

PORT LUDLOW FIRE & RESCUE RESIDENT PROGRAM MANUAL



Approved by: Ed Wilkerson, Fire Chief

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1. **Purpose:** To establish procedures and expectations for Resident volunteer members of the Port Ludlow Fire & Rescue Resident Program.

(NOTE: Port Ludlow Fire & Rescue shall hereinafter be referred to as the “District”.)

2. Categories of Volunteers

General: Volunteers serve the community by responding to a variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information, assistance or education. While the District has several categories of volunteers, this definition of a “Resident Volunteer” is as follows:

- a. **Resident Firefighter:** Volunteers who are interested in a career in the fire service and are actively seeking employment in the fire service. These Volunteers serve the community by responding to a wide variety of emergency situations, including fire suppression, emergency medical aid or rescue, hazardous material responses and confined space. Unlike other volunteers, the Resident Firefighter is given a specific work schedule.

3. Job Descriptions:

The District shall maintain a job description for “Resident Volunteer” and shall review it on an as needed basis. **See Appendix A for Job Description.**

4. Application and Acceptance Process

Step 1: The Applicant shall complete a District application and furnish all required documentation.

Step 2: If not disqualified on basis of the application and documentation, the Applicant’s paperwork will then be submitted for a background check.

Step 3: The Applicant may be required to complete the selected department assessment tool.

Step 4: After completing the assessment tool (if required), and upon return of the background check, the applicant will be sent to:

- a. A Firefighter interview panel, then to
- b. The Chief’s Interview

Step 5: Upon completion of the Interview Panels, if the applicant is approved by the Fire Chief or his/her designee to continue in the process, the applicant will be given

the medical package and referred to the department's medical provider for the medical exam.

Step 6: After successful completion of the background check and medical exam, the Applicant will, upon approval of the Fire Chief, be offered a Resident Firefighter position:

- a. Resident Firefighters must successfully pass the Candidate Physical Ability Test (CPAT) within their first six months of membership. Failure to do so will result in the Resident Firefighter being dismissed from the program. Special exceptions may be granted but must be in writing and approved by the Chief and/or designee.
- b. Resident Firefighter will also be required to sign a document acknowledging their volunteer status and agreeing to a two year commitment that if not completed, other than by dismissal from the District or their being hired as a career firefighter with an agency, will result in repayment of any direct out of pocket expenditures made by the District on behalf of the Resident Firefighter (i.e., North Bend, etc.). **See Appendix C for a sample document.**

Step 7: Resident Firefighters will begin a six month On-the-Job Training (OJT) program that is designed to prepare them for a recruit academy. Upon successful completion of six (6) months in the resident firefighter program, during which time the resident firefighter must also successfully complete the Candidate Physical Ability Test (CPAT), the resident firefighter will, within a reasonable timeframe and subject to budget, be sent to a firefighter academy at North Bend or a similar local academy if available.

5. Assessment Tool

The Applicant may be required to complete the District's selected online assessment tool. This tool is designed to evaluate the applicant in various areas of comprehension, analysis, honesty and personality. In addition, by comparing the applicants profile with the "average ideal" profile as developed by having had current members complete the tool, the department is able to evaluate the applicant's "fit" in the organization as well.

6. Oral Interview panels

Each applicant will be required to appear before two separate interview panels:

- a. **Firefighter Panel:** This interview panel will be comprised of District personnel of various ranks and categories. The purpose of this panel is to assess the applicant’s knowledge of the Fire Service and the Department and to assess the applicant’s likelihood of being a successful member of the Department.
- b. **Chief’s Interview:** This interview panel will be comprised of the Fire Chief and Assistant Chief of the District and is designed to give the Department’s Executive Team an opportunity to get to know the applicant and their desires and to formulate opinions as to what the applicant has to offer the Department.

The results of both interview panels and the online assessment tool will be utilized in determining whether the applicant is offered a Resident position with the Department.

7. Medical Examination

Each applicant will be required to undergo a District Medical Examination and provide and updated Immunization record.

8. Uniforms and Personal Protective Equipment (PPE)

Upon acceptance into the Program, Residents will receive the following uniform allotments:

- a. Class B: 2 sets
- b. Boots: 1 pair (up to \$100)
- c. Ball Cap, T-shirt, sweatpants, gym shorts 1 each
- d. PPE 1 set

9. Training

Residents must complete certain initial classes before beginning to respond to emergency calls and performing volunteer assignments. A majority of these classes will be provided during the initial Mini-orientation academy. Failure to complete certain classes will be grounds for removal from program.

District Orientation
Fire Service Safety
Firefighter Fundamentals
Maps and Water Sources
Fire District Radios
Fire District Equipment

**NIMS IS-700 Awareness Training
Ambulance Operators Course
Incident Command System (ICS)
Emergency Vehicle Incident Prevention (EVIP)**

The following classes must be completed during the Resident's first 12 months;

Emergency Medical Technician (EMT) Certification. The Resident will be required to become an EMT within the first 12 months subject to course availability. Requirement may be waived by the Fire Chief and or his/her designees.

10. Minimum Active Status Requirements

In order to maintain their membership with the District, each Resident Firefighter must complete their scheduled shifts. Each Resident Firefighter will be allowed a maximum of 15 shifts per year (no more than 5 per quarter) as Resident leave for the duration of the program. Only one Resident may be on leave per shift. Shift trades will be allowed with the approval of the Assistant Fire Chief. Special exceptions may be granted for extenuating circumstances but must be submitted in writing to the Assistant Chief. Approval of special circumstances will be at the sole discretion of the Assistant Chief. Leave requests shall be submitted through Fire Manager and are subject to denial if the request is within 48 of desired leave time. Sick leave shall be through notification of the on duty lieutenant by phone and followed up with electronic submission in Fire Manager.

The Resident program is designed to provide mutual benefits to the Department as well as the Resident members. The Resident Volunteers provide additional support and response capabilities for fire and medical emergencies while on shift with the duty crews. In return for this service, Resident Volunteers are provided with training, practical experience, equipment and living accommodations. As a career development program the Resident Volunteers are expected to actively test and train in pursuit of a career in the fire service.

Compliance: The District will, on a quarterly basis, furnish each Resident a report that will indicate their compliance with the program requirements in attendance and training.

Failure to Comply: Residents failing to meet the minimum requirements shall be notified by certified letter of their deficiencies. They will then:

- a. Have 30 days to make up any deficiencies
- b. Failure to remedy the deficiencies within 30 days will cause the Volunteer to be put on notice. Resident shall be required to submit an action plan indicating how the specific deficiencies will be resolved within 30 days of the notice.
- c. Failure to cure the deficiencies by the end of the second 30 day period will subject the Volunteer to removal from the program.

NOTE: These minimum requirements are separate from and should not be confused with the minimum standards established in WAC 491-03-010 by the Board for Volunteer Firefighters and Reserve Officers for purposes of Pension eligibility (see Appendix “B”)

11. Limitations on Outside Work

- a. Volunteering for other Districts-** A resident may volunteer with another District providing they live within the Boundaries of that District and are classified as a “traditional” volunteer. (i.e., A resident may not be a “resident” with another District.) Any resident desiring to volunteer for another District must submit written correspondence to the Assistant Chief requesting approval prior to commencing the new relationship.
- b. Working for other Districts-** A resident may not work as a “per diem” firefighter or as an “employee” for another district while a resident with Port Ludlow Fire & Rescue. This policy is in no way meant to be “punitive” but rather is based on the following considerations:
 - i. Safety concerns for the resident that include working excessive hours.
 - ii. Safety concerns for the resident in regards to being taught certain methods of operations as part of the resident program, then learning conflicting procedures in a different District
 - iii. Potential liability concerns for the District.
- c. Working for Private Sector entities-** A resident may be employed by a private sector entity, including EMS providers, providing that the employment does not interfere with their resident responsibilities or pose a conflict of interest with the resident program. “Interference” shall include schedules that interfere with the residents work schedule and schedules that require a resident to work hours that are excessive when added to their 48-hour resident rotations. Any resident desiring to work for a private sector entity, must submit written correspondence to the Assistant Chief requesting approval prior to commencing the new relationship.

The District to reserves the right to deny any request submitted.

12. Disciplinary Process may include Verbal Reprimand, Written Reprimand, Suspension & Removal from Volunteer Program

Residents shall comply with all District rules, policies and procedures and with the terms and conditions of the agreement at all times. Non-compliance may subject the Resident to penalty and/or discipline up to and including termination from the program.

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

The District has the right to alter, amend, or change the Resident Volunteer regulations and requirements at any time without prior notice to the Resident.

13. Dispute Resolution (Grievance and Appeal)

The District recognizes that sometimes situations arise in which a Resident feels that he/she has not been treated fairly or in accordance with District rules and procedures. For this reason the District provides its Resident's with procedures for resolving disputes.

Step 1: A Resident should first try to resolve any problem or complaint with his/her supervisor. The supervisor should respond to the Resident, in writing, within ten (10) working days after meeting with him/her, if possible.

Step 2: If the Resident is not satisfied with the response from his/her supervisor, the Resident may submit the problem, in writing, to the Assistant Fire Chief or his/her designee within ten working days after receiving the supervisor's response. The written complaint must contain, at a minimum:

- A description of the problem;
- A specific practice, guideline, or procedure, which the Resident believes, has been misapplied;
- The date of the circumstances leading to the complaint or the date when the Resident first became aware of those circumstances;
- The remedy sought by the Resident to resolve the dispute.

The Assistant Fire Chief may meet with the parties, either individually or together, and will endeavor to respond in writing to the aggrieved Resident within ten working days of any such meeting, if possible.

If the Resident is not satisfied with the outcome of the Assistant Chief's decision, they may submit the issue to the Fire Chief. The Fire Chiefs ruling will be final and binding.

14. Chain of Command

All Residents shall be under the direct supervision of the PLFR Company Officers that are assigned to their shift. The chain of command thereafter shall be to the PLFR Assistant Chief and then the Fire Chief of the District.

15. Stipends

- a. Resident Firefighters will be given a stipend of \$90 to help offset expenses per 24 hour shift worked. Resident Firefighters shall not be eligible for volunteer Points.

16. Leaves

A Resident may request a Leave of Absence from the District for good cause. Such request shall be made in writing to the Assistant Chief and shall include the following information:

- a. Starting date
- b. Ending date (Total initial leave request may not exceed 90 days, but an extension may be requested thereafter)
- c. Reason for leave

Any necessary documentation shall be included with the request. The Assistant Chief has full discretion in granting or not granting the request.

17. Resignation

Residents are encouraged to submit written notice of resignation to their supervisor at least ten working days (two calendar weeks) prior to the effective date of their resignation. An exit interview with the Fire Chief shall occur prior to their last day with the District. When a Resident resigns the Resident is expected to return all District property, including badges, uniforms, equipment, keys and any reimbursement required per the Resident Firefighter Agreement. Failure to do so may delay release of the Resident's final stipend check and can result in criminal charges being filed

APPENDIX A
JOB DESCRIPTIONS

JOB DESCRIPTION
Resident Firefighter/Emergency Medical Technician (Resident FF/EMT)
(Volunteer Position)

GENERAL PURPOSE

The Resident Firefighter/Emergency Medical Technician (Resident FF/EMT) performs firefighting, emergency medical care, and fire prevention duties under the direct supervision of a career firefighter. They perform within the scope of the policies and procedures of Port Ludlow Fire & Rescue and included within these duties are preventing, combating, and extinguishing fires; saving life and property, assisting the public as directed, station and equipment maintenance and related activities and/or other duties as may be required and assigned. The primary benefit to the District of this position is to provide part-time firefighting personnel to serve the community.

The Resident FF/EMT is required to attend regularly scheduled training in order to maintain the high level of knowledge, skill and ability necessary to function safely and effectively as a firefighter and EMS provider in accordance with state law, county protocols, and standard operating procedures.

The work performance of a Resident FF/EMT is continuously evaluated for general knowledge, skill proficiency, and ability to work as part of a team. Any deficiencies are corrected through remedial training.

DISTINGUISHING CHARACTERISTICS

The Resident FF/EMT is a non-compensated position. The Resident FF/EMT may be awarded a stipend for each shift worked in an effort to cover expenses incurred in the course of volunteering for the District. The Resident FF/EMT is an individual seeking a Fire Service career, who by working within the fire service environment alongside career firefighters has a better opportunity to learn about the fire service and prepare themselves for future employment opportunities. A Resident normally remains a member of the District for 2-3 years during which time they are hopefully successful in gaining full-time employment with a career fire service organization.

Individuals fulfilling the duties and responsibilities of a Resident Firefighter/EMT will at all time present themselves in a courteous, professional and responsible manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Resident FF/EMT drives or rides an emergency vehicle in response to fire, rescue and emergency medical events, hazardous materials response/mitigation and routine requests for help or assistance. In the performance of their duties, the Resident Firefighter/EMT places equipment, lays and connects hose; operates high-capacity pumps and directs water streams; raises and climbs ladders; uses chemical extinguishers, safety belts, lines and hooks and uses self-contained breathing apparatus. The Resident FF/EMT may enter burning buildings as part of a fire suppression team, perform ventilation tasks above ground, carry heavy objects and equipment and rescue injured or trapped victims. The Resident Firefighter/EMT also responds to requests for pre-hospital emergency medical care and transport of sick

or injured persons, setting up and/or operating oxygen and auto-defibrillation equipment and administering pre-hospital emergency medical care to the sick and injured.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

- Modern fire service principles, procedures, techniques, and equipment.
- Fire protection systems, evacuation considerations, and building construction regulations for fire safety.

Ability to:

- Communicate effectively, both orally and in writing; ability to understand and carry out verbal and written instructions using the English language.
- Obtain or possesses and maintain certification as an EMT-Basic or IV Tech, or Intermediate, when eligible per County standards.
- Maintain physical conditioning necessary to perform efficiently in emergency situations; meet medical and physical agility standards as established.
- Learn the geography of the District, the location of important buildings and the street system.
- Participate in training drills; attend school and classes on fire fighting, hydraulics, first aid and emergency medicine, fire equipment, and apparatus, and other classes associated with recognized fire fighter and EMT standards.
- Learn and apply technical information pertaining to fire fighting.
- Assist career staff in performing protective inspections of structures and businesses in the community for fire hazards and pre-incident surveys for tactical planning.
- Assist career staff in conducting fire-safety education classes.
- Analyze and cope with a variety of emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent, and nature of fires and emergency aid requests.
- Sustain heavy physical labor during periods of intense activity in emergency situations; to work at varying heights above grade.
- Work within a para-military organization and respond readily to directives.
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public; to work effectively as a team member.
- Assist career staff in updating map book for new additions, streets, and complexes for use in emergencies.
- Service and operate all District equipment and apparatus.

- Perform necessary maintenance, testing and care of fire hoses, trucks, ladders, and auxiliary equipment and apparatus.
- Prevent waste and damage of materials, supplies, and equipment.
- Perform general maintenance and minor repairs to station facilities; perform assigned janitorial activities and minor maintenance and painting.
- Perform community service activities.
- Maintain necessary records and reports, incident forms, and daily shift operation logs, to accommodate needs of the district including computer data entry.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school and it is desirable to have obtained an associate’s degree and/or a four-year college degree in fire suppression, emergency medicine or a related field.

Licenses; Certificates; Special requirements:

- High School Diploma or GED
- A valid Washington State Driver’s License
- Washington EMT-Basic certification (within six months)
- IFSAC Firefighter I or equivalent education and experience (within one year)

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Work is performed primarily in the fire station, then on emergency medical scenes, mass casualty, fire scenes and extra ordinary events as they occur. Performing tasks under emergency conditions may require strenuous exertion. The exposure to death, emotional stress, patients with contagious diseases and terminal illnesses can be expected.

Mental Demands:

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with fire district members, other organizations and the public.

WORK ENVIRONMENT

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

Physical hazard from fire, equipment, traffic, smoke inhalation, and falling objects at emergency scenes, and exposure to health risks may occur. Performance of hazardous tasks under emergency conditions may require strenuous exertion under such handicaps as limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperatures, cramped surroundings, and contact with death, emotional stress, contagious diseases, and terminal illness.

APPENDIX B
WAC 491-03-010

(Effective July 1, 2009.)

WAC 491-03-030- What level of activities do I have to participate in to be eligible for participation/membership in the volunteer firefighters' and reserve officers' pension? All departments are required to develop volunteer participation requirements that meet or exceed the participation requirements as set by the state board. If a department does not develop their own requirements, the board requirements will be in effect.

(1) The board requires that all volunteers:

(a) Attend a minimum of ten percent, or twenty hours, of all drills and/or training annually, whichever is less.

(b) Respond to a minimum of ten percent of all calls at the member's assigned station or twenty-four calls annually, whichever is less; or ninety-six hours of standby time annually.

For the purposes of this section, standby time means time that the volunteer is assigned to be near at hand and ready to respond to emergency calls immediately. A volunteer who merely carries a cellular telephone, pager, or similar device is not considered to be in standby status.

(c) Meet the requirements to be a qualified member under WAC [491-03-020](#).

(d) Be certified as having met the standards by the local board chair and by the fire chief, police chief, or sheriff annually on the board for volunteer firefighters and reserve officers provided forms.

(2) An exemption of up to twelve weeks in a twelve-month period may be granted for:

(a) A participant's serious health condition;

(b) A participant to care for a parent, spouse, or minor/dependent child who has a serious health condition;

(c) The birth of and to provide care to a participant's newborn, adopted, or foster child as provided in WAC [357-31-460](#).

For the purposes of this section, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment

connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities).

(3) An exemption of up to twenty-six weeks in a twelve-month period may be granted for: A participant who is the spouse, son, daughter, parent, or next of kin of a covered service member who is suffering from a serious health condition incurred in the line of duty. The leave described in this subsection shall only be available during a single twelve-month period.

For the purposes of this section, "covered service member" is a member of the armed forces, including the National Guard or reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on a temporary disability retired list for a serious health condition.

(4) An exemption of up to one year may be granted for injuries covered under chapter [41.24](#) RCW; or up to one year for reserve officers injured in the line of duty and covered under Title [51](#) RCW.

(5) Departments granting exemptions shall submit written documentation on the board for volunteer firefighters and reserve officers provided forms for state board review.

(6) Members joining service after January 1st, or separating from service before December 31st, will have their requirements prorated for the calendar year.

[Statutory Authority: RCW [41.24.290](#). 09-06-060, § 491-03-030, filed 2/27/09, effective 7/1/09.]

APPENDIX C
RESIDENT FIREFIGHTER
AGREEMENT

RESIDENT FIREFIGHTER AGREEMENT

This Agreement is entered into between PORT LUDLOW FIRE & RESCUE, "District", and _____ "Resident".

RECITALS

1. The District has invited the above individual to join the District's Resident Program.
2. The Resident has indicated an interest in becoming part of the Resident Program.
3. Resident has requested that the District pay certain costs of the Resident's training, including tuition and materials during their Residency.
4. The District may from time to time make such expenditures as outlined above.
5. In order to justify the expense to the District, it is necessary that the District be assured that the Resident will successfully complete the training, obtain required certifications and serve the District for a minimum period of time provided that the performance of the Resident meets the District's standards.

AGREEMENT

To accomplish the purposes of this agreement and in consideration of the benefits to be obtained by each of the parties, it is agreed as follows:

1. Obligations of Resident.

- 1.1. Resident agrees to successfully complete all requirements of the Resident Program.
- 1.2. The Resident is a volunteer and recognizes that Resident's receipt of the benefits of this Agreement does not alter the Resident's status as a volunteer under the Fair Labor Standards Act.
- 1.3. Resident shall remain a member in good standing of Port Ludlow Fire and Rescue at all times during this Agreement and shall comply with all District policies and procedures and all drill and training requirements.
- 1.4. Resident agrees to remain with the District for a minimum of two years subsequent to becoming a member of the District, except as specified in 3.4 below.
- 1.5. The Volunteer Resident Firefighter Program does not constitute an employment contract and that the District can modify the Program standards, discontinue the Program, and may dismiss any individual at any time at its sole discretion.

- 1.6. The Resident will not be entitled to a job with the District at the conclusion of resident training and no promises or representation to the contrary will be effective for any purpose. Employment with the District is governed by other rules and regulations.
- 1.7. The Resident is not entitled to wages for any time spent in training in the Program and will only receive a reimbursement for personal expenses, structured training and practical, and on-the-job experience consistent with the Program's standards.
- 1.8. If the resident is eligible for Veteran's Educational Benefits, the resident will enroll for such benefits to enable their compliance with section 3.1 of this agreement. Upon appointment, the resident will advise the District of their eligibility and thereafter the resident will keep the District advised of their application for benefits and subsequent approval by the VA.

2. District Obligations.

- 2.1. District agrees to pay all required expenses incurred by the Resident in participating in the Resident Program including the costs of textbooks, manuals and training materials necessary for required or authorized courses.

3. Expense Reimbursement. The Resident acknowledges that the District is making a substantial investment in Training for the Resident's benefit.

- 3.1. **Veterans Reimbursement:** If the Resident has been approved for Veteran's Educational Benefits pursuant to section 1.8 of this agreement, upon the receipt of any Veteran's educational benefit payments by the resident for Fire Service training that has been paid for by the District (i.e., Recruit Academy, EMT School, etc.) the resident agrees to reimburse the District within thirty (30) days of the receipt of the payment, the full amount of any such benefit received, not to exceed the actual expenditure made by the District
- 3.2. **Default:** If the Resident fails to complete the Resident Program, fails to remain with the District for the required two years, or fails to comply with the Resident's obligations as specified in the District's Policies and Procedures, the Resident agrees to reimburse the District for all expenses paid on Resident's behalf with the exception of earned Stipends.
- 3.3. **Reimbursement upon Default:** Reimbursement to the District shall be due within 30 days of any Default as specified in 3.4. The District may, in its sole discretion, agree to payment terms provided the applicable interest rate shall be a minimum of eight per cent per annum. In the event a Resident fails to timely repay the District, the District may pursue any remedies available to it under applicable law.

3.4. Exceptions: Reimbursement by the Resident will not be required if the Resident is either dismissed from the Resident Program by the District or obtains employment as a career firefighter with a Fire Service Organization, physical disability or death.

4. Limited Agreement. This Agreement does not alter the relationship between the District and the Resident and this Agreement may be terminated by the District at any time, with or without cause. The District reserves the right, in its sole discretion, to determine the job duties of the Resident and this Agreement gives the Resident no express or implied contractual rights to any specific level of employment with the District.

Dated: _____, 20__.

PORT LUDLOW FIRE & RESCUE

By : _____
Fire Chief

Resident