

# SOG 407

## East County Fire & Rescue Internship Program

Updated: 3-23-2017

The purpose of this guide is to define the term Intern and to provide reasonable and measurable requirements for attaining and maintaining the personnel status of Intern with East County Fire & Rescue (ECFR).

### I. Definition

Interns shall be considered student firefighters in an advanced program pursuing an emergency service oriented career or have completed the ECFR recruit academy.

### II. District Statement

It is the intent of the District to enter a mutually beneficial relationship between a limited number of qualifying individuals on an annual and ongoing basis creating an environment conducive to an internship program. Furthermore, it is recognized that by the establishment of said internship program, the District will be enhancing its current and future service level, by cooperating with other established advance training programs and respective institutions.

### III. Requirements

#### A. *Intern Program*

1. Currently enrolled in a recognized, fire or EMS related educational program (e.g. pursuing a degree in Fire Protection, Para-medicine, etc.).
2. A written explanation of expectations from the appropriate educational program director must be provided (e.g. number of contact hours, planned objectives, etc.).
3. Provide the District assigned supervisor, any required documentation of compliance paperwork supplied by the educational program director.
4. Meet any requirements placed by the respective educational program/institution. Example: register at the college, return of supervisor's evaluation, etc.

#### B. *Pre-assignment*

1. Possess a current Washington State EMT B Certificate.

2. NREMT Certification or Out-of-state Certifications will be considered. You will be required to show proof of EMT B certification. Washington State Certification will need to be obtained within 90 days of the first day of Internship.
3. Provide documentation indicating completion of Firefighter I skills training or equivalent.

**C. Assignment**

1. Report for duty, as assigned (typically this will be 24 hour shift, one on - two off).
2. Function, as instructed, as an entry-level probationary firefighter.
3. The expectation will be for the Intern to carry out all commands as would be expected of any District at the probationary level. This would include emergency services (fire suppression, EMS, Hazardous Material Operations, etc.) and general service consistent with stated organizational goals and objectives (daily routine, training, public education, etc.), and other related areas assigned by your mentor/officer.

**D. Supervision**

1. The District will not assign/accept any interns more than the number of line personnel. This will ensure that a supervisor-to-intern ratio of 1:1 will not be exceeded. It is fully recognized that District career personnel may have other members under their respective command, considering nationally recognized span of control ratios. Ratios of supervision will be considered for both emergency and non-emergency operations.
2. Assigned supervisors will give special, personalized, one-on-one attention, as required, to assist the intern in obtaining and maintaining fire fighter skills.
3. The assigned Supervisor and Intern will jointly establish at least 8 Fire Fighter related objectives each quarter. The assigned Supervisor will review the Intern's career development in the form of a Personnel Performance Evaluation at the end of each quarter. A copy of the Evaluation shall go to the Training Officer. Correction of deficiencies will be at the discretion of the Training Officer and the Supervisor. Interns can be terminated if they fail to meet the expectations of the district.
4. Interns are subject to disciplinary action up to and including termination for violation of any established rules and regulations, and/or District policies.

**E. Term**

1. The Intern is expected to serve a minimum of one year.

## ***F. Competency***

1. The Intern shall be expected to meet all training requirements common to volunteer and career firefighters.
3. The Intern will be expected to complete an ECFR Firefighter Task Book within six months of their start date.
4. Evaluation of firefighter knowledge, skills and ability will be on-going and non-optional for participation by the Intern.
5. The Intern will be expected to fulfill all duties and responsibilities, as described, in the District's written job description for firefighter.
6. Interns will be encouraged to become IFSAC Firefighter I certified.
7. The Intern will be required to pass the quarterly Performance Evaluation throughout the Internship.

## **IV. Insurance**

Interns will be covered under the State of Washington's BVFF insurance.

## **V. Financial Considerations**

### ***A. Uniform Allowance***

1. Protective clothing for structural firefighting, meeting NFPA standards, will be provided.
2. Dress uniform consisting of two pair of trousers, two dress shirts, one sweatshirt, two T-shirts and one black belt will be provided. Interns will be expected to wear black footwear at his/her own expense.

### ***B. Compensation***

Interns will receive reimbursement per ECFR's Operational Guide 401.

### ***C. College Tuition Reimbursement***

Interns are eligible to receive an educational incentive for tuition.

- The Intern must provide a receipt of college tuition costs and maintain a 2.5 or above grade point average (GPA).
- Upon receipt of the GPA and the tuition costs, the District will reimburse the student up to \$750 quarterly as the budget allows.
- The Intern must meet all activity requirements throughout the term that the reimbursement is requested.
- Up to \$3000 for tuition will be allotted for each Intern per year.
- Interns are encouraged to move to a shift volunteer position after completion of Internship.

## **VI. Fire Fighter Intern Duties and Expectations**

Firefighter Interns are expected to assume the responsibility of a few basic duties when reporting for duty. These duties are as follows:

1. Report to appropriate post on time and in button up uniform. Dress down shall be at the discretion of the officer on duty after business hours. Late or no shows will not be tolerated. Direct contact with the shift supervisor is expected prior to being late or calling in sick.
2. PPE must be staged and ready to go immediately on arrival. If an apparatus is to be staffed that apparatus shall have crew passports installed.
3. Appropriate first out apparatus must be inspected prior to any other activities. Apparatus on the inspections schedule shall be inspected as part of the daily plan.
4. House chores (vacuum, mop, garbage, counters, kitchen, dishes, windows etc.

Further activities shall be coordinated with direct supervisor.

Each day shall have an objective set forth by the intern to pursue new learning of a planned subject. This should be in an outline format in writing. Interns shall keep a full size log book during the course of their internship.

At least one practical training drill shall be completed per shift.

Physical training/exercise shall be completed during each shift. PT is a priority.

Daily documentation of duties performed shall be completed and retained in a personal file.

## **Intern Program Outline**

### **Pre-requisite Requirements:**

Firefighter I knowledge level (LCC, PCC, Clark College, Cadet, ECFR Academy, Or other Recognized Programs)

Minimum EMS Training (Active Washington State EMT-B, Active NREMT)

Enrolled in a Recognized Fire Science, Paramedic, or related program

Successful Completion of the General Knowledge Exam

Successful Completion of the Physical Agility

Valid Drivers License

Background Check, including driving record

Medical Physical

**\* Need to have the respiratory program questionnaire filled out and returned to the Dr. office at the time of the physical.**

### **Orientation:**

Program Expectations

Command Structure

Administrative Guidelines:

Harassment

Uniform

Passport Accountability

Safety

Hazard Communication

Cleaning Procedures and Expectations

### **Tasks to be Completed Prior to Shift Assignment:**

Respiratory Clearance

SCBA Fit Test

TB Mask Fit Test

TB Documentation

HBV Documentation

Flu Vaccination

## **Tasks to be Completed within the first 30 Days:**

Apparatus Memorization

Maps

Radio Use

Understanding of 24 hour time reporting

SCBA Refill Procedure

Hydrant Operations

Advancing and Hose Reloading Operations

SCBA Practical Applications

Procedure for filling out proper Agency Documentation