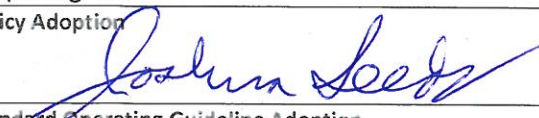





East County Fire and Rescue Standard Operating Guidelines

Title Step Program	SOG # 1.2.8
Policy Adoption 	Date 11/5/2024
Standard Operating Guideline Adoption 	Date 11/5/2024

Purpose

The purpose of the East County Fire and Rescue Step Program is to provide for development of requisite knowledge and skill for firefighters and captains as well as a foundation for continuing professional development (ECFR & Local 2444). The step program provides a starting point for firefighter and officer professional development that is aligned with the district's organizational values of integrity, compassion, professionalism, and equity with a focus on the district's vision of continuous improvement.

Scope

This SOG applies to district members represented by Local 2444 International Association of Firefighters (IAFF).

Policies

East County Fire and Rescue has adopted the following policies related to advancement from (probationary) 4th Class to 1st Class Firefighter and Captain:

- Consistent with our values of professionalism and equity and vision of continuous improvement, the district supports and encourages professional development of all members to improve the quality of service provided to the community and safety of our members.
- The requirements for advancement from (probationary) 4th Class to 1st Class Firefighter and 4th Class to 1st Class Captain are detailed in the collective bargaining agreement between the district and Local 2444 IAFF (ECFR & Local 2444).
- Training for members to advance from (probationary) 4th Class to 1st Class will be provided at no cost to the individual member.
- Educational requirements (college credits or degree completion) will be supported by the educational assistance and/or incentive programs provided for in the collective bargaining agreement.
- Continuing education requirements for qualifications that are required to be maintained for the duration of employment by the district will be provided at no cost to the members.

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- The step program provides a defined patch for initial professional development at the ranks of firefighter and captain but does not serve as an endpoint. 1st Class Firefighters and captains are expected to continue their professional development throughout their career.

Procedure

The following procedures outline how members progress from 4th Class to 1st Class at the ranks of firefighter and captain.

Documentation

Advancement from 4th Class to 1st Class within the ranks of firefighter and captain requires documentation that the individual member has met the requirements specified in this SOG and related MOU between the district and Local 2444.

- Documentation of requirements for 4th Class Firefighter must be provided to the district’s administrative specialist prior to the member’s start date.
- Documentation that the member has met the requirements for advancement from step-to-step (apart from duration of employment by the district) must be provided to the district’s administrative specialist prior to advancement to the next step.
- The district will maintain copies of all certifications required by the step program. In the case of certifications that must be maintained for the duration of employment by the district, members must provide current copies of certification documents prior to the expiration date of the previous certification.

While the district maintains copies of all required certifications, members are encouraged to maintain a personal file containing all original certification documents.

Requirements for Firefighter

Individuals hired by the district as full-time firefighters must provide documentation that they meet the requirements for 4th Class Firefighter prior to hire except for certification as a Washington Emergency Medical Technician-Basic (EMT-B). To be certified in Washington, an individual must have an agency affiliation with a Washington emergency medical services (EMS) agency. Individuals who have National Registry of EMT’s certification or EMT certification from another state where reciprocity can be gained by testing, the district may specify a specific window of time during the probationary period in which Washington EMT certification must be obtained.

Table 1 details the step program requirements for advancement from (probationary) 4th Class Firefighter to 1st Class Firefighter.

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Table 1. Step Program Requirements for Firefighter

Rank & Class	Requirements
Firefighter 4 th Class (Pre-Hire)	<p>High School Diploma (or General Education Diploma (GED))</p> <p>Washington Class C Driver's License (must be maintained for the duration of employment)</p> <p>International Fire Service Accreditation Congress (IFSAC), Pro Board, or Oregon Department of Public Safety Standards and Training (DPSST), or other state certification based on National Fire Protection Association Standard 1001 Firefighter I</p> <p>IFSAC, Pro Board, or Oregon Department of Public Safety Standards and Training (DPSST) Hazardous Materials First Responder Operations¹</p> <p>Washington Emergency Medical Technician-Basic (must be maintained for the duration of employment)</p>
Firefighter 3 rd Class	<p>One year of service as a firefighter with ECFR.</p> <p>Completion of Probationary Firefighter/EMT and Apparatus Operator Task Book. NIMS ICS 700 & 100.</p> <p>Blue Card Type IV Incident Commander (must be maintained for the duration of employment). This requirement is effective 1/1/2025.</p> <p>Wildland Firefighter Type 2. This requirement is effective for members hired after 5/1/2023 and will become effective for incumbent firefighters hired prior to 5/1/2023 on 1/1/25.</p> <p>Rope Rescue Operations & Swift Water Rescue Awareness Level Qualification. This requirement is effective 1/1/2025.</p> <p><i>These qualification and certification requirements must be met to successfully complete probation and advance to Firefighter 3rd Class.</i></p>
Firefighter 2 nd Class	<p>Two years of service as a firefighter with ECFR. This requirement is effective 1/1/2024.</p> <p>Completion of Firefighter 3rd Class Task Book. This requirement is effective for members hired after 5/1/2023.</p> <p>IFSAC or Pro Board, or Oregon Department of Public Safety Standards and Training (DPSST), or other state certification as a Firefighter II.</p> <p>IFSAC or Pro Board, or Oregon Department of Public Safety Standards and Training (DPSST), or other state certification as an Instructor I.</p> <p>NIMS ICS 200.</p>

National Wildfire Coordinating Group (NWCG) certification is limited to Wildland Firefighter Type 2 due to current limitations in deployment and ability to complete task book requirements higher levels of qualification. However, members are encouraged to pursue these qualifications where possible.

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Table 1. Step Program Requirements for Firefighter (continued)

Rank & Class	Requirements
Firefighter 1 st Class	<p>Three years of service as a firefighter with ECFR This requirement is effective 1/1/2024.</p> <p>Completion of Firefighter 2nd Class Task Book. This requirement is effective for members hired after 5/1/2023.</p> <p>Emergency Medical Services (EMS) Ongoing Training and Evaluation Program (OTEP) Evaluator (must be maintained for the duration of employment). This requirement is effective 1/1/2025.</p> <p>A minimum of 16 lower division general education college credits (inclusive of writing, health, math, arts and letters, social sciences, science, computer science). Members with an Associates or Baccalaureate Degree also meet this requirement. This requirement is effective 1/1/2024.</p>

1st Class Firefighters are encouraged to continue their professional development by beginning work on the requirements for captain. Even if firefighters do not aspire to promotion, this continued professional development will build knowledge and skills that will be helpful when working out of class in the absence of a captain.

Requirements for Captain

Table 1 details the step program requirements for advancement from (probationary) 4th Class Firefighter to 1st Class Firefighter.

Table 2. Step Program Requirements for Captain

Rank & Class	Requirements
Captain 4 th Class (Pre-Promotion) Lieutenant 2 nd Class	<p><i>All Current Requirements specified for 4th through 1st Class Firefighter</i></p> <p>Three years of service as a firefighter with ECFR. This requirement is effective 1/1/2024.</p> <p>Completion of the Firefighter 1st Class Task Book. This requirement is effective for members hired after 5/1/2023.</p> <p>IFSAC or Pro Board, or Oregon Department of Public Safety Standards and Training (DPSST), or other state certification as a Fire Officer I. This requirement is effective 1/1/2025.</p>
Captain 3 rd Class Lieutenant 1 st Class	<p>One year as a Captain with ECFR.</p> <p>Completion of Probationary Captain Task Book. This requirement is effective for members promoted to captain after 1/1/2024.</p> <p>IFSAC or Pro Board, or Oregon Department of Public Safety Standards and Training (DPSST), or other state certification as a Fire Officer II.</p> <p>Hazardous Materials Incident Commander Certification.</p>

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Table 2. Step Program Requirements for Captain (continued)

Rank & Class	Requirements
Captain 2 nd Class	<p>Two years as a Captain with ECFR.</p> <p>Completion of Captain 3rd Class Task Book. This requirement is effective for members promoted to captain after 1/1/2024.</p> <p>NIMS ICS 300.</p> <p>IFSAC or Pro Board, or Oregon Department of Public Safety Standards and Training (DPSST), or other state certification as an Instructor II. This requirement is effective for members promoted to captain after 1/1/2026.</p>
Captain 1 st Class	<p>Three years as a Captain with ECFR.</p> <p>Completion of Captain 2nd Class Task Book. This requirement is effective for members promoted to captain after 1/1/2024.</p> <p>Two-year degree or matriculation as a junior in a Baccalaureate Degree program. This requirement is effective 1/1/2024.</p> <p>Fire Officer Designation through the Commission on Professional Credentialing. This requirement is effective 1/1/2024.</p>

1st Class Captains are encouraged to continue their professional development by continuing their training and education by completing a Baccalaureate Degree and/or completion of the National Fire Academy Managing Fire Officer Program.

References

East County Fire and Rescue. (2024). Board minutes October 1, 2024. [Adoption of Purpose, Policy, and Scope of *SOG 1.2.8 step program*] Camas, WA: Author.

East County Fire and Rescue & Local 2444 International Association of Firefighters (IAFF). (2024). *Agreement between East County Fire and Rescue and East Clark Professional Firefighters International Association of Firefighter (IAFF) Local #2444 and East County Fire and Rescue January 1, 2-25-December 31, 2027*. Camas, WA: Authors.

