

# **Twain Harte Fire & Rescue**

## **APPARATUS OPERATOR INTERN PROGRAM**

### **Fire Department Overview**

Twain Harte Community Services District's Fire and Rescue Department is located in Tuolumne County within the community of Twain Harte. Twain Harte is an all season resort community close to the varied recreation available in the mountains of the Sierra. The Department works a three shift schedule of 48 hours on and 96 hours off. Twain Harte Fire responds to calls for service within the District boundaries and supports automatic/mutual aid to the greater area of the county and state. Emergency response duties of fire personnel include BLS medical services, structural fire, wildland fire, technical rescue, public service assists and environmental emergencies. Twain Harte Fire has cooperative agreements with surrounding agencies and continuously strives to provide training and cohesive, professional response to all emergencies.

### **Definition:**

#### *Apparatus Operator Intern*

This position will be an advanced level Firefighter position with Twain Harte Fire and Rescue, who will be assigned to one of the three shifts. The Apparatus Operator Intern will be responsible under direction of the Company Officer for operation of Twain Harte Fire and Rescue's apparatus. The Intern will work with the staff on shift and be directly supervised by the Company Officer and indirectly by the Fire Chief.

### **Objective:**

- The intent of the Intern program is to provide work experience and on-the-job training opportunities for individuals pursuing a career in the fire service and to familiarize themselves with the normal day-to-day operations of a Fire Department.
- Provide Intern with the necessary training and skill development to begin developing into competent and qualified Engineer.
- The program has been developed to provide structured personal growth and professional development to the participant.
- The leaning objectives of this program are developed collaboratively with surrounding fire agencies and provide consistency with the numerous other Firefighter Intern programs within the county.
- The training and experience is intended to be challenging, allowing participants in the program to use the experience they gain in similar situations.
- The program will provide an opportunity to the Intern to develop the knowledge, skills abilities and qualifications necessary to become successful in being hired by a Fire Department.

## **Compensation:**

- Twain Harte Fire and Rescue will provide a monthly stipend of \$1,200 to each of the Apparatus Operator Interns, paid at beginning of the month with no other benefits provided.
- Apparatus Operator Interns will receive numerous training and certification opportunities within the department and by outside instructors at no cost, depending on candidate experience and the Training Officer's determination of needs
- Apparatus Operator Interns may be utilized in/out of county mutual aid responses to State or Federal emergencies and are eligible for hourly compensation during that incident.
- Basic uniform articles will be provided.
- When successful in completing all skill signoffs, training requirements and time requirements for CA FFII, and CA Driver/Operator certification, all processing fees will be paid by Twain Harte Fire and Rescue.
- An Individual working in the capacity of Apparatus Operator Intern is not covered under the current Union Contract, is not eligible for the District's retirement system, and time served in program does not count for District seniority purposes.

## **Program Eligibility:**

- The potential candidate must meet the following minimum requirements to be considered for placement in the position of Apparatus Operator Intern:
  - Graduation from high school, or passage of the high school level General Education Development (GED).
  - Must be eighteen (18) years of age, prior to appointment.
  - Possession of a valid California Class B Commercial Driver's License, or California class C Driver's License with Firefighter endorsement and current DMV Medical Examiner's Certificate.
  - Have current personal vehicle insurance.
  - Interns must be certified as a Tuolumne County EMT, with current CPR/AED credentials.
  - Applicants must have prior to appointment, a California Firefighter I Certificate, California Driver/Operator 1A and 1B certificate, California State Fire Training Vehicle Extrication Certificate and Hazardous Materials First Responder Operations Certificate, Low Angle Rope Rescue Operations Certificate.
- Apparatus Operator Interns are assigned to a forty-eight (48) hour shift, working under the supervision of a paid Fire Captain, Fire Engineer, or Relief Engineer year round, including weekends and holidays as they land on assigned shift days.
- While on-shift, Interns will report to the station and work as a part their assigned shift except when attending classes, or taking written, physical, or oral tests for employment, at a regular paid fire department/district.

- Apparatus Operator Interns will be subject to a 6 month probation period, during which they will be required to complete the probationary hand book and all assigned tests and evaluations. Failure to complete the probationary tasks, or maintain all required certifications will be grounds for dismissal from program.

### **Program Expectations:**

- The probationary period will require intense training and studying in order to obtain necessary experience to become a CA Firefighter II, Driver Operator I, and Engine Boss Trainee, required within one year of assignment to shift.
- Completion of probationary handbook, tests, skill sign offs and participation in annual refresher training and proficiency drills.
- Interns will be expected to independently study training aids, district policy manuals, maps and other reference material provided by the Fire Department.
- Perform scheduled daily tasks.
- Attend, pass and become certified in NWCG S-130, S-190, I-100, I-200, S-290, S-230/231, S-212, provided by Twain Harte Fire and Rescue.
- Intern shall arrange for coverage, subject to Chief approval, if absent from shift for any other reason besides family emergencies, attending class, interview or job testing.
- Conduct that maintains the professionalism of Twain Harte Fire both on and off duty.

### **Shift Duty:**

- Apparatus Operator Interns will be assigned to one of three shift at the station; A, B or C.
- Apparatus Operator Intern's shift will start at 0800 and end at 0800, forty-eight (48) hours, after the beginning of said shift.
- Interns shall reside at station while on shift.
- Apparatus Operator Interns will comply with all current administrative policies and department standard operating procedures.
- The Apparatus Operator Interns will participate in work details that have been assigned to him/her by the paid staff in charge of their assigned shift (Captain/Engineer/Relief Engineer) Work may include but not limited to:
  - Training, proficiency drills
  - Station Maintenance, cleaning
  - Apparatus inspections, maintenance and cleaning
  - Equipment inspections, testing, maintenance and cleaning
  - Public education details
  - Fire Prevention details
  - Hose and hydrant testing

- Physical fitness
- Emergency responses

**Duty Roster:**

The Fire Department shall maintain a Duty Roster for all Apparatus Operator Intern participants. This roster, at a minimum, shall list the participants name, address, social security number, telephone number, date of shift and signature of participant. The Fire Chief will approve the duty roster and submit it to the General Manager for approval and processing for payment.

**Accountability:**

Apparatus Operator Interns will be subject to the Department's Standard Operating Procedures, Twain Harte Community Services District Rules and Regulations, Administrative Policies and those unwritten standards that would normally be adhered to by a prudent person.

The highest ranking Officer on duty and assigned to a shift schedule, will be assigned as the supervisor of the Apparatus Operator Interns assigned to their shifts. It will be his/her responsibility to record and report on performance, attendance and punctuality. Reports will be forwarded to the Program Coordinator. Performance will be closely observed and a record maintained in the Daily Log Book. The paid staff will be responsible to help with problems that may occur. The proper chain of command shall be followed for handling any problems, complaints, or grievances. Any problems shall be handled, at the lowest possible level, prior to being brought to the attention of the Fire Chief.

The highest-ranking Officer on duty will schedule all work assignments. In the event of a problem, or complaint, the issue shall be submitted, in writing, to the shift supervisor. The shift supervisor will submit the issue to the Fire Chief, within ten (10) working days, if he/she cannot resolve the issue. The decision of the Fire Chief shall be final and binding.

**Uniform:**

Apparatus Operator Interns will be restricted from participating in fire prevention inspections, or public education details, until they have been issued NFPA compliant uniform clothing, as approved by the Fire Chief. The Fire Department will provide NFPA compliant uniforms to each Intern, upon assignment to particular shift. The uniform shall consist of the following clothing items:

1. NFPA compliant pants
2. Navy blue, button front, duty shirt
3. Navy blue station tee shirt
4. Black basket weave leather belt
5. Badge
6. Nametag
7. After successful completion of six month probation, embroidered sweatshirt will be presented to Intern.

It shall be the responsibility of the Apparatus Operator Intern to procure the following items at his/her own expense:

1. Cotton under-garments
2. NFPA compliant station boots
3. Personal hygiene products
4. Bedding
5. Other approved optional uniform items at Intern's discretion.
6. Maintenance of uniform articles to keep in clean and neat condition.

### **Safety Equipment:**

Apparatus Operator Interns shall be issued the following safety equipment:

- STRUCTURE GEAR: Helmet, Jacket, Pants, Boots, Gloves, Suspenders, Hood, Flashlight.
- WILDLAND GEAR: Helmet, Jacket, Pants, Gloves, Headlamp, Fire Shelter, Web Gear, onetime \$200 Wildland approved boot allowance.
- MEDICAL GEAR: HEPA mask, Safety Glasses, pocket mask.
- COMMUNICATIONS EQUIPMENT: Pager, Charger.
- MISCELLANEOUS: Firefighter Bag.

### **Driving Privileges:**

- Apparatus Operator Interns must maintain a current CA Class B Driver's license or Firefighter Endorsement to CA Class C that is in good standing with a clean driving record.
- Interns must show proof of personal vehicle insurance upon acceptance and during participation in program.
- Driving approval of Department vehicles will only be approved after Firefighter Intern has completed a drive test by Department Training Officer or Fire Chief's delegate.
- Code three driving will only be allowed once Apparatus Operator Intern has completed Department provided emergency vehicle operation training and successful passing of field test.

### **Off Duty:**

When off duty, Apparatus Operator Interns may utilize their free time as they wish. Interns are expected to follow Fire Department Rules and Regulations, Department Standard Operating Procedures and be good stewards of the program whether on, or off, duty. Intern shall conduct themselves in a professional manner at all times and will not participate in activities, behavior or discussions, either in person or electronically, that presents themselves, the Twain Harte Fire and Rescue, or any other Fire Department in an unfavorable position.

### **Outside Employment:**

Apparatus Operator Interns will not be restricted from outside employment, unless the outside employment interferes with the Intern's scheduled shifts, or school performance. If, in the opinion of the Fire Chief, outside employment interferes with the performance of the Intern, the Intern may be asked to withdraw from the program.

### **Termination of Service:**

- Either party can terminate an individual's participation in the Intern Program, by notifying the other party, in writing, at fourteen (14) days in advance of said termination.
- All safety equipment, pagers, chargers, uniforms and/or other equipment issued to the Apparatus Operator Intern, by Twain Harte Fire and Rescue, shall be surrendered to their assigned shift supervisor, or the Fire Chief, upon termination of service.
- A breach or violation of any of the rules, regulations, policies, conducts or program eligibility requirements, are grounds for immediate termination of the Apparatus Operator Intern at the discretion of Fire Chief.

### **Testing Process:**

- Potential candidates are required to file an application within the filing dates listed on announcement.
- The testing process shall consist of the following:
  - Application submittal and review for meeting minimum qualifications
  - Written test with score higher than 80 %
  - Physical agility test and basic pump operations manipulative test
  - Oral panel interview
  - If successful in above process, candidate will then be required to ride with each shift no less than 8 hours to further determine compatibility with Department.
  - Upon completion of ride time, Candidate will be subject to Chief's Interview before continuing in the placement process.
  - Candidate will pass pre-employment drug screening, background check, Life Scan finger printing and physical exam prior to being placed on shift at discretion of Fire Chief.