

Canby Fire District
STANDARD OPERATING GUIDELINE
NUMBER 5.6

ORIGINATED AND APPROVED: 06/12/2019
LAST REVISED: 11/06/2020

SUBJECT: FIREFIGHTER INTERN PROGRAM

PURPOSE: The District's Firefighter Intern Program is a joint labor and management initiative designed to recruit and train volunteers to become full-time professional firefighters. The District's goal is to provide an opportunity for academic and practical skill development to individuals who demonstrate potential for successful fire-service careers and who may come from backgrounds underrepresented in the fire service, or who otherwise have faced obstacles to gaining educational and/or experience in this field. Firefighter Interns that successfully complete the two and/or three-year program will be placed on an Intern EMTP/EMT Civil Service Eligibility list not to exceed 18 months from the completion of the Internship program. The District reserves the right to call for the appropriate hiring list based upon the needs at the time of hire.

POLICY: District Firefighter Volunteers are eligible for the Firefighter Intern Program as outlined below. Each intern is bound by, and responsible for, all applicable guidelines contained in District policy.

AUTHORITY & RESPONSIBILITY: Firefighter Interns work under the direct supervision of a Shift Officer, managed by the Training Officer (assigned as the Firefighter Intern Program Lead) and the Chief Officer (assigned as the Firefighter Intern Program Coordinator).

PROCEDURE:

I. GOALS AND OBJECTIVES

Firefighter Interns:

- A. Receive practical experience in day-to-day fire department operations at staffed fire stations. This includes hands-on experience in the interior fire operations arena (IDLH atmospheres), under the guidance and supervision of career companies.
- B. Learn to maintain and operate various types of firefighting and EMS equipment.
- C. Train in the principles of firefighting, prevention, education, fire control, and emergency medical services.
- D. Further their education by enrolling in an approved and accredited fire and ems related academic program.

II. Roles and Responsibilities:

- A. Firefighter Intern Program Coordinator: Career staff member (A Division Chief) responsible for the management of the overall Firefighter Intern Program.
- B. Program Lead: The Training Captain will work in conjunction with the Program Coordinator to plan and assist in the hiring and placement of Interns; ensure appropriate paperwork is completed and submitted; monitor Intern Educational Development Plans and be the main contact for the schools. The Training Captain coordinates Intern training, transfers, and evaluations.
- C. Shift Officer: The regularly assigned Officer in charge of the shift to which the Firefighter Intern is assigned.
- D. Resident Interns: An intern who lives at an assigned station and responds out of their assigned station while not on their assigned shift. The resident also works their assigned shift and responds accordingly.
- E. Non-Resident Interns: An intern who works on a shift schedule, but their primary residence is away from Canby Fire.

III. APPLICATION MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

- A. Must be 18 years of age and have a High School Diplomas or equivalent.
- B. Must successfully pass a comprehensive background investigation and have a valid Driver's license that is insurable by the District.
- C. Shall apply for the position and will go through the normal hiring process. Interns shall be required to take and pass the CPAT physical ability test within the first six months after join date with Canby Fire. Interns will also be encouraged to take the NTN entry level test when opened and if qualified. All Interns shall be part of the CFD Volunteer Association and be in good standing.
- D. Be currently enrolled, or in the process of enrolling, in an associate degree program in fire protection technology, fire science, EMTP associate's degree, or closely related field which grants academic credit for participation in the Firefighter Intern Program.
- E. Be physically able to perform all of the essential functions listed in the firefighter class specification. All applicants, upon conditional acceptance to the program, must receive a physical examination provided by the District if it has been more than one year since their last physical. All physicals and necessary vaccinations will be provided at the District's expense.
- F. The Intern candidate must agree to an 18-month commitment to the Fire District to be eligible for college reimbursement. Special circumstances will be

authorized by the Fire Chief.

IV. APPLICATION PROCESS

- A. The Program Coordinator is responsible for establishing the entry process and evaluating prospective Firefighter Interns. The Program Coordinator is also responsible for forwarding a list of successful candidates to the Fire Chief for approval and inclusion into the Firefighter Intern Program.
- B. Current students that meet the requirements as outlined in the Intern Program will be grandfathered into this program.

V. PARTICIPATION PERIOD

- A. The Firefighter Intern Program requires a commitment of 18 months unless waived by the Program Coordinator.
- B. Firefighter Interns must give a minimum 30-day notice before leaving the program for any reason. Exceptions to this requirement may be granted in emergencies, or at the discretion of the Firefighter Intern Program Coordinator.

VI. FIREFIGHTER INTERN PROGRAM ATTENDANCE

- A. Firefighter Interns must participate as an active Volunteer with the District when not on duty as an Intern. All Interns are responsible for adhering to the Volunteer Association Bylaws.

VII. EDUCATION AND PERFORMANCE REQUIREMENTS

- A. Firefighter Interns must maintain their Firefighter I and EMT certifications, as well as all mandatory training requirements. Firefighter Interns who do not have their Firefighter I will be required to enroll in a Firefighter I program.
- B. Firefighter Interns must comply with all Fire District SOGs and special orders.
- C. Firefighter Interns must be attending school and must provide a copy of their school schedule to their Shift Officer and the Firefighter Intern Program Lead within 14 days of the start of each term. Firefighter Interns must submit a copy of their grades to the Firefighter Intern Program Coordinator within 30 days of the end of each school term. Firefighter Interns will be required to submit an Educational Development Plan to the Firefighter Intern Program Lead who will route it for approval.
 - 1. The Educational Development Plan includes the school program outline with required classes listed and the Intern's course of action on how to complete the program. This plan is subject to change.
- D. Firefighter Intern performance will be evaluated on a monthly basis and documented by the Firefighter Intern FTO, who may elect to complete the evaluation form more frequently, if needed. Completed reports should be sent electronically to the Firefighter Intern Program Lead on a monthly basis.

- E. Evaluations are intended to provide feedback, recognize achievements and challenges, and to assist Firefighter Interns in setting goals, as well as providing Firefighter Interns an opportunity to approach their FTO, Shift Officer, Training Captain or the Firefighter Intern Program Coordinator with any concerns. The Firefighter Intern Program Coordinator may attend performance evaluation sessions as needed, and if requested by the Firefighter Intern's FTO, Shift Officer, or the Firefighter Intern Lead.

VIII. REQUIRED SHIFT ASSIGNMENT AND RESPONSE

- A. Firefighter Interns work on a shift schedule, with shifts beginning at 0800. The Shift Officer will make the daily assignments.
- B. The Firefighter Intern Program Lead oversees all shift assignments and should give consideration to the Firefighter Intern's school and/or work schedule, to provide for an optimal working schedule for both the Firefighter Intern and the District.
- C. The names of Firefighter Interns will be posted on station rosters and included in shift changes.
- D. Firefighter Interns will not be used to displace or replace paid personnel.
- E. Firefighter Interns may enter an interior fire attack with at least two career Firefighters, with a Company Officer's approval. Firefighter Interns must not be utilized in a lead position at any point in an offensive attack on a structural fire.
- F. Firefighter Interns will not be required to work the recognized holidays outlined in District policy. See the below approved holidays:
 - 1. New Year's Day
 - 2. Labor Day
 - 3. President's Day
 - 4. Martin Luther King Day
 - 5. Veteran's Day
 - 6. Memorial Day
 - 7. Independence Day
 - 8. Thanksgiving Day
 - 9. Day after Thanksgiving
 - 10. Christmas Eve
 - 11. Christmas Day
- G. Firefighter Interns may be assigned to a new station/shift rotation approximately every three to six months to better familiarize them with the workings of the entire District.
- H. Firefighter Interns who have a scheduled class, school-related activity, or approved excused absence on a day they are on shift assignment, should be excused from duty for a reasonable amount of time to attend the

class/activity/approved excused absence. Interns who abuse this privilege may be subject to discipline, including termination from the program. Up to four (4) excused absences per quarter will be granted. Any additional excused absences must be approved by the Firefighter Intern Program Coordinator.

- I. Requests for an excused absence to attend an unscheduled class or activity must be made with the Shift Officer at least 24-hours before the scheduled shift.
- J. Up to three (3) excused sick shifts per quarter may be granted. Excused sick days do not accrue and are to be used appropriately. Any additional excused sick days must be approved by the Firefighter Intern Program Coordinator. COVID sick time is excluded from this as Interns are required to quarantine.
- K. Firefighter Interns may not work shifts that require more than 48 hours of continual time on-duty.
- L. Interns are expected to maintain training levels and must complete all mandatory compliance training as outlined below:
 - 1. All Interns must attend nine (9) out of twelve (12) drills each quarter.
 - a. Four (4) of those drills must be Thursday night drills.
 - b. Interns cannot miss two (2) consecutive drills per quarter unless excused in advance. Any excused absences must be authorized and recorded by the Program Lead.
 - 2. Interns must attend at least one (1) live fire training exercise per year (as training opportunities are offered) or have been in a structural fire with IDLH.
 - 3. Interns are responsible for recording their own duty shifts, drills, and public events on CrewSense.

IX. STATION DUTIES AND RESPONSIBILITIES

- A. On-duty Firefighter Interns must report to their assigned stations in uniform, ready for response, at 0800 hours. On-duty personnel may not leave the station grounds without permission from the Shift Officer.
 - 1. Interns shall be assigned as follows:
 - A maximum of three (3) Non-Resident Interns at Station 361
 - Resident Interns at Station 365
 - A maximum of three (3) Resident Interns at Station 363
- B. On-duty personnel are expected to respond to all emergency incidents. Personnel are responsible for making sure they carry or remain in audible range of a District pager or other alerting device. On-duty personnel may not engage in any activities that limit their ability to immediately respond to an emergency.
- C. Each Firefighter Intern is expected to participate in the routine activities of their assigned shift (e.g., cooking duties, chores, physical fitness training).

- D. Firefighter Interns who are unable to complete their daily assignments due to school priorities must notify their Shift Officer. Failure to appear for shift assignments and/or to appropriately notify their Shift Officer of necessary absences should be reflected in the Firefighter Intern's monthly evaluation and may be cause for dismissal from the Firefighter Intern Program.
- E. Firefighter Interns who have completed all of their assigned shift duties are expected to work on their studies.
- F. Resident Interns are expected to maintain station apparatus and perform station duties for the upkeep and maintenance of the station.

X. PERSONAL APPEARANCE AND UNIFORMS

- A. Firefighter Interns are expected to maintain grooming standards as outlined in SOG's, and to maintain their uniforms in presentable condition at all times.
- B. Uniforms will be consistent with the career duty uniforms and will be purchased and provided by the District.

XI. LEAVES OF ABSENCE

- A. Extended Leave: Firefighter Interns are responsible for identifying scheduling conflicts affecting their shifts. Firefighter Interns needing an extended period of time off must make the request in writing (for which email is acceptable) *prior* to the leave period and submit it to the Firefighter Intern Program Coordinator for approval. Extended leave justifications may include, but are not limited to:
 - 1. EMT recertification training.
 - 2. Approved assignments or classes that will conflict with scheduled shifts.
 - 3. Illness of self or immediate family member.
 - 4. Death in the family.
 - 5. Other personal problems (case-by-case basis).
 - 6. Military assignment.

XII. BENEFITS, TRAINING, EDUCATION, AND EXPENSE REIMBURSEMENT

Firefighter Interns may be eligible for training, conference, education, and other program related expenses. Expenses will be paid in advance or reimbursed according to the procedures outlined below. The Firefighter Intern is responsible for submitting complete and accurate requests. The Firefighter Intern Program Lead is responsible for budgeting for the Intern Program annually.

- A. Benefits:
 - 1. All Interns will receive benefits equal to that of Volunteers, including LOSAP as outlined in section XIII.
- B. Training:
 - 1. Requests to attend training, conferences, and other arrangements shall be submitted to the Program Lead. Completed forms and supplemental paperwork should be forwarded to the Firefighter Intern Program Coordinator for approval. Interns who make arrangements prior to receiving approval may be responsible for all costs incurred.
 - 2. Approval of out-of-state training opportunities is very limited; however, requests may be submitted to the Firefighter Intern Program Lead and will be evaluated on a case-by-case basis.
- C. Education:
 - 1. Firefighter Interns are eligible for tuition reimbursement for courses taken towards an associate degree in fire protection technology, fire science, EMT, EMTA, EMTP, or closely related field, from a program granting academic credit for participation in the Firefighter Intern Program. An approved Education Development Plan (see VII. Section C1) must be completed by February 1st of each year and approved by the Program Coordinator and CFO for budgeting purposes.
 - 2. Firefighter Interns who have completed an associate degree prior to enrolling in the Internship Program (fire protection technology, fire science, EMT EMTA, EMTP, or closely related field) will work with the Firefighter Intern Program Lead to develop an alternate Educational Development Plan. Classes are available at an identified Community College for work study if a degree has already been obtained. The District will not provide tuition reimbursement for courses taken towards a bachelor's degree unless approved by the Program Coordinator and Fire Chief.
- D. Expense Reimbursement
 - 1. Must request approval from the Firefighter Intern Program Coordinator prior to making purchases for which they will seek reimbursement. Interns shall provide anticipated class schedules to the Coordinator at the beginning of each term.
 - 2. Reimbursements are not available to Interns who do not maintain a GPA above 2.0 or who fail to follow all SOGs as set forth by the District.
 - 3. All education and living expense reimbursements require the submission of a reimbursement request packet, which contains the reimbursement

request form, valid receipts for purchases, final passing grades in the form of a transcript, reimbursement breakdown (excel spreadsheet), and proof of payment for classes and books. The validity of receipts will be determined by the CFO, but are anticipated to include purchases for gas, food, and school expense. Any receipts for purchases other than food and fuel must contain a reason for purchase, i.e. "for EMT class".

Reimbursement packets must be received with complete and accurate information within thirty (30) days after the end of the quarter in order to qualify. Receipts that do not fall within the appropriate quarter will not be considered.

4. Classes that receive a final letter grade of a C or above shall be considered passing and part of the reimbursement total. All claims must be submitted to and approved by the Program Coordinator. Claims will be forwarded to the CFO.
5. Interns with financial hardships may submit a request in the form of a formal letter for school funding through a Division Chief. If approved, the District will elect to pay for the class up front, directly to the school. If the Intern does not pass the class or fails to complete the class, any amount paid by the District that is non-refundable by the school will be reimbursed by the Intern directly to the District. Any funds not reimbursed to the District will be turned over to collections.
6. The Intern Firefighter Program budget line (#6132) is not to exceed the budgeted amount for the year. If the budgeted amount is reached, any future reimbursements will be declined until the next budget cycle.
 - a. Resident Interns:
 - Resident Interns at Station 361, Station 363, or Station 365 shall receive up to \$10,000 reimbursement for the fire protection technology, fire science, EMT, EMTA, or EMTP program tuition and books and also up to an additional \$750 reimbursement per quarter for approved living expenses, such as food, fuel, and other school expenses.
 - b. Non-Resident Interns:
 - Interns on shift that are enrolled in the fire protection technology, fire science, EMT, or EMTA will be reimbursed up to \$2,000 per term, not to exceed \$8000 total, for tuition and books and also up to an additional \$300 reimbursement per quarter for approved living expenses, such as food, fuel, and other school expenses.
 - Interns enrolled in an EMTP program will be reimbursed up to \$2,000 per term, not to exceed \$10,000 total, for tuition and books and up to an additional \$300

reimbursement per quarter for approved living expenses, such as food, fuel, and other school expenses.

XIII. LENGTH OF SERVICE AWARD PROGRAM (LOSAP)

- A. Interns shall receive LOSAP credit as follows:
1. Tier 1: If you are in compliance with this SOG for the current year, your LOSAP account will be credited \$700.00.
 2. Tier 2: If you are in compliance with this SOG AND you respond on 84 hours of calls for the current year, your LOSAP account will be credited \$1,000.00.
 3. Tier 3: If you are in compliance with this SOG AND you respond on 96 hours of calls for the current year, your LOSAP account will be credited \$1,200.00.
 4. Tier 4: If you are in compliance with this SOG AND you respond on 108 hours of calls for the current year, your LOSAP account will be credited \$1,600.00.

XIV. CORRECTIVE ACTION

- A. Corrective action will be conducted per District SOG numbers.
- B. Authority for Corrective Action:
1. Shift Officers are allowed to provide coaching and counseling while carrying out their routine assignments and tasks.
 2. Corrective action investigations and action may occur only after consulting with the on-duty Chief Officer and Firefighter Intern Program Lead.
 3. The Program Coordinator must be contacted if corrective action goes beyond a written warning.

XV. SEPARATION

Firefighter Interns voluntarily separating from the District should do so via the Firefighter Intern Program Coordinator by submitting a formal letter, in order to ensure that all paperwork is completed, and all District property including learning materials and uniforms has been returned utilizing the introduction check list.

APPROVED:

James X. Davis
FIRE CHIEF

Canby Fire District Education Development Plan



Name: _____

List all classes, credits, and estimated costs below for each term:

Fall Term:

CLASS	CREDITS	COST
Totals for Term		

Expected Resident Status: Resident (circle one: ST361, ST363, ST365) Non-Resident

Winter Term:

CLASS	CREDITS	COST
Totals for Term		

Expected Resident Status: Resident (circle one: ST361, ST363, ST365) Non-Resident

Spring Term:

CLASS	CREDITS	COST
Totals for Term		

Expected Resident Status: Resident (circle one: ST361, ST363, ST365) Non-Resident

Summer Term:

CLASS	CREDITS	COST
Totals for Term		

Expected Resident Status: Resident (circle one: ST361, ST363, ST365) Non-Resident

Total Estimated : __\$_____

Signature of Intern: _____ Date: _____

Signature of Company Officer: _____ Date: _____

Signature of Intern Program Coordinator: _____ Date: _____

Canby Fire District

Reimbursement Request



Name: _____

Rank: _____

For Resident Interns, list your station: _____

What are you requesting reimbursement for?

- College Expenses
 Living Expenses
 Fuel
 Other (specify below)

Other:

For college expenses, please provide your term and the program you are in. For food and fuel reimbursement, please provide the quarter.

Term: _____ Program: _____

Quarter: Q1 (Jan – Mar)
 Q2 (Apr – Jun)
 Q3 (Jul – Sep)
 Q4 (Oct – Dec)

Reimbursement Request Amount: __\$_____

Intern Guide:

Residents:	<i>Tuition and Books</i>	<i>Receipts</i>
Fire Protection Technology or Fire Science	Up to \$10,000 with submission of a final passing grade (C or above) and proof of payment.	Up to \$750.00 per quarter for approved living and school expenses. Must submit valid receipts for purchases.
EMT, EMTA, or EMTP	Up to \$10,000 with submission of a final passing grade (C or above) and proof of payment.	Up to \$750.00 per quarter for approved living and school expenses. Must submit valid receipts for purchases.

Non-Residents:	<i>Tuition and Books</i>	<i>Receipts</i>
Fire Protection Technology, Fire Science, EMT, or EMTA	Up to \$2,000 per term with submission of a final passing grade (C or above) and proof of payment, not to exceed \$8,000 total.	Up to \$300.00 per quarter for approved living and school expenses. Must submit valid receipts for purchases.
EMTP	Up to \$2,000 per term with submission of a final passing grade (C or above) and proof of payment, not to exceed \$10,000 total.	Up to \$300.00 per quarter for approved living and school expenses. Must submit valid receipts for purchases.

Signature of Requestor: _____ Date: _____

Approval of Program Coordinator: _____ Date: _____

Approval of Chief Financial Officer: _____ Date: _____

Payment Entry Information

Check #: _____ Check Date: _____ AP Signature: _____

Total Reimbursed Since Start at CFD: __\$_____

Canby Fire Observation Report

Observable Behavior Comments w/ Category Number

Supporting comments must be provided for each # Category rated above or below #3 Meets Expectations

Comments:

Total Shift Hours of Training:

Total Shift Hours of Self-Study Training:

Comments:

Intern Comments:

Intern being evaluated

Date

Company Officer

Date

Chief Officer

Date

DC of Training (when directed by guideline)

Date