

STAFF REPORT

DATE: June 19th, 2019
TO: Board of Directors
FROM: Matthew Slusher, Acting Battalion Chief
SUBJECT: Firefighter Internship and Incident Deployment Rules of Engagement



RECOMMENDATION

It is the recommendation of staff that the Newcastle Fire Protection District adopts both Policy Number 4-012 and 2-025 with the updated and included methodology to best staff The Fire District and generate revenue, while providing resources when possible to the local, state and federal mutual aid system. Additionally, give direction to the Fire Chief and staff to hire and assign three (3) Intern Firefighters to best staff our community and provide the highest likelihood of readiness and preparedness to support and respond as part of the regional, state and federal mutual aid system.

EXECUTIVE SUMMARY

The Newcastle Fire Protection District has long enjoyed the ability to support the mutual aid system and provide staff with additional experience found valuable in serving the citizens and constituents of the greater Newcastle area. As the need for emergency responses and emergency responders has increased, staff has worked diligently providing the needed response with two (2) paid firefighters and occasionally with additional staffing such as, volunteers and student firefighters. In order to continue providing a response to mutual aid incidents The District must consider adding additional staffing all while maintaining fiscal prudence and departmental health.

BACKGROUND / ANALYSIS

A review of the current Intern Firefighter Program revealed that we were compensating our interns at half the reimbursement of our neighbors making it difficult for recruitment and retention of these coveted academy graduates. Additionally, without a thorough methodology and implementation of an Incident Deployment Rules of Engagement Policy, it has made it difficult on staff and administration to uniformly provide leadership and direction on the status and stance of Newcastle's ability to participate at a moment's notice, as required by the Western Placer County Fire Chiefs' Placer County Mobilization Guide.

ALTERNATIVES

The District may choose to for-go reviewing and updating the Intern Firefighter Program. The District may also choose to not adopt and implement an Incident Deployment and Rules of Engagement Policy leaving the Fire Chief and staff to implement both in and out of county responses as deemed appropriate by the Duty Officer as is currently the modus operandi.

By not adopting and implementing one or both policies it is anticipated that The District will have an increasingly difficult time staffing and responding to in and out of county incidents potentially decreasing unanticipated revenue.

FISCAL IMPACT

See Attached Policies for Fiscal Implications

Respectfully submitted,

Matthew Slusher, Acting Battalion Chief

**NEWCASTLE FIRE PROTECTION DISTRICT
POLICY MANUAL: JOB DESCRIPTIONS**

POLICY TITLE	INTERN FIREFIGHTER PROGRAM	ADOPTED 11/15/2017
POLICY NUMBER	4-012	DRAFT 6/19/2019

PURPOSE

To help Regional Fire Academy graduates achieve their required time in service to obtain a California State Firefighter 1 Certificate, while also augmenting the District's firefighting staff, and assist with additional engine staffing (third person only).

SCOPE

This is a limited term position with the District (non-renewable). The District will provide the Intern with the opportunity to obtain the "time of service" as an active Firefighter to complete their State Fire Marshal, Firefighter 1 Certification. Interns will need to complete a minimum of up to 1400 hours of volunteer time, ~~or 12-6 months~~ with the District to meet the state certification requirements. The Intern Firefighter is an "at will" position and Interns may be released at the discretion of the District at any time.

Note: Upon completion of the Firefighter 1 Certification the Internship shall be terminated; however, the Intern Firefighter with an average or better performance evaluation may request formally in writing a change of classification, e.g. Volunteer Firefighter or, if qualified, Part-Time Employee. Each request for a change of classification shall be reviewed on a case-by-case basis., ~~and with the approval of a Captain and the Fire Chief, the intern may be allowed to continue as a volunteer of the fire district to obtain driver/operator training and experience.~~

REQUIREMENTS

Interns must have a Certificate of Completion from any Accredited Regional Fire Academy, a valid CPAT by time of appointment, EMT-B, HAZ MAT FRO, S190, and S130 (or CAL FIRE 67hr).

Interns will be live scanned once approved for a position.

Interns will complete a Basic Training Task Book and review all District SOGs and Policies before staffing an engine.

Interns will complete the designated training assignments on TargetSolutions.

DISTRICT to PROVIDE:

- Full Structural and Wildland personal protective gear (except wildland boots-see below)
- All Risk Training, minimum of 2 hours per shift
- C.E.'s for EMT recertification
- ~~Four~~ District T-shirts and Class B uniform

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INTERN FIREFIGHTERS to PROVIDE:

- Additional Class B uniforms/T-shirts etc.
- NFPA 1977 compliant wild land boots (8 inch leather, with lug sole)

DESCRIPTION/DUTIES:

- Interns will be assigned to a shift as the third person of the engine company (Interns cannot replace regular staffing). After the Intern is assigned, they will complete all required initial district training, such as; basic firefighter task book, policy and SOG review, SCBA training, station orientation, etc., before responding to incidents.
- Interns will have an "Intern Training Task Book" that will need to be completed by the end of the term to receive a signature from the Fire Chief for the State Firefighter 1 Certificate.
- The assigned Captain/Company Officer will conduct a monthly task book evaluation to provide feedback to the Interns to ensure that they are kept on track.
- All PPE and equipment will be left at the fire station when the Intern is not scheduled.

APPLICATION PROCESS:

Intern Firefighters will complete a district application packet and turn it into the District Office. Applications will be forwarded to the Application Review Committee to determine which applicants will be interviewed.

The Application Review Committee and Interview Panel, will consist of the Program Coordinator, a District Captain and Union Representative. In some cases, one person can fill two of the committee or panel positions.

Applications will be reviewed on an as needed basis. Qualified applicants will be invited to an interview process, and an eligibility list will be established.

The District may choose to hold a written test to help in the selection process.

SCHEDULING:

Intern Firefighters will be assigned to a shift. The goal is to have one (1) intern on every day. *At no time will Interns be used for regular or minimum staffing*
The Interns will be responsible for tracking and maintaining their own hours.

END OF TERM:

After the Intern has completed the minimum CSFM requirements for the FF11400 hours or 12-6 months, the Intern must;

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- Turn in a completed Intern Task Book
- Return all issued equipment to the district
- Fill out the State Fire Training Application for State Fire Marshal Firefighter 1 Certificate.
- Receive a signature from the Fire Chief or their designee.
- Mail the form to State Fire Training with the appropriate fees enclosed.

The Intern Firefighter will participate in an exit interview and evaluation. This will allow the District to give a final evaluation of the Intern, as well as the Intern to provide some feedback on the program.

Interns will not participate longer than a twelve (12) month term, regardless of hours completed, to allow the opportunity for other Academy Graduates to participate in the program. (See exception under SCOPE)

COMPENSATION

Interns Firefighters will receive a stipend of ~~\$25~~ \$50 for every 24-hour shift or ~~50~~ \$100 for every 48-hour shift they work.

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POLICY TITLE **INCIDENT DEPLOYMENT RULES OF ENGAGEMENT DRAFT 6/19/2019**

POLICY NUMBER **2-025**

If possible, the District will send an engine company, single resource, or overhead any place, any time, when requested by another agency. Our first priority will always be to maintain minimal acceptable coverage within our home unit. In time of extreme need, the District will deploy, if possible, multiple engine companies, single resources or overhead out of district at the same time.

OPERATIONAL AREA/SURROUNDING OPERATIONAL AREAS

This is typically an initial attack response and may be in the form of a request for single or multiple resource. Placer County Mobilization Guide identifies resources pre designated for in-county deployments. Volunteer and part-time staff may be used to augment personnel as needed and if available. The Duty Chief shall have the latitude to adjust staffing as necessary, both for home unit coverage and deployed resources.

OUT OF COUNTY

1. Minimum staffing will include an ENGB, ENOP, FFT2
2. An Initial Attack Deployment may require a rapid response directly to the scene.
3. An Immediate Need Deployment may require forming up prior to scene and may be Code 2 or Code 3 depending on incident needs.
4. A Planned Need Deployment may be filled with on duty personnel or substituted with off duty personnel based upon agency needs and available staffing
5. The Duty Chief shall have the latitude to adjust staffing as necessary, both for home unit coverage and deployed resources.

PROCEDURE

1. Refer to the Placer County Mobilization Plan for deployment procedures, code of conduct and general information.

GENERAL

1. Personnel responding on a strike team should be prepared to be on assignment for fourteen (14) or more days. Depending on the needs of the district, strike team, employees and county. The Chief may authorize extending the assignment greater than fourteen (14) days, but not to exceed 21 days.
2. While waiting to respond, all personnel will help prepare the unit (i.e.: put ice, drinks

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and food on board. Check for H.T.s, maps, fuel card, motor oil, cell phone, brief case, etc.).

3. The Officer in command of the unit will contact the district on a daily basis when possible, and keep a log of mileage, materials used, expenses, etc. (a logbook is located in the brief case).
4. The ENOP will perform daily checks of the unit and document them according to department procedure (the form is located in the brief case).
5. The crew will act professionally at all times as they are representing the District.

REIMBURSEMENT

1. Volunteer and Firefighter Intern personnel will not be reimbursed, but will qualify for the per diem incidental allowance (see below).
2. District Full-Time personnel will be paid their usual base wage/salary by the district, including overtime (if applicable).
3. Part-time personnel will be reimbursed at their regular rate of pay and overtime (if applicable).
4. All documentation of hours worked and paperwork for reimbursement will be submitted to the District Manager.
5. **PER DIEM INCIDENTAL ALLOWANCE**
All Volunteer and Firefighter Intern personnel will receive a per diem allowance for incidentals at a rate of \$495 per 24-hour period. This per diem rate shall be paid per 24-hour period or any portion thereof that the district is being reimbursed by a local, state or federal agreement. The incidental per diem shall be paid on all days that a Volunteer or Firefighter Intern were not regularly scheduled and compensated by a separate per diem allowance. The incidental per diem shall be paid to both Volunteer and Intern Firefighters committed to a local, state or federal incident or by staff that provides backfill in support of those who are committed to a reimbursable incident.

CONDUCT

1. On incidents, the accepted uniform is the Department Work Uniform. You are expected to maintain professional grooming standards at all times.
2. You are representing The Newcastle Fire Protection District and many people have worked countless hours to build excellence in our reputation. Participation is a

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privilege and you are considered on-duty from the time you leave until you arrive home.

3. Failure to comply with these Rules of Engagement or the Policies and Procedures of The Newcastle Fire Protection District may result in loss of individual resource Red Card privileges and or disciplinary action in accordance with district policy.