

# FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT STANDARD OPERATING GUIDELINE

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## Section 100.7

### Reserve Program

**Purpose:** This guideline shall be utilized to define the roles and responsibilities of all Frederick-Firestone Fire Protection District (FFFPD) Reserve personnel.

**Scope:** This guideline applies to all FFFPD Reserve Firefighter and Reserve Candidate members.

#### Definitions:

- A. New Member Firefighter Academy** - A training program that follows the most current and accepted curriculum for Colorado State Firefighter I.
- B. Orientation Program** – A specific program to introduce the new Reserve Firefighter with the entry-level certifications to overall operations of the FFFPD. The Orientation Program will also be used to assess basic skill levels for both Firefighter and EMS certifications.
- C. Reserve Candidate** – Individuals who are least 18 years of age who, under the supervision and direction of the Fire District's command structure, perform a variety of duties associated with the Fire District's training and emergency response programs. The Reserve Candidate Member is required to perform the emergent and non-emergent medical services, in compliance with the adopted medical protocols of the District's Medical Director. The Reserve Candidate Member may on occasion participate in public events, and public education as related to life and property safety within the community. The Reserve Candidate Member is a transitional position to allow Colorado Certified EMT's the opportunity to gain firefighting credentials to become a full Reserve Firefighter within 12 months of appointment.
- D. Reserve Coordinator** – Person responsible for the coordination of the administrative functions of the Reserve Program.
- E. Reserve Firefighter** – Individuals who are least 18 years of age who, under the supervision and direction of the Fire District's command structure, perform a variety of technical work and labor required by the State of Colorado. The Firefighter/EMT is required to perform the emergent and non-emergent medical services, in compliance with the adopted medical protocols of the District's Medical Director. The Firefighter/EMT must perform the duties of a career firefighter, including but not limited to; apparatus response and operation, search

and rescue, fire suppression, salvage and overhaul operations, inspections, and participate in the Fire District's training and emergency response programs.

## **1. Organizational Structure**

- A. The Reserve Firefighter and Reserve Candidate Program organizational structure shall be designed to be fully integrated into the overall organizational structure.
- B. The coordination of the Reserve Firefighter and the Reserve Candidate Program is the responsibility of the Reserve Coordinator, who is appointed by the Fire Chief.
- C. Reserve Firefighters and Reserve Candidates will be supervised in their daily activities and provide feedback directly to their assigned Shift Officer regarding operational issues.

## **2. Entry Level Requirements**

- A. All applicants must be a minimum of 18-years of age.
- B. All applicants must possess a high school diploma or an equivalent standard of education (GED).
- C. The FFFPD reserves the right to limit applicants to those individuals with specific qualifications, including but not limited to:
  - State of Colorado – Firefighter I (Reserve Firefighter)
  - State of Colorado – HazMat Operations (Reserve Firefighter)
  - State of Colorado – Emergency Medical Technician/Basic (Reserve Firefighter and Reserve Candidate)
  - Professional Rescuer CPR card (Reserve Firefighter and Reserve Candidate)
- D. Each applicant will be subject to the following, including but not limited to:
  - 1. Applicants must follow all requirements listed in the Job/Position Posting, including the submittal of an employment application through Fire District's administrative office or on the District's website.
  - 2. Submit to a driver's license/driving records and criminal background check.
  - 3. Participate in a practical and/or written testing process, including interviews.
  - 4. Successfully completed the FFFPD job specific performance assessment.

5. Successfully pass the Reading, Writing, and Arithmetic sections of the Aims Community College AccuPlacer Exam, and submit the results to the District. Results less than five years old will be accepted.
6. Upon conditional acceptance into the Reserve Program, each applicant will be required to pass a medical examination provided by the FFFPD designated medical provider.
- ~~7.~~ Applicants who only possess either the EMT-B or Firefighter I certification and are in the process of obtaining the other may be allowed to apply for the position of Reserve Candidate.

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### 3. Maintaining Status

- A. Each Reserve Firefighter and Reserve Candidate will be subject to all position requirements, including but not limited to, training, duty assignments, conduct, and work schedules. These duties shall be explained to each applicant before he/she is accepted into the Reserve Program.
- B. New Reserve Firefighters will be required to successfully complete an orientation period, task book(s), and performance review within their first year of entry into the Program in order to remain a Reserve Firefighter with the District.
  - Reserve Candidates will be required to successfully complete an orientation period, task book(s), and performance review after completion of their Firefighter I Academy.
- C. New members will not be permitted to engage in outside training activities requiring District financial commitment, unless authorized in advance by the Fire Chief.
- D. Reserve Firefighters and Reserve Candidates are not eligible to participate in the District's Volunteer Firefighter Pension Fund.
- E. All Reserve Firefighters and Reserve Candidates must complete an annual physical fitness assessment. All Reserve Firefighters and Reserve Candidates must maintain an "average" rating as described in the FFFPD's Physical Fitness Standards Program.
- F. Former Reserve Firefighters may apply for reinstatement. If the former Reserve Firefighters re-enters the Program he/she must meet all the entry level requirements. The FFFPD reserves the right to deny reinstatement of any applicant at the sole discretion of the Fire Chief.

#### 4. Training

- A. Reserve Firefighters and Reserve Candidates shall only operate and function in those positions and assignments for which they are trained and/or certified by the District. At no time is a Reserve Firefighter or Reserve Candidate to operate any equipment or apparatus for which they are not certified.
- B. Reserve Firefighters and Reserve Candidates must maintain their required certifications and Job Performances Requirements (JPR's) for their level of certification. Required minimum certifications are:
  - State of Colorado – Firefighter I (Reserve Firefighter)
  - State of Colorado – HazMat Operations (Reserve Firefighter)
  - State of Colorado –Emergency Medical Technician/Basic (Reserve Firefighter and Reserve Candidate)
  - Professional Rescuer CPR card (Reserve Firefighter and Reserve Candidate)
- C. Mandated re-certification is required by the Colorado Department of Health and the Colorado Division of Fire Safety. The required time period for re-certification for Firefighter, Hazmat Operations, and EMT certifications is every three (3) years, after the initial training and certifications. Professional Rescuer CPR re-certification is every two (2) years.
- D. Reserve Firefighters and Reserve Candidates are required to attend monthly continuing education trainings for their level of medical certification. This would include the EMT-P, EMT-I, EMT-B, Professional Rescuer CPR and the annual practical assessment provided by the FFFPD Medical Director. The annual practical skills assessment must be attended.
- E. Reserve Firefighters and Reserve Candidates are required to attend the District's annual Legal and Ethical Training and Bi-annual All-Staff Meetings.
- F. Reserve Firefighters and Reserve Candidates are eligible for training and tuition reimbursement as specified in the Member Handbook.
- G. Any Reserve Firefighter or Reserve Candidate that allows his/her required certifications to lapse while active with the FFFPD will be subject to corrective/disciplinary action and placed on administrative leave until the certification is re-instated.

#### 5. Work Assignments and Compensation:

- A. Reserve Firefighters are required to work ~~48~~36-hours per month. It is recommended that the Reserve Firefighter completes the required hours in 12 or 24 increments.

- Reserve Candidates are required to work 12-hours per month. It is recommended that the Reserve Firefighter completes the required hours as a complete, ~~12-hour~~ 12-hour segment.
- B. The Reserve Coordinator may approve alternative shift hours based on scheduling conflicts when applicable.
  - C. Shift hours will be evaluated on a monthly basis by the Reserve Coordinator.
  - D. Reserve Firefighters and Reserve Candidates shall schedule their shifts through the Reserve Coordinator by the 25<sup>th</sup> of the prior month. All scheduling will be done utilizing District email.
  - E. Station and riding assignments shall be at the discretion of the on-duty Battalion Chief or his/her Designee.
  - F. Reserve Firefighters and Reserve Candidates will familiarize themselves with all apparatus they are assigned to when they arrive at their assigned station.
  - G. At the conclusion of each shift worked, the Reserve Firefighter and Reserve Candidate will check in with the company officer and ensure that proper training rosters and new member task documentation has been completed.
  - H. Reserve Firefighters and Reserve Candidates are responsible for the scheduling of all shifts. In the event a scheduled shift cannot be completed, it is the responsibility of the Reserve Firefighter and Reserve Candidate to notify the on duty Battalion Chief or his/her designee as soon as possible, or risk being Absent Without Leave (AWOL). The Battalion Chief will adjust the daily roster in ERS to "Reserve Call Out" status.
  - I. Reserve Firefighters and Reserve Candidates are volunteer positions with the District, and are not subject to wages of any kind.
  - J. Reserve Firefighters who complete their minimum required shifts each month for a continuous quarter shall be entitled to a fixed quarterly stipend in an amount set and approved annually by the Board of Directors, for the purpose of reimbursement of certain costs.
  - K. Reserve Firefighters that remain in good standing throughout the year, meet their minimum ~~48~~ 36 hours per month ride along requirements at least 80% of the time, and met all training and meeting requirements are eligible for an extra annual stipend for hours worked above 24 additional each month.
- Reserve Candidates do not qualify for a quarterly stipend.

## 6. Responding to Emergencies

- A. In the event personnel are called back to duty, Reserve Firefighters and Reserve Candidates are to report to Station ~~3~~unless otherwise specified by a Chief Officer.
- B. Reserve Firefighters and Reserve Candidates are encouraged to sign up for cell phone notification of emergency call-back.
- C. At no time will Reserve Firefighters or Reserve Candidates respond to an incident in their personal vehicle, nor shall they disobey any traffic device or law when reporting to the station. Emergency devices (i.e. sirens, emergency lights, etc.) shall not be used in any private vehicle.
- D. Only pre-approved crews shall be used to form a company response. An on-duty Shift Officer may authorize the use of a reserve crew to be placed in service.

#### **7. Other Responsibilities**

- A. The FFFPD will provide uniforms and personal protective equipment and clothing necessary for these positions. Upon termination, all personal protective equipment and clothing shall be returned to the FFFPD. Failure to return the issued personal protective equipment and clothing may result in legal action.
- B. Company Officer will assume the primary management role for personnel on their shift. This responsibility shall include but is not limited to: tracking of schedules, training, job performance and corrective/disciplinary actions.
- C. Company Officers will be responsible for disseminating information to their assigned personnel as necessary.
- D. Reserve Firefighters and Reserve Candidates are responsible for following the FFFPD Standard Operating Guidelines/Procedures, Member Handbook, and Code of Conduct.
- E. Reserve Firefighters and Reserve Candidates are responsible for ensuring all correspondence and required documentation is completed in a timely and professional manner, including checking their District e-mail account at least weekly.
- F. Reserve Firefighters and Reserve Candidates who have served with the District for more than one (1) year may be eligible for a leave of absence not to exceed 90 days for approved criteria, during which time they must surrender all District property until their return to duty.
  - Leaves of absence will only be granted by the Fire Chief and only after the individual applies with the Fire Chief. If a member needs to take a leave of

absence for longer than -90 days but may be extended up to 180 days at the Fire Chiefs discretion, he/she must resign their position and re-apply at a later date.

- It is the member's responsibility to ensure all required certifications are maintained and current during his/her leave of absence.

## 9. Change of Status

- A. To be eligible for upgrade to Reserve Firefighter, Reserve Candidates must complete the following requirements:
- 1) An approved New Member Firefighter Academy within one (1) year of anniversary date.
  - 2) Be current on all Fire District training, prorated to the month being measured.
- B. Failure to complete the transition to Reserve Firefighter within the specified one (1) year of appointment will result in removal from the District's Reserve Program, and the Reserve Candidate shall be required to repay all outstanding education reimbursement funds.

The Fire Chief reserves the right to change or alter this guideline.

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Member Date

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Fire Chief Date

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