

9.35 STUDENT FIREFIGHTER PROGRAM

- 9.35.1** The purpose of the Student Firefighter Program is to provide an opportunity for potential career firefighters to gain experience and knowledge by working with the members of the Estacada Rural Fire District. This program also provides the District with personnel to assist in accomplishing its mission. Students in the program must adhere to this policy and follow orders given to them. This is an educational program and is not intended to replace regular department members. Student Firefighters are not considered to be employees of the District and there is no guarantee of possible future employment with the District.
- 9.35.2** The Training Officer shall have the responsibility of administering, monitoring, and periodically evaluating the student program.
- 9.35.3** The Training Officer or his designee will have the responsibility of student recruitment, assignment of student training, and retention of student education and training records. He will also act as liaison between the colleges and students.
- 9.35.4** Daily work assignments and training shall be the responsibility of the shift officer or acting officer.
- 9.35.5** Six (6) month student evaluation/progress reports will be performed by the shift officer, discussed with the student, and forwarded to the Training Officer.
- 9.35.6** Student Duties and Responsibilities include but are not limited to the following:
- 9.35.6.1 Keep apparatus clean and in a constant state of readiness, make daily inspections and perform necessary maintenance and repairs.
 - 9.35.6.2 Perform housekeeping and maintenance duties.
 - 9.35.6.3 Assist in fire extinguishment as directed, depending on level of training.
 - 9.35.6.4 Teaching minimum of 1 class per month (training officer's choice of subject, audience, and time).
 - 9.35.6.5 Attends classes for fire suppression techniques and EMS and other related subjects.
 - 9.35.6.6 Perform emergency life support functions to their level of EMS certification.
 - 9.35.6.7 Participate in community education programs and public relation events.
 - 9.35.6.8 Perform other duties as assigned.

9.35.7 Student Firefighter Code of Conduct

- 9.35.7.1 Students will conduct themselves in a manner acceptable to this department and follow the same rules and regulations that govern District personnel. (i.e.: behavior, physical appearance, cooperation, etc.)
- 9.35.7.2 Students will be subject to all applicable department standard operating guidelines, rules, regulations and policies. Students may be released from the program at any time if these rules are not followed, without expectation of due process.
- 9.35.7.3 Failure to comply with any of the criteria required for placement in this program may result in termination from the program.
- 9.35.7.4 Students are requested to notify their shift officer one month prior to discontinuing participation in this program. This notification will help provide ample time for the selection of a replacement.
- 9.35.7.5 Students will be under the direct supervision of the shift officer or acting officer. Cooperation with department personnel in completing assigned tasks is expected at all times.

9.35.8 Student Firefighter Requirements

- 9.35.8.1 Student must be 18 years of age by date of enrollment in the program.
- 9.35.8.2 Students must be enrolled in approved fire or medical related classes.
- 9.35.8.3 Students must possess a NFPA Firefighter I certificate, or must submit a letter from a fire department training officer or college official stating that they have completed the requirements for FF I.
- 9.35.8.4 Students must be enrolled in at least six (6) credit hours per term for three (3) of the four (4) terms or complete a minimum of eighteen (18) credit hours per school year.
- 9.35.8.5 Students must maintain a 2.5 grade point average with an acceptable attendance record. Each student will provide his/her shift officer with a copy of his/her grade transcript, which will then be forwarded to the training officer to remain part of the Student's training file.
- 9.35.8.6 Students must provide copies of their course schedule to their shift officer and training officer for placement in their training file. Students shall discuss their schedule for classes prior to the beginning of the term with the shift officer and training officer.

- 9.35.8.7 Before entering the program all students are required to have a complete physical examination and pass the physical ability test.
- 9.35.8.8 Students must pass a background check, which will include driving record and criminal background checks.
- 9.35.8.9 An application process will be used to select qualified candidates for the program. Applicants who have successfully completed their entire probationary year as a Estacada volunteer firefighter may be given preference for acceptance into the program.
- 9.35.8.10 Attend and gain a minimum of First Responder certification within first year, if not already in possession.
- 9.35.8.11 Students must pass the Estacada Fire District protocol test within the first three months of the second year.
- 9.35.8.12 Students must obtain their Haz-Mat First Responder certification by the end of their first year.
- 9.35.8.13 Students must complete their Wildland Interface Firefighter certification by the end of their second year.
- 9.35.8.14 When the student passed their first year requirements to move onto their second year; the student will begin and must complete the NFPA firefighter II task book by the end of the program.

9.35.9 Work Schedule Students shall be assigned to a 24 on/48 off shift, with time off allowed for classes, and are required to immediately return to their shift when class is over. If possible, Students should avoid scheduling classes on their regularly assigned shift.

9.35.10 Time Off Students will be allowed six unpaid shifts off per year and six trade days that must be paid back. For those who participate in the program less than a year, time off will be calculated on a prorated basis. Time off shall include sick leave time but not time off for school. Additional time off may be considered on a case-by-case basis. Requests for time off should be made to the fire chief at least (2) Two weeks before the requested day off. Copies of approved time off requests should be returned to the student, who will forward them to the shift officer and the training officer. Excessive time off requests may result in termination from the program.

9.35.11 Reimbursement As of January 1, 2008, the District will provide a choice of a taxable stipend or an educational reimbursement. Under Internal Revenue Code 132(d), allowable expenses for educational reimbursement include: tuition, books, supplies and equipment required as part of their courses, which directly relate to the career of a firefighter/EMT, and meals, lodging, or transportation directly related to same. Unused portions of payments are to be returned to the District. Courses that could qualify a student firefighter for a new trade or business, unrelated to a fire/EMS career, are not reimbursable. Students receiving educational reimbursement shall submit copies of statements or receipts to verify that those expenses occurred. A student leaving the

program part way through the month will be reimbursed a prorated amount of actual expenses that month, or in the case of a taxable stipend, a prorated amount based on how many shifts were worked in that month. This stipend may be paid as a scholarship to the student through a college.

Reimbursement

1-6 months \$375.00

7-12 months \$450.00

After 1 year \$500.00

The following Incentives apply upon successful completion of six months:

District approved EMT-B - \$50.00

District approved Light Vehicle Operator - \$25.00

District approved NFPA Firefighter II - \$25.00

9.35.12 Estacada Volunteers Students who are also volunteers for the District will be eligible for alarm or drill reimbursement for any calls or drills occurring during their shift.

9.35.13 Length of Term The maximum length of a student firefighter's term will be two years from date of entry into the program. You will be eligible to apply for lateral position as a volunteer firefighter pending approval from the Fire Chief or his designee.