

Volunteer and Paid Part-Time Firefighter Program

Effective 03/31/12

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Jackson Fire Territory is a combination fire department, meaning alternative staffing means are utilized to supplement the career force. There is a mix of career, paid part-time and volunteer employees that work together toward the same mission and vision. Among other organizational philosophies, on that is very important is as follows: Respect – All services will be provided with caring and respect for our community, our citizens, and each other. Fire personnel are expected to show mutual respect for others regardless of the role within the Department.

Policy

It is the policy of the Jackson Fire Territory, to maintain a reserve force of volunteer and paid part-time firefighters / EMT-B and firefighter / paramedic's to supplement the career force for Jackson Fire Territory. It is the responsibility of the Fire Department to administer this program.

Definitions

Full-Time/Career – A Career Firefighter is a person that has been employed full-time with the Jackson Fire Territory and works under the job description of Firefighter/EMT.

Volunteer – A volunteer firefighter is a person that is a minimum of 18 y/o, meets the minimum requirements set forth within these policies and procedures and is in good standards with the department. Each volunteer will receive an annual stipend at years end based on their length of serve and participation within the department.

Paid Part-Time – A PPT firefighter/EMT-B or firefighter/Paramedic is a person that meets the minimum job requirements and has been selected from within the departments application pool.

Duties

Jackson Fire Territory utilizes a NIMS compliant Incident Command System for all emergencies. Staffing assignments shall be made within this system at all incidents. The Incident Commander will assign Volunteer and PPT personnel as needed to reach operational goals. This flexibility will allow PPT personnel to be utilized for incident priorities, normal work procedures or Fire/Rescue duties.

Selection Procedure.

Volunteer/PPT personnel must meet the same entry-level criteria as career personnel.

An interview process will be used to select potential candidates. Such candidates will also be subject to a background investigation, drug screen and medical exam.

The applicant process will include 6 steps.

1. Completed application
2. Officer Interview Board
3. Chiefs Review
4. Fire Board Approval
5. Physical, Drug Screen and Medical Exam (Must Pass)
6. Appointment / Start date.

New personnel will be introduced to each shift as schedules permits. The Fire Chief or his appointee will keep Division and Station Officers up to date on the selection of new personnel, and the training they have received.

Post-Selection Training Requirements.

Volunteer/PPT personnel shall be trained and utilized based on the Program Policy

Volunteer/PPT personnel will be required to obtain and maintain the following training:

- SCBA Fit Test
- CPR/AED certification
- EMT-B and or Paramedic
- Hazardous Materials Operations
- NIMS Requirements
- Any annual mandated training requirements

Jackson Fire Territory will provide the necessary training to the meet the above objective if needed.

Jackson Fire Territory will also provide PPE, uniforms and ID/Accountability cards as listed in our SOGs.

Once the training is completed, the volunteer/PPT will be subject to a 1 year probationary period. This probationary period will begin when the initial minimum training is completed, not at the time of selection. The volunteer/PPT will be required to complete the entry level probationary training program as established by the Jackson Fire Territory.

Volunteers, Paid Part-Time and Career personnel are required to maintain a valid Driver's License.

All applicants must provide a criminal back ground check at their own expense. This expense will be reimbursed at the completion of the applicant's probationary year. (If reimbursement to happen the fire department needs a copy of the receipt).

Requirements and Scheduling.

Volunteer/PPT personnel will be required to adhere to all Jackson Fire Territory Policy, Procedures and Standard Operating Guidelines. All volunteer and PPT personnel shall strictly adhere to the Jackson Fire Territory chain of command and safety procedures. Volunteer members may serve in one of two composites.

Volunteer Station Stand by Requirements.

Volunteer member choosing to serve in this capacity will be assigned to a shift, and will be required to provide service a minimum of 16 hours per month, or 48 hours per quarter. This is a minimum amount and may be exceeded. Although most of the work time should be spent with the assigned shift, volunteer are encouraged to spend shift time with the two other shifts as well. Once again this is a minimum, and can be exceeded with approval of the Fire Chief. Work periods should be no less than four (4) hours, unless otherwise approved by the Fire Chief.

Scheduling shall be through the shift officers and the established Volunteer/PPT calendar. This shift calendar will be posted a month in advance. These may include dates the shift is at minimum staffing or during special events. This will allow the shift officers time to establish staffing and work assignments. Unless otherwise approved, only two Volunteer/PPT personnel will be allowed to sign up for shift work during the same time period. The fire chief will work with shift officers if this number is to be increased due to various circumstances. In times of minimum staffing, two (2) Volunteer/PPT personnel may be assigned along with one (1) Volunteer/PPT still in the probationary training period. Shift Officers will assign personnel to units as needed for staffing. Volunteer/PPT with more than 6 months of experience can be utilized at a sub-station.

Outside training and other duties (i.e. public education duties) can count towards the monthly total requirement within the following: Volunteer/PPT with less than one year of service will still need to complete a minimum of 8 hours per month of shift duty in order to gain proper experience. Although outside training and helping with Public Education events is a very important part of the program, the experience gained when working shift is vital to the emergency operations and safety of all personnel.

Volunteer Home Responder Requirements.

Volunteer members choosing to serve in this capacity must live within Jackson Fire Territory, meet all training requirements. These members must sign up for a total of 24 hours per month of on call responder time. (*Meaning*) these individuals must sign up and notify the career officer of their hours available for that shift. The officer may have duties that need to be accomplished during your shift hours. (*Example*)This may include going by the station at the start of your shift and checking the apparatus and equipment for response readiness, and then the member can return home and respond from there.

Training Requirements.

Minimum training requirements for all firefighters are 6 hours a month, or 18 hours a quarter for a minimum total of 72 hours annually. In addition EMT-B and Paramedics must meet minimum training requirements as out lined by the Medical Director and the State of Indiana.