

**-----Fortuna Volunteer Fire Department-----**

320 SO. FORTUNA BLVD. FORTUNA, CA. 95540

(707)725-5021

<http://fortunafire.com>

***“Always Ready – Always Willing”***



**VOLUNTEER FIREFIGHTER INTERN  
PROGRAM**

# (Procedures Manual)

## **Volunteer Firefighter Intern Program**

### **Objective:**

The [Volunteer Firefighter Intern Program](#) is intended to provide a volunteer firefighter the necessary experience requirement for obtaining a California Fire Service Training and Education System (CFSTES) Firefighter 1 Certification.

### **Position Description:**

The Volunteer Firefighter Intern Program provides an opportunity for advanced fire service training and incident response experience to qualified individuals that are seeking a career in the Fire or EMS field and are willing to serve as a volunteer firefighter for the Fortuna Fire Protection District. Interested individuals must have graduated from or are currently attending a Firefighter 1 Academy. The Volunteer Firefighter Intern must participate for at least one year in order to achieve the experience requirement CFSTES Firefighter 1 certification. The Fire District will provide no-cost living facilities (meals not included), training/experience towards certification as a CFSTES Firefighter 1 and other related certifications in exchange for providing daily staffing of the fire station and apparatus while the intern serves as a volunteer firefighter for the Fire District. This is a non-stipend/non-reimbursable program.

### **Minimum Qualifications:**

- Be at least 18 years of age.
- Possess a high school diploma or GED equivalent.
- Possess a valid California driver's license and have a clean driving history.
- Completed or currently enrolled/attending an accredited Firefighter 1 Academy.
- Pass a background check and physical exam as per department standard.

### **Length of Residency Requirements:**

Participation in the Volunteer Firefighter Intern Program will be a minimum of 12 months and maximum of 18 months. Approval of additional participation will be at the discretion of the Fire Chief or his/her designated appointee.

### **Shift and Volunteer Response Requirements:**

In return for accommodations, Volunteer Intern Firefighters are required to pull a minimum of four 12 hour shifts per week; this number may be negotiable based on school and/or work load at the discretion of the Fire Chief or his/her designated appointee. Shifts can be filled in any manner that will fit the Volunteer Firefighter Intern's work or school schedule. Shifts are primarily 12 hour shifts with the "A" shift running from 06:00 to 18:00 and the "B" shift running from 18:00 to 06:00. Staffing levels for "A" shift during the weekdays are 2 firefighters that will work with daytime administrative staff. The "A" shift staffing level for weekends and holidays (recognized by the fire district) are 3 firefighters. Staffing levels for "B" shift is 3 firefighters.

### **Additional requirements:**

Intern volunteer firefighters are expected to be enrolled or in the process of enrolling in college classes in the pursuit of additional education and/or employed or seeking either full or part-time employment while in the Volunteer Firefighter Intern Program. Intern Volunteer Firefighters are required to become members of the Fortuna Volunteer Fire Department as a volunteer firefighter and will be assigned to a fire company with the expectation that they will fully participate in training and community events. Intern firefighters shall respond on all emergency calls when “on duty” and are expected to respond as a “volunteer firefighter” for emergency calls when not on duty but available if more than a single engine response is requested or in the event that the current shift is not staffed for single engine response.

**Benefits:**

- Opportunity to gain experience needed for CFSTES FF1 certification
- Provide real life experience in a fire house setting responding to incidents, performing shift assignments and interacting with other crew members.
- Comfortable living quarters at no cost to include full kitchen and bathroom, day room, physical training equipment, training room facility with internet access and more (meals not included).
- Provide continuing educational opportunities and support.
- The fire department will provide all personal protective equipment and uniform.
- The fire department will provide all mandatory insurance coverage in accordance with state law.

NOTE: The Volunteer Firefighter Intern will be required to provide compliant safety/duty boots to wear while on duty.

**Examples of Duties Required:**

- Respond to fire alarms with assigned company; lay and connect hose lines; hold nozzles and direct water streams; raise and climb ladders.
- Provide basic life support during medical incidents, assessing and initiating patient care until relieved by proper medical personnel.
- Operate all types of portable fire extinguishers, hand tools, hose lines, power tools and appliances, salvage covers, forcible entry tools, emergency medical equipment and other rescue equipment.
- Participate in routine fire department activities such as public education sessions, fire inspections, and fire station tours.
- Participate in fire drills and attend training sessions.
- Maintain regular and consistent attendance.
- Promote and maintain safety in the work place.
- Work cooperatively with others.

## **Shift duty assignments**

When on duty, Volunteer Firefighter Interns will follow the same duty assignment guidelines as Volunteer Shift Program participants as follows;

- The priority for duty crews is to be ready and available for response as needed. The maintaining of crew integrity is essential. In addition it is the responsibility of all members of a duty crew to participate in all daily assignments including but not limited to;
  - Station duty assignments
  - Training assignments
  - Apparatus and equipment maintenance/cleaning assignments,
  - Public education and fire prevention assignments
  - Community events as scheduled
- The Duty Officer will communicate the shift activities to all crew members at the beginning of each shift and will update the Duty Chief as well as the in-coming Duty Officer (next shift) of the status of assignments.
- While it is reasonable to expect a lesser amount of activity in the evening hours, all duty crews are to participate in assignments as requested. At a minimum, each duty crew is required to complete one hour of training per shift. Training can be tailored to match current department training topics, EMS related topics and can be assigned as computer based training as weather dictates.

## **Station maintenance and cleanliness**

Fire District property should be kept in a condition that is presentable to the public at all times. Personnel participating in the Firefighter Intern Program are expected to take pride and ownership in the living quarters being provided as well as all fire district property. The Duty Officer is responsible for the overall daily maintenance of living quarters and will see that the following station maintenance plan is strictly adhered to;

- Ensure all kitchen areas are clean and neat
- All foods shall be purged when expired
- All shared living spaces are to be kept clean of debris, waste, garbage, clothing items and general clutter.
- Trash cans in all areas are to be emptied daily or as needed
- Bathroom areas, showers, sinks and toilets are to be kept clean at all times
- Floors in all areas of the living quarters are to be maintained as needed

Occasional repairs and or additional maintenance of the facility will be assigned as needed as part of a shift assignment by the Duty Officer or Duty Chief.

### **Station visitation**

Station living quarters are intended to provide temporary residence for the Volunteer Shift Program as well as primary residence for Volunteer Firefighter Intern and Resident Volunteer Firefighter participants. However, the facility may be used by other volunteer staff for access to the training room, visitation and special events. Shift personnel will have priority over all aspects of the living quarter's facility, a privilege which is to be recognized by all staff. Sleeping quarters are provided for On-duty Personnel, Interns and Residents only, overnight guests are not welcome. At no time are "conjugal" visits allowed on District property regardless of the relationship to personnel who may be on or off duty and regardless of time of day.

Typical visiting hours are from 0900 to 2200 hours. Visitors may remain until midnight with approval of the Duty Chief, but late visitations are to be limited. Personnel are to recognize that the Volunteer Shift, Volunteer Firefighter Intern and Resident Volunteer Firefighter programs are duty oriented; any abuse of visitation privileges will result in a loss of those privileges.

Personnel are to recognize that the district facility is often used for social events which may at times impose on quiet time. Respect for personnel will be of utmost priority with social functions not to be allowed to extend past midnight.

### **Dress code and hygiene requirements**

All participants in the Volunteer Firefighter Intern Program are expected to maintain a high level of personal hygiene. Clothing is required to be clean and in good condition; rips, tears and holes in clothing is unacceptable. While on duty, identifiable (Fortuna or affiliated fire department, fire academy or local fire organization -ERVTRT) t-shirts are to be worn. Uniform shirts and pants are to be worn during any community presentation or event and during fire inspection activities.

The Volunteer Firefighter Intern Program offers opportunity to all individuals regardless of gender, therefore promoting a co-ed environment. It is expected that all participants will have the utmost respect for one-another regarding appropriate dress at all times.