

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

POLICY TITLE	INTERN FIREFIGHTER PROGRAM	DRAFT 11/9/2017
POLICY NUMBER	xxx	ADOPTED --/--/----

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 up to 1400hrs of volunteer time, or 12 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, 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
- Two District T-shirts and Class B uniform

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:

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- 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 1400 hours or 12 months, the Intern must;

- 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

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- 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 \$50 for every 48-hour shift they work.