident, determined by THFR's salary survey rate letter on file at the time of dispatch.

**2301.44** Basic uniform articles will be provided.

**2301.45** When successful in completing all skill signoffs, training requirements and time requirements for CA FFI, FFII and CA Driver/Operator certification, all processing fees will be paid by THFR.

**2301.46** An individual participating in the capacity of Reserve Firefighter/Operator is not covered under the current union contract, is not eligible for the District's retirement benefits and time served in the program does not count for District seniority purposes.

## **2301.50 Program Eligibility**

**2301.51** The potential candidate must meet the following minimum requirements to be considered for placement in the Reserve Program:

**2301.51.1** Graduation from high school or passage of the high school level General Education Development (GED).

**2301.51.2** Must be eighteen (18) years of age, prior to participation.

**2301.51.3** 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.

**2301.51.4** Have current personal vehicle insurance.

**2301.51.5** Reserves must be certified as a Tuolumne County First Responder or EMT, with current CPR/AED credentials.

## **2301.60 Program Requirements**

### **2301.61 Testing Process:**

**2301.61.1** Potential Reserve Program participants are required to file a THFR application, IRS W9, a THFR Ethics Statement and a Hepatitis B vaccination preference.

**2301.61.2** The testing process may consist of the following:

- 1) Application submittal and review for meeting minimum qualifications
- 2) Written test with score higher than 80 %
- 3) Physical agility test and basic pump operations (for Operators only)/ manipulative test
- 4) Oral panel interview

**2301.61.3** 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.

**2301.61.4** Upon completion of ride time, Reserve participants will be subject to Fire Chief's interview, before continuing in the placement process.

**2301.61.5** Candidate will pass pre-employment drug screening, background check, Life Scan finger printing and physical exam, spirometer test and TB test prior to being placed on shift, at discretion of Fire Chief.

**2301.62** All Reserves will be required to work a MINIMUM OF A 48 HOUR SHIFT PER MONTH (shifts can be broken up into two 24 hour shifts). All Reserves will need to attend a mandatory Wildland Fire refresher, Pack Test, EMR or EMT refresher, Hazardous Material Fire Responder Refresher and Blood Borne Pathogens refresher annually. For Reserve Operator, there will be a mandatory 40-hour Fire Apparatus workshop to learn all the department apparatus and inspection forms.

**2301.63** Reserve will report to the station no later than 7:45 am on the day of scheduled shift. This provides adequate time to do a pass-a-long with the outgoing shift. If the scheduled day has a conflict with written, physical or oral tests for employment at a regular paid fire department/district, Reserve will need to advise the Reserve Program Coordinator or Fire Chief to reschedule for another day.

#### **2301.63.1 Shift Duty:**

**2301.63.1.1** Reserve will NOT be scheduled to any specific shifts, but will be encouraged to work with each shift.

**2301.63.1.2** Reserve shift will start at 0800 and end at 0800 next day.

**2301.63.1.3** Reserve shall reside at station while on shift.

**2301.63.1.4** Reserve will comply with all current District policies and procedures, and THFR standard operating procedures.

**2301.63.1.5** Reserve will participate in work details that have been assigned to him/her by the Company Officer in charge of their assigned shift (Captain/Relief Captain). Work may include but not be limited to:

- 1) Training/proficiency drills
- 2) Station maintenance/cleaning
- 3) Apparatus inspections, maintenance and cleaning
- 4) Equipment inspections, testing, maintenance and cleaning
- 5) Public education details
- 6) Fire prevention details
- 7) Hose and hydrant testing
- 8) Physical fitness
- 9) Emergency responses

**2301.64** All Reserves 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 the Program.

**2301.65** The probationary period will require intense training and studying in order to obtain necessary experience (depending on qualifications) to become CA Firefighter I, FFII Driver Operator I and/or Engine Boss Trainee.

### **2301.70 Program Expectations**

**2301.71** Completion of probationary handbook, tests, skill sign-offs and participation in annual refresher training and proficiency drills.

**2301.72** Participants will be expected to independently study training aids, District policy manuals, maps and other reference material provided by THFR.

**2301.73** Perform scheduled daily tasks.

**2301.74** Conduct that maintains the professionalism of THFR, both on and off duty.

### **2301.80 Personnel Roster/Stipend Documents**

**2301.81** The THFR Department shall maintain a personnel roster for all Reserve participants. This roster, at a minimum, shall list the participants name, address, telephone number, email address and emergency contact information.

**2301.82** Reserve will be required to fill out a monthly stipend sheet that captures hours worked each month, which will be verified and signed by the Reserve. The Fire Chief will approve the monthly stipend sheet and submit it to the General Manager for approval and processing for payment.

### **2301.90 Accountability**

**2301.91** All Reserves will be subject to the Department's Standard Operating Procedures, the District Policies and Procedures and those unwritten standards that would normally be adhered to by a prudent person.

**2301.92** The Company Officer on-duty will be assigned as the supervisor of the Reserve participant 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 and Fire Chief. Performance will be closely observed and a record maintained in the Daily Log Book. 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 issues. If at all possible, any issues will be handled at the lowest possible level, prior to being brought to the attention of the Fire Chief.

**2301.93** 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.

### **2301.100 Uniform**

**2301.101** All Reserves 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. THFR will provide NFPA compliant uniforms to each Reserve participant upon commencement of eligibility to request scheduled participation times. 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

**2301.102** It shall be the responsibility of the Reserve 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 Reserve discretion.
- 6) Maintenance of uniform articles in clean and neat condition.

### **2301.110 Safety Equipment**

**2301.111** Reserve Program participants shall be issued the following safety equipment:

- 1) STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.
- 2) WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear
- 3) MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.
- 4) COMMUNICATIONS EQUIPMENT: Pager, Charger.
- 5) MISCELLANEOUS: Firefighter Bag.

### **2301.120 Driving Privileges**

**2301.121** All Reserves must maintain a current CA Class B Driver's license or Firefighter Endorsement to CA Class C license that is in good standing with a clean driving record.

**2301.122** All Reserves must show proof of personal vehicle insurance upon acceptance and during participation in program.

**2301.123** Driving approval of Department vehicles will only be approved after Reserve has completed Fire Apparatus Work Shop and a drive test by Department Training Officer or Fire Chief's delegate.

**2301.124** Code Three driving will only be allowed once Reserve has completed Department-provided emergency vehicle operation training and successful passing of field test.

### **2301.130 Off Duty**

**2301.131** When off duty, Reserve may utilize free time as they wish. Reserve is expected to follow District Policies and Procedures, THFD Standard Operating Procedures and be good stewards of the program, whether on or off duty. Reserves 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 THFR or any other Fire Department in an unfavorable position.

### **2301.140 Termination of Service**

**2301.141** Either party can terminate an individual's voluntary participation in the Reserve Program by notifying the other party, in writing, fourteen (14) days in advance of said termination.

**2301.142** All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Reserve by THFR shall be surrendered to their assigned shift supervisor or the Fire Chief upon termination of service.

**2301.143** A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements is grounds for immediate termination of the Reserve, at the discretion of the Fire Chief.